

Rental Agreement

Parkland Village Community Centre

60 - 53222 RR 272 Spruce Grove, AB. T7X 3N5 | Ph: 780.298.9155 | parklandvillagecc@gmail.com

Lessor: Parkland Village Community Centre (PVCC)

Lessee: This term shall apply to both the person and/or an organization and /or its representative and ALL shall be jointly and separately liable and subject to ALL terms and conditions pursuant to this agreement.

Between PVCC and _____ of _____
(Print Name) (Organization/Company if Applicable)

Please Print Clearly

Walk-in Start

Walk-Out End

Rental Date(s): _____ Day & Time: _____ Day & Time: _____

Contact Name: _____ Phone: (_____) _____

Address: _____ Alt. Phone: (_____) _____

City: _____ Postal Code: _____

Email: _____

Damage Deposit to be returned to: ☐ same as above

Other: _____

Space Rented

- ☐ Hall w/ Kitchen & Bar
- ☐ Hall/Bar (excluding kitchen)
- ☐ Kitchen (ONLY)
- ☐ Basement

Purpose of Rental

- ☐ Wedding
- ☐ Meeting
- ☐ Social Event
- ☐ Fundraiser

****Approximate Number of People Attending:** _____

MAXIMUM fire code 150 (120 recommended with 6'x2' tables)

Food Service Used (if any): _____

WILL THERE BE ALCOHOL AT THIS EVENT? ☐ YES ☐ NO

WARNING By stating “no” should any alcohol or remnants of alcohol be found or evident on premises from this event it will automatically lead to the forfeiture of the lessee’s damage deposit and lead to possible further action.

If “Yes” please provide a copy and the following info: Liquor Party Alcohol Liability Insurance Co.

License # _____ Policy # _____

(Naming Parkland Village Community Centre & Parkland County as “additionally insured” parties in the amount of \$2 million)

Rental Fee Calculations

Hall/Kitchen/Bar (\$625) Weekend Rental Fri 5p.m. – Sun 11a.m. OR Sat 8a.m. – Sun 11p.m.	
**PVCC MEMBERSHIP DISCOUNT (\$594)	
Upper Hall Rental - Main Hall/Kitchen/Bar (\$40/hr x _____ = _____)	
Lower Hall Rental (\$25/hr x _____ = _____)	
Kitchen ONLY (\$35/hr x _____ = _____)	
5 Hour Rental Special: Main Floor Hall/Bar (\$150)	
5 Hour Memorial: Main Floor Hall/Bar (\$100)	
Other Options <i>(require written/signed authorization)</i>	
Other Fee(s): <i>Please Specify</i>	
Ongoing Program Rental – <i>see attached schedule/invoice for details</i>	
DAMAGE DEPOSIT (\$250) will be returned within 14 days after event Cash or Credit ONLY	\$250
TOTAL	\$

Lessee Print Name

Lessor PVCC Print Name

Signature

Signature

Date

Date

GUIDELINES, RULES & REGULATIONS

PLEASE READ CAREFULLY

Hall rentals are accepted on a first come, first serve basis. Must be at least 18 years of age and organizations may book the hall. All rentals subject to approval by the PVCC Executive.

We accept cash, money orders, bankguaranteed cheques, credit/debit card and e-transfers, if there is less than 30 days between booking and rental date. Personal cheques are only accepted if there is more than 30 days between booking date and the rental date. A \$45.00 fee will be levied against any NSF cheque

Cheques payable to: Parkland Village Community Centre

The rental fee is to be submitted to PVCC between signing the contract & 30 days prior to the rental date; otherwise the contract is not considered complete and/or cancelled.

Damage deposit is to be submitted to PVCC upon signing the rental agreement, otherwise the contract is not considered complete and/or cancelled. Refund of the Damage Deposit will be calculated as defined under Termination of Contract.

If there are no damages, a cheque for the damage deposit will be processed within 10 business days of the completion of a satisfactory inspection.

