

CARSTAIRS AND COMMUNITY HALF CENTURY ASSOCIATION

RENTAL CONTRACT

BETWEEN: Carstairs and Community Half Century Association
PO Box 1043, 1139 Osler Street, Carstairs, AB 403-337-3904 half-century@shaw.ca
Contacts: Eleanor McKenzie – 403-337-5818, 587-223-7704, cocoacopper@yahoo.ca
OR Donna Maxwell – 403-337-3405

AND: Renter: _____
Address: _____
Contact: _____
Phone: _____ Cell: _____
Email: _____

DATE OF RENTAL: _____ **TIME:** _____

PURPOSE of function: _____ **NUMBER OF PEOPLE:** _____

FACILITIES RENTED:

Main Hall _____ with PA system: Y / N Kitchen _____ Other _____

FEES: Full day - \$150 (5 hours or more); Half Day - \$75 (4 hours or less);
Hourly - \$25 per hour (minimum 2 hours); Kitchen (for cooking) - \$100

RENTAL: \$ _____ (Full Day, Half Day, or Hourly)

PAYMENTS:

Balance \$ _____ Paid by: _____ Date: _____

Damage Deposit \$ _____ Paid by: _____ Date: _____

Deposit Refund \$ _____ Paid by: _____ Date: _____

Payments can be made by cheque, cash or e-transfer.

THE ASSOCIATION RESERVES THE RIGHT TO REFUSE RENTALS FOR ANY REASON.

PAYMENT REQUIREMENTS:

- Rental and damage deposit in either cash, post-dated cheque or by e-transfer are to be dated one (1) week prior before the rental;
- Cheques are to be made payable to the **CARSTAIRS HALF CENTURY ASSOCIATION**;
- E-transfers are accepted through our email address at: **half-century@shaw.ca**;
- Damage deposit will be returned within two weeks by cheque or e-transfer should you qualify for a return;
- **Rental is not confirmed until payment and signed copy of this agreement have been received at the Carstairs Half Century Association office.**

INSURANCE:

___ **NOT REQUIRED:** Renter confirms that no alcohol is to be served.

___ **REQUIRED:** Alcohol is being served or required for other reasons.

If insurance is required, Renter must obtain party and liability insurance in the amount of **\$2,000,000**. The Carstairs and Community Half Century Association is to be named as an Additional Insured as well as the renter. **Renter must supply a copy of valid Insurance prior to receiving keys.**

UNDERTAKING TO REPAIR DAMAGES AND GENERAL INDEMNITY:

The renter agrees to be responsible for the cost to repair any damages or losses to the building;
The renter agrees to be responsible and accepts liability for any claims made by anyone injured or who suffers a loss associated with the Rental caused by or through the Renter, his guests, agents, servants, employees, and invitees;

The Renter and/or the person signing this Contract agree to and do hereby indemnify the Carstairs and Community Half Century Association from any actions, claims, losses, injuries, or damages that may be sought against them arising out of the rental of the facilities, unless occasioned by the willful act or gross negligence of the Carstairs and Community Half Century Association.

THE RENTER AGREE TO THE FOLLOWING BUILDING REGULATIONS:

- FIRE regulations permit a maximum of 115 people seated in the building;
- If liquor is served, all laws and conditions of the ALCB must be followed, including obtaining the proper permits, not serving underage patrons, closing the bar on time, removing all liquor at the end of the function, etc.;
- Adhere to the non-smoking policy;
- Do not permit or allow any damage to the building;
- Do not use tacks, staples, nails, tape or other similar items on walls;
- If the P/A system is being used, it is NOT to be turned off or unplugged;
- Do not use confetti, rice, sparkles or other items difficult to vacuum or clean;
- No equipment, supplies or any other property is to be removed from the building;
- Follow rules for kitchen use and auditorium closing;
- Check that all doors are secure – **If outside doors are left open or unlocked, or if the cleaning duties are not adhered to, your damage deposit cheque will be cashed.**

THE RENTER AGREES TO THE FOLLOWING CLEAN UP AND CHECK OUT PROCEDURES (in order to receive back the damage deposit):

KITCHEN AREA

- Wash counters, sinks and other areas used;
- Place any dirty cups or dishes in dishwasher and start wash cycle;
- Floor is to be dry mopped and/or mopped with a damp mop only;
- Clean pots and pans in sink;
- Place garbage bags into garbage bin outside back door;
- Empty and rinse coffee pots and urns;
- Leave keys on counter (by dishwasher), exit through back door.

WASHROOMS:

- Check for any toilets or taps running or other issues;
- Pick up large items from the floor;
- Place garbage bags into garbage bin outside back door.

MAIN HALL, QUIET ROOM and FOYER:

- Wipe off tables and chairs and return to areas as found;
- Sweep and mop floors with damp mop only;
- Make sure lights are off, heat turned down, and fans turned off;
- Place garbage bags into garbage bin outside back door.

DATED on this _____ day of _____, 20_____

Renter: _____

Association Witness: _____

YOUR COOPERATION IS NEEDED TO HELP US KEEP THE HALL IN A CLEAN AND WELL MAINTAINED CONDITION. THANK YOU.

THANK YOU for using our facility. We trust it was in excellent condition and that you were treated courteously and efficiently. If you have any concerns please contact Carstairs and Community Half Century Association.