

Ardrossan Memorial Hall Rental Agreement

Date:	Contract #: 202
Renter(s):	
Contact (Representative):	
Mailing Address:	
Phone:	
Rental Date(s):	
Rental Times:	
Facility Required:	(Please note that use of the basement is not permitted unless paid for.)
Number of Attendees:	
Event Type:	

Facility Rental Rate & Deposits	Amount Owing
Rental Time/Facility	\$
Damage/Cleaning Deposit	\$
TOTAL BALANCE DUE:	\$

Hall Booking Requirements

In order to confirm the hall booking, please complete the following:

- Sign, initial and return the Rental Agreement to the Hall Manager through one of the following methods:
 - Email to aras.hallrentals@gmail.com; or
 - Mail to Ardrossan Memorial Hall, 60 First Avenue, Ardrossan, AB T8E 2A2 – Attention: Hall Manager.

The Rental Agreement is comprised of the following:

- Schedule 'A' – Liquor Permit/License & Host Liquor Liability Insurance Requirements
- Schedule 'B' – Cleaning Requirements
- Schedule 'C' – General Hall Guidelines

Please sign and initial all Schedules acknowledging that they have been read and agreed upon.

- Forward the total balance due by one of the following methods:
 - Email money transfer. Kindly forward e-transfers to aras.treasurer@gmail.com
In the Notes/Memo section of the e-transfer please state "Hall Rental", your Full Name or Company Name, and the date of your rental. *For example, "Hall Rental Max Smith January 1, 2022"*
 - Cheque. Please make sure cheques are to be made payable to A.R.A.S.

Please note that cash is not accepted. Any NSF cheques will incur an additional \$27.00 fee.

NOTE: Hall bookings are only confirmed and secured after the rental fees and damage/cleaning deposit has been received in full, together with the signed Rental Agreement.

Rental Fees, Damage/Cleaning Deposit & Cancellation Policy

- Rental fees are non-refundable unless a thirty (30) day notification is provided. No exceptions.
- In the event rental fees are deemed eligible for refund, all fees are refundable apart from an administration fee of \$25 for weekday rentals/\$50 for weekend rentals. Non-profit youth groups may be exempt from this fee, depending upon the circumstances, and with ARAS approval.
- A damage/cleaning deposit of \$500 will be paid by the Renter at the time of booking. This amount will be refunded by e-transfer, or cheque in the mail, within thirty (30) days of the event in order to assess the facility for damages. In the event damages have been incurred, the deposit will be held until all damages have been repaired and all administrative efforts have concluded. Should the premises be left in an untidy fashion and ARAS is required to clean, cleaning costs will be charged back to the Renter at an hourly rate of \$50/hour and a minimum administration fee of \$50.00 will be levied against the damage/cleaning deposit. Should further administration over damages be required it will be charged back to the Renter at an hourly rate of \$50/hour. Please note, the requirements for cleaning are set out in Schedule 'B' attached to this Rental Agreement. **ARAS and Strathcona County reserve the right to seek legal remedy for damage or cleaning charges that may exceed the damage/cleaning deposit and to recover costs associated with such remedy.**
- If the premises is accessed earlier than or not vacated upon the times agreed upon herein, additional charges will be levied at regular hourly rates and charged to the Renter or deducted from the damage/cleaning deposit.
- If any part of the facility is used by the Renter that has not been previously paid for, additional charges will be levied at the regular rental rate for that part of the hall and charged to the Renter or deducted from the damage/cleaning deposit.