Deductions will incur if any damage is done to and in PVCC while the lessee occupies it. Deductions shall be made from the damage deposit AT COST for repairs and replacement of any damaged property. The damage deposit will be returned **after the completion of repairs** in the event of damages. If damages to the facility are in excess of the damage deposit, the lessee is responsible to pay the remainder, to cover the full cost of damages to PVCC.

LESSEE RESPONSIBILITIES:

PVCC must only be used for the purpose and capacity for which it was rented. PVCC may not be sublet, assigned or re-rented without the consent of PVCC Executive. The lessee shall make ALL attempts to take responsibility for PVCC from the time they enter the building at initial sign-in until the time they leave upon final sign-out. **AT NO TIME IS IT ACCEPTABLE TO ABANDON THE BUILDING UNLOCKED OR DISARMED.** If PVCC is abandoned the damage deposit is automatically forfeited and further action may be taken.

The Lessee will comply with **ALL** safety, fire, health and liquor regulations.

No drinking of alcohol outside of PVCC building. Any alcoholic or nonalcoholic beverages or cans left outside of the building will result in a \$25 charge to be deducted from the lessee's damage deposit.

The lessee must not allow more people into PVCC than the maximum 150 capacity. The lessee will be responsible for any fines incurred should an inspection take place during the lessee's event.

Smoking and the like is **NOT** permitted inside the building. The lessee shall be deemed responsible for anyone smoking in the building and subsequent fines and cleaning charges. Smoking is permitted outside in the 2 designated areas found by the main and side entry doors. Proper disposal of butts is enforced; as such the lessee will be responsible for the use of designated ashtrays. Lack of enforcement of their use and subsequent debris will result in a \$25 charge deducted from the damage deposit.

The lessee must ensure that PVCC is left at sign-out in the same condition in which they found it at sign-in. Failure to do so will result in deductions from the lessee damage deposit. The lessee will need to ensure the removal of all their equipment and materials (including DJ/caterers/other) immediately after their rental event **WITHIN** the rentals allotted time.

At NO time is vehicular traffic allowed on walkways or grass, **no exception** in regards to delivery and/or removal of equipment and materials.

Perceived danger to the participants, guests, volunteers, and staff will not be tolerated. Inappropriate behavior on the part of the rental participants may result in the cancellation or cessation of the event at the discretion of the PVCC Rental Coordinator (or designate), without refund of the rental fee and damage deposit.

Full Weekend Rental lessee shall be given a door and building alarm code specific to their event. These codes are to remain confidential to the lessee. It is the lessee's responsibility for making sure that the alarms are deactivated/activated properly. If Emergency Response Team(s) (police, fire, ambulance &/or security) arrive at PVCC and it is deemed a false alarm, PVCC will deduct a \$100 charge for every incident from the lessee's damage deposit.

TERMINATION OF CONTRACT:

PVCC reserves the right to terminate this agreement based on PVCC Executive directives and if the lessee is not complying with the Liquor Control Act, the regulations under the Act, as well as the policies of the Alberta Liquor Control Board and/or the RCMP.

In the event that the lessee MUST cancel the function, money from the damage deposit shall be reimbursed in the following manner:

14 days or more notice: 50% REFUNDABLE DEPOSIT
Less than 14 days' notice: Upon approval of PVCC Executive

HALL RENTAL WAIVER:

Parkland Village Community Centre assumes no responsibility whatsoever for any and all injuries and damages to person or property, however caused, including all claims arising out of the dispensing of alcoholic beverages. Without limiting, the generality of the foregoing, the Lessee is fully responsible for any and all damages to the PVCC and its contents, however caused (with the exception of damages caused by natural forces), while the property and contents are in the Lessee's care, custody and control.

CLEANING RULES AND GUIDELINES

ALL DECORATIONS MUST be removed and disposed of properly. The lessee shall not attach any materials or hang items from the drapes or blinds. Painters tape and mactac are the only adhesives allowed for decorations. **NO** CONFETTI, rice, biodegradable confetti, etc. to be thrown inