

**Ardmore Hall Rental Contract** — Please submit contract by e-mail to [ardmoresociety@gmail.com](mailto:ardmoresociety@gmail.com)

Box 142, Ardmore AB, T0A 0B0, 780-826-2449

Lessor: Ardmore Community Society **GST#123481699RT0001**

Rental Contract is a mutual agreement between THE LESSOR and THE LESSEE.

THE LESSEE's information - (Please Print)

DATE REQUIRED: \_\_\_\_\_

TIME OF EVENT: from: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

TYPE OF EVENT: \_\_\_\_\_

Will you require Hall set-up Yes No if Yes, reimbursement to Ardmore Community Society for charges incurred.

Desired key pick-up date \_\_\_\_\_

Will you require the use of the Kitchen Yes No use of what portion \_\_\_\_\_?

Number of Occupants Expected \_\_\_\_\_

**RENTAL FEES**

**PLEASE NOTE GST is applicable to the fees below, but not included GST#123481699RT0001**

- Hall Rental **½ day 4 hours less**  
\$150.00 (+\$7.50 GST) W/O Kitchen OR \$200.00 (+\$10.00 GST) W/Kitchen + \$300.00 Damage Deposit
- Hall Rental **Full Day over 4 hrs**  
\$300.00 (+\$15.00 GST) W/O Kitchen OR \$400.00 (+\$20.00 GST) W/Kitchen + \$300.00 Damage Deposit
- Hall Rental **Weekend (Sat & Sun)**  
\$650.00 (+\$32.50 GST) W/O Kitchen OR \$850.00 (+\$42.50 GST) W/Kitchen + \$300.00 Damage Deposit
- Hall Rental **Funeral (Full Day)**  
\$200.00 (+\$10.00 GST) W/O Kitchen OR \$400.00 (+\$20.00 GST) W/Kitchen No Damage Deposit, setup fees and cleaning fees will be transferred as reimbursement to Ardmore Community Society for charges incurred.

**All Deposits MUST be received upon approval and booking of this contract.**

*By signing this contract, I have read and agree to all the Terms and Conditions of the ACS Hall Rental Guidelines and except the Responsibilities stipulated.*

THE LESSEE Information:

Name: \_\_\_\_\_

*First Last*

Organization/Group Name: \_\_\_\_\_ Mailing

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ (Please Print) Signature

of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Booking

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit fee Received: \$ \_\_\_\_\_ Cash Cheque E-Transfer Date: \_\_\_\_\_

Rental fee Received: \$ \_\_\_\_\_ Cash Cheque E-Transfer Date: \_\_\_\_\_

*For office use only*

## Ardmore Hall Rental

### **Ardmore Community Society - Hall Guidelines:**

All HALL renters must fill out the Hall rental contract prior to acceptance.

The ACS has the right to revoke or refuse permission to use the HALL at any time or for any reason.

- Hall rental will not be issued to anyone under the age of 18 years of age;
- All cheques are payable to Ardmore Community Society; and
- There will be an additional \$35.00 charge for any NSF cheque. This could also result in cancellation of rental agreement whichever is seen fit by the ACS.

### **THE LESSEE Responsibilities:**

- If liquor will be served at THE LESSEE's function, they must obtain a valid LIQUOR EVENTS LICENCE.
- The ACS must be provided with a copy of the liquor events licence prior to the Event Date.
- All events in which liquor will be served THE LESSEE MUST obtain PARTY ALCOHOL LIABILITY INSURANCE. The ACS must be provided with a copy of Insurance prior to rental date.
- In order to comply with the Fire Regulations, THE LESSEE MUST NOT exceed our maximum capacity (as per attached). THE LESSEE will be responsible for any fines incurred should an official inspection occur during the rental.
- THE LESSEE will be responsible to see to the event is conducted with-in all bylaws, liquor and safety regulations.
- THE LESSEE will not sublet, assign or re-rent the Hall without written consent of the ACS.
- Inappropriate behavior on the part of THE LESSEE and/or event participants may result in the cancellation or cessation of the rental event at the discretion of the ACS board of directors, without refund of all or any rental fees. In appropriate behavior includes, but is not limited to the following:
  - o The destruction or damage to any doors, walls, facilities exterior
  - o Damage or destruction of the facility, property or equipment
  - o Perceived danger to the participants, guests, volunteers and/or members
- All equipment or materials not belonging to the hall must be removed at the end of the event.
- The hall is to be left in the same condition in which it was found. Failure to do so WILL result in deductions from the Damage Deposit paid to the ACS.
- THE LESSEE will be liable for the actions of any and all individuals attending the function being held at the Hall for the duration of the contract. This would include the set-up and clean-up of the hall for the event. ACS assumes NO liability whatsoever for any and all injuries or damages to persons or their property in the Hall during this time.
- Any abuse of privileges will result in the forfeiture of the damage deposit. Any additional charges over and above the Damage Deposit will be the responsibility of THE LESSEE.

