

Community League Hall Rental Agreement Appendix 1

Event Date: _____

Name of Renter/Organization: _____

On-Site Authorized Representative: _____

Address of Renter: _____

Phone Number(s): _____ Email: _____

Driver's License No. Or Other _____

Government Issue Identification: _____

Credit Card Number: _____

Event Contact Name/Cell Number): _____

Event date: _____

Start Time: _____ End Time: _____

Time Premises Will Be Vacated: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy Load is _____)

Alcohol Served? No Yes

Food Served? No Yes

Admission Charged? No Yes

Will Security Be Present? No Yes

If Yes, Security Company Name & Contact Number

Other Rental Conditions: _____

Room Requested	Room Cost Per Hour	Number of Hours	Total
Community League Member Discount (Membership # _____)			
Total			
GST (GST # _____)			
TOTAL RENTAL FEE – Due 30 Days Before Event			
Damage Deposit			
Key Deposit (Key Deposit will be forfeited if keys are damaged or lost or not returned when premises are vacated)			\$100
TOTAL DEPOSIT – Due At Time Of Booking			

All amounts due may be paid by e-transfer, cash, certified cheque or bank draft payable to **THE COMMUNITY LEAGUE**. Personal cheques will only be accepted 30 days before the event.

- ✓ Damage Deposit Received:
- ✓ Rental Fee Received:
- ✓ Certificate of Insurance Received:
 - Insurance Company: _____
 - Policy Number: _____
- ✓ Liquor License or Special Event License (If Applicable):
 - Name on Liquor License: _____
 - Liquor License Number: _____
- ✓ Keys Picked Up

This information is being collected in accordance with the Digital Privacy Act and will be used for the purposes of renting a Community League Hall. Information collected will be retained for a period of 60 (sixty) days after rental. Information may be shared with members of the Edmonton Police Service if required as a result of their attendance at the Community League Hall with respect to this event but is protected by the privacy provisions of the Digital Privacy Act. If you have questions about the collection, use or disclosure of the personal information provided on this form, contact THE COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues.

Hall Rental Agreement

Appendix 2: Cleaning and Damage Report

Name of Group:

Name of Representative:

Event Date: _____

Hall Rental Inspection Checklist

	<u>Before Event</u>	<u>After Event</u>	<u>Damage/Notes</u>
Hall is clean, tidy, and in good repair.			
Decorations have been removed. No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.			
Walls are clear of visible marks, sticky-tack, painter's tape or string.			
Damage to walls from previous rentals noted here.			
Floors are swept and washed.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Bar area is clean.			
Kitchen surfaces, appliances and floors are clean.			
Dishes, cutlery, etc. are stored in designated spaces.			
	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____ –	#Glasses____ #Plates____ – #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	
Food, beverages and containers removed.			
Bathroom fixtures and floors are clean.			
Garbage containers empty and garbage put into Bin in parking lot.			
Outside premises clean and free of litter.			
Key to hall received/returned.			

Final checkout

- ☐ Washrooms, stairwells, and kitchen have been checked for stray guests and belongings.

- ☐ Lights are turned off and windows are shut.
- ☐ Doors are locked.

Cleaning Supply List

To be supplied by THE COMMUNITY LEAGUE: To be supplied by Renter:

- Garbage bags
- Dish soap
- Dish cloths
- Toilet paper
- Broom
- Mop
- Bucket

- _____
- _____
- _____
- _____
- _____

Deposit Payout Report	
Damage Deposit Collected	\$
Key Deposit Collected	\$
☐ Less Deductions Noted On Report And Detailed Here:	
	\$
Key Deposit Retained (If Applicable)	\$
Cleaning Charge (If Applicable)	\$
Total Deductions From Deposits	\$
Amount Returned	\$

I hereby agree with the above-noted report regarding the condition of _____ Community League Hall on (date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)