Community Hall Restrictions

- If alcohol is to be served during the Event it is **required** that Host Liquor Liability Insurance is purchased by the Renter at its sole cost and expense. It is the sole responsibility of the Renter to arrange for and ensure that the Host Liquor Liability Certificate of Insurance has been provided to the Ardrossan Memorial Hall Manager not less than **seven (7) days** prior to the date of the Event. The liquor license, proof of insurance, etc. must be displayed behind the bar area during the course of the Event. All requirements for the Host Liquor Liability Insurance and permits/licenses are listed under Schedule 'A' attached to this Rental Agreement, together with the 'Acknowledgement & Waiver' that must be signed by the Renter.
- The Ardrossan Memorial Hall is a **smoke free** facility. A cigarette receptacle is provided by the front entrance steps. Please smoke around the corner at the picnic tables provided. A cleaning charge of \$2.00/cigarette butt will be deducted from the damage/cleaning deposit if not disposed of properly and left on the ground.
- Service animals are permitted **only** with prior approval from the Hall Manager. Household animals and pets are **NOT** permitted. Any violation of this clause will result in the complete loss of the damage/cleaning deposit paid.
- No furnishings or equipment may be removed from the facility.
- The Ardrossan Memorial Hall is situated in a residential area. Please be courteous as noise impacts local residents.

Renters Responsibilities

Set-Up & Clean Up

- Set-up and clean up must be completed by the Renter within the Rental Times as noted on the Agreement herein. Please make sure you book sufficient time.
- Renters are required to set up both tables and chairs for functions. Tables and chairs are located in the front lobby, with extras located in the basement. Please leave only 50 chairs and 13 tables in place upstairs – all extras are to be returned to the basement by the Renter. Failure to do so will result in a cleaning charge. Do not slide stacks of chairs or tables across the floors as this will damage the surfacing.
- The Hall must be cleaned upon completion of your event. Should the premises be left in a untidy fashion and ARAS is required to clean; cleaning costs will be charged back to the Renter at a hourly rate of \$50.00/hour and an administration fee of \$50.00 will be levied against the damage/cleaning deposit. Please refer to Schedule 'B' for a complete list of cleaning requirements.

Decorations

- Hanging decorations from the ceiling, walls or sound boards is NOT permitted. There are lines strung on each side of the hall by the windows to accommodate hanging decorations.
- Pins, nails, tacks, screws, glue or tape of any kind is NOT permitted for fixing decorations to any surfaces within the hall. Fun tack or white art putty of walls CAN be used.
- Use of open flame candles, flammable liquids, pyrotechnics, sparklers and smoke machines are NOT permitted. We do allow use of battery operated candles.
- Confetti, rice, birdseed or loose decorative gemstones/glitter are NOT permitted – either inside the Hall or on the grounds.
- Hay/straw bales are NOT permitted in the hall.
- Dance wax is NOT permitted to be used in the hall.

ARDROSSAN RECREATION AND AGRICULTURAL SOCIETY by its authorized representative

Per: (Ardrossan Memorial Hall Manager)

Dated: January 1, 2017 rates

Renter: _____

Dated: _____

SCHEDULE 'A'

LIQUOR PERMIT/LICENSE & HOST LIQUOR LIABILITY INSURANCE REQUIREMENTS

If liquor will be served at the Event, it is the responsibility of the Renter, at its sole cost and expense, to arrange for and ensure that all necessary **liquor permits, required licenses and Host Liquor Liability Insurance** has been arranged for and forwarded to the Ardrossan Memorial Hall Manager not less than **seven (7) days** prior to the date of the Event. Liquor permits/licenses can be obtained direct through the Alberta Liquor & Gaming Commission and the Host Liquor Liability Insurance can be obtained through the Renter(s) license insurance agent or broker.

The Host Liquor Liability Insurance policy referred to herein must include **Ardrossan Recreation and Agricultural Society as the Operator of the Ardrossan Memorial Hall** and **Strathcona County as the Owner** as 'Additional Named Insureds' on the insurance policy as their interest may appear and a severability of interest clause or a cross liability clause. Please ensure your insurance agent or broker has included this information on the policy prior to forwarding same to the Ardrossan Memorial Hall Manager.

ACKNOWLEDGEMENT & WAIVER

Renter(s), as defined in the Agreement dated February 18, 2022, herein acknowledge that it is their sole responsibility for obtaining all necessary liquor permits, required licenses and Host Liquor Liability Insurance for the Event, as defined in the Agreement.

It is understood by the Renter(s), their agents, employees, invitees or contractors that no alcoholic beverages will be consumed on the premises or the surrounding grounds of the Ardrossan Memorial Hall, without first obtaining the prior written consent of the Ardrossan Recreation and Agricultural Society.