### **Termination of Agreement**

- The ACS reserves the right to terminate this agreement if THE LESSEE is not complying or does not comply with the AGLC regulations or the RCMP. THE LESSEE shall be deemed in sole occupation, control and management of all ACS premises and shall be liable for any and all loss, damage or personal injury, however occurring in the contracted premises. ACS shall not be liable for loss, damage, theft or personal injury, however occurring in the said building or surrounding properties and THE LESSEE shall indemnify the ACS against any such claims and costs related thereto.
- In the event that THE LESSEE must cancel this agreement, money shall be refunded. If the cancellation occurs within one month of the Rental Date, the ACS reserves the right to retain the entire Rental Fee.

The Ardmore Community Society agrees to provide THE LESSEE access to and use of the Ardmore Hall and Properties pursuant to these terms and conditions by 12 - Noon on the first day of the rental contract. THE LESSEE agrees to vacate the Hall and have cleaned the Hall and all properties by 2:00 pm on the date following the last day of the rental unless alternate arrangements are required by the ACS and noted.

## **Cleaning Rules and Responsibilities**

- 1) All decorations must be removed and disposed of properly. THE LESSEE shall not attach or hang any materials or items on the walls using masking tape, nails and/or staples.
- 2) No confetti, rice etc. is to be thrown inside or outside of the Hall.
- 3) All bottles and cans are to be removed from the hall and Properties.
- 4) Smoking is NOT permitted inside the Hall as per the Alberta Tobacco Reduction Act. Smoking is permitted outside the hall as long as proper disposal of butts are used.
- 5) Tables and chairs are to be free of tape and/or paper and cleaned. Tables and chairs must remain inside the hall. Tables and chairs must be stacked neatly in the proper storage room.
- 6) All floors are to be swept and mopped, Using the cleaner specified by the ACS
- 7) Bathroom sinks, mirrors, toilets and floors are to be cleaned. Garbage containers are to be emptied and washed.
- 8) Kitchen countertops, sinks, appliances, coffee pots, cooler and refrigerator are to be cleaned.
- 9) The coffee maker is to be unplugged.
- 10) NO food or beverages are to be left in the cooler or refrigerator.
- 11) Garbage is to be disposed of in the ACS garbage bin located on the West side of the hall. All recyclables are to be taken (unless otherwise noted).
- 12) The basement is off limits and not to be used under any circumstances.
- 13) Outside grounds must be cleaned up and free of debris.
- 14) Fireworks are absolutely NOT PERMITTED.
- 15) The renter is responsible for their own paper supplies such as paper plates, disposable cups, cutlery, etc.
- 16) Use of Hall fire extinguishers is strictly prohibited for any non-emergency purpose, if fire extinguishers are used, any and all costs to refill or replace them will be deducted from the Damage Deposit.
- 17) Arrangements must be made with the ACS to inspect the clean-up of the hall upon completion. Therefore at the time of inspection, the keys are to be returned to the ACS.

*In the event that the cleaning does not meet the expectations (as was before event) of the ACS, or any damage repairs are required, the Damage Deposit will be deducted accordingly.*

## Ardmore Hall Cleaning Inspection

Name of Applicant: \_\_\_\_\_

Date of Clean-up Inspection: \_\_\_\_\_

ACS Member \_\_\_\_\_

### **Clean-Up Checklist**

1. All decorations are removed. There is NO masking tape, nails or staples
2. There is NO confetti or rice
3. All bottles and cans have been removed
4. Entrances are and property free of cigarette butts
5. Tables and chairs are cleaned, stacked and put away
6. All floors have been swept and mopped.
7. Bathroom sinks, mirrors, toilets and floors are clean
8. Kitchen countertops, sinks, appliances, coffee pots, cooler and refrigerator are clean.
9. All small appliances and coffee machines are unplugged
10. The Freezer and Fridge are clean and cleared out of food
11. All garbage's are emptied and properly disposed of
12. Fire extinguishers and grounds checked.

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

ACS Member: \_\_\_\_\_ Date: \_\_\_\_\_