In the event that the Ardrossan Recreation and Agricultural Society has provided consent to the Renter(s), their agents, employees, invitees or contractors for alcoholic beverages, of any kind, to be consumed on the premises or on the premises grounds, the Renter(s) acknowledges that it will purchase from a licensed insurance agent or broker a Host Liquor Liability Insurance Policy in an amount not less than \$2,000,000.00, and shall name, as an additional insured, the Ardrossan Recreation and Agricultural Society and Strathcona County under such policy. The Renter(s) agrees to provide to the Ardrossan Recreation and Agricultural Society, or its representative, a Certificate of Insurance evidencing the coverage not less than seven (7) days prior to date of the Event, as defined in the Agreement.

It is further agreed that at all times the Renter(s), without limitation, indemnify and save harmless the Ardrossan Recreation and Agricultural Society, its directors, officers and agents and Strathcona County, its councilors, officers, employees, volunteers and all other representatives from and against all liability, claims, actions, losses, costs or damages arising out of actions or omissions of the Renter(s).

This Waiver/Acknowledgment shall survive the termination and/or expiration of the within Rental Agreement between the Ardrossan Recreation and Agricultural Society and the Renter(s).

Dated this ____ day of _____, 20____, at _____, Alberta.

Renter

ACKNOWLEDGEMENT

Please initial one only:

The Renter(s) acknowledges, by their initials, that alcohol **WILL** be served at the Event. _____

The Renter(s) acknowledges, by their initials, that alcohol **WILL NOT** by served at the Event. _____

**BRING YOUR OWN BOTTLE IS NOT PERMITTED AT THE ARDROSSAN MEMORIAL HALL.
All liquor for consumption must be provided solely by the Renter(s).**

SCHEDULE 'B'

CLEANING REQUIREMENTS

The facility will be inspected after your event to ensure that the items listed below have been completed. Failure to complete the tasks below may result in reduction of your damage/cleaning deposit refund.

AREA	CLEANING DUTIES
Main Floor/Basement	<ul style="list-style-type: none"> • All garbage must be bagged and disposed of in the garbage bin located outside at the rear of the hall. New garage bags are to be placed in the bins. (Key to the outdoor garbage bin is hanging above the bar sink.) • Floors must be swept or vacuumed throughout (including stairwells). Any liquid spills etc. are to be spot mopped. If the basement is used, the basement floors and stairwells must be mopped with cleaner and cold water (ring mop frequently). • Check walls for spills and wipe clean. • Vacuum carpeted areas – bar area and lobby. • Turn off all lights, ceiling fans, and close and lock all windows and doors
Bar Area	<ul style="list-style-type: none"> • Clean the sink and bar counter after use. • Clean the coffee pots after use and return them to the proper storage area in the cupboards. • Remove all food from the cooler and the stand-up freezer. Wipe any spills inside the appliances, fingerprints left on the doors, etc. • Use cutting boards and avoid cutting on the counter tops directly.
Bathrooms (3)	<ul style="list-style-type: none"> • Clean all counters, sinks and mirrors. • Flush and clean all toilets and the urinal. • Bag all garbage and dispose of same in the outside garbage bin. • Prop open bathroom doors after cleaning.
Kitchen (Downstairs)	<ul style="list-style-type: none"> • Any and all dishes, glassware and cutlery are to be hand washed, dried and returned to the proper storage area in the cupboards. • Clean all sinks and counters after use. • Clean the stove/oven, fridge, microwave and coffee pots after use. • Remove all food from the fridge. Wipe any spills, fingerprints left on the door, etc. • Use cutting boards and avoid cutting on the counter tops directly. • Bag all garbage and dispose of same in the outside garbage bin. • Floors must be swept and mopped.
Tables & Chairs	<ul style="list-style-type: none"> • All tables and chairs must be wiped down after use. • Main Floor – please leave only 50 chairs and 13 tables on the main floor at the end of your rental. All tables and chairs must be returned to the lobby for storage where they were gathered from. Any and all extra tables and chairs brought up from the basement must be returned to the basement by the Renter – failure to do so will result in a cleaning charge. • DO NOT slide stacks of chairs or tables across the floors as this will damage the surfacing.
Outside	<ul style="list-style-type: none"> • Any and all garbage must be picked up and disposed of. • Ensure that cigarette butts have been properly disposed of and that none are left on the ground. A cleaning charge of \$2.00/cigarette butt will be deducted from the damage/cleaning deposit if not disposed of properly and left on the ground.
Cleaning Supplies	
<ul style="list-style-type: none"> • Cleaning supplies, dish soap and gloves are provided for your use and are located under the sink in the bar area on the main floor. Floor cleaner is located on the top of the broom closet in the utility room. • Garbage bags and recycle bags are all provided and are located under the bar area counter on the main floor. • Brooms, mop/bucket and the vacuum are all located in the utility room behind the bar area on the main floor. 	

Renter(s) initials: _____

SCHEDULE 'C'

ARDROSSAN MEMORIAL HALL GENERAL HALL RENTAL GUIDELINES

Please read carefully

THE ARDROSSAN RECREATION AND AGRICULTURAL SOCIETY ("ARAS") AND THE RENTER MUTUALLY AGREE THAT THE RENTER AGREES TO ENTER INTO CONTRACTUAL AGREEMENT UNDER THE FOLLOWING CONDITIONS:

1. The Renter undertakes to indemnify and save harmless ARAS, Strathcona County, its members/directors, and or volunteers against any and all claims, including claims for personal injury or property loss or damage; and against and from all costs, counsel fees or any and all expenses incurred as a result of any such claim or any action or proceeding brought therein, whether the claim arises from the claimant's activities on or off the facility premises.
2. The Renter shall review the Rental Agreement and abide by the terms and conditions. Failure to abide by the Rental Agreement will result in the request to vacate premises with no refund, full loss of damage/cleaning deposit and no further rental opportunities.
3. Hall bookings are only confirmed and secured after the rental fees and damage/cleaning deposit have been received in full, together with the signed Rental Agreement. No interest will be paid to the Renter on deposits.
4. ARAS shall assume no responsibility for loss or damage to articles brought on to the premises by the Renter or its guests.
5. If at any time during the term of this agreement ARAS requires this facility, ARAS reserves the right to cancel any booking upon fourteen (14) days advance notice.
6. ARAS shall not be required to provide the facility to the Renter in the event that the facilities are unavailable as a result of unforeseen malfunction, breakdown of a component of the equipment of the facility, order to close the facility as directed by Strathcona County or as a result of inclement weather or natural disaster, any of which makes the provision of renting the facilities either unsafe or in the view of ARAS, impractical. ARAS will not be liable for any loss or damage caused by such cancellation.
7. Arrive no earlier than and vacate premises no later than the times indicated on the Rental Agreement; otherwise additional charges will be levied at regular hourly rates and charged to the Renter or deducted from the damage/cleaning deposit.
8. The day before the rental date the Hall Manager will provide the Renter with the door code to access the Hall via email communication. Please note that the door code provided will be scheduled specific to the rental dates and times as noted herein, after which time it will be expired.
9. The Renter will exercise the greatest care in use of the facility and leave the premises clean and tidy (as the facility was originally viewed). Failure to do so shall result in an extra fee for cleaning.
10. The Renter may not assign any of the rights granted by this agreement to any other person.
11. The Renter shall strictly observe and obey all statues, bylaws and statutory regulations relating to the facility or its use.
12. **In the event of an emergency, immediately call 911.**
 - Fire extinguishers are located in the main entrance closet and in the kitchen behind the door.
 - First aid kits are located in the bar area and the kitchen.
 - AED located next to the bar area near the south side door.
13. The Hall Manager reserves the right to refuse rental of the facilities to anyone at any time, in their sole discretion.
14. Hall rental agreements, terms and conditions, guidelines and rates are reviewed and revised annually and are subject to change.

Renter(s) initials: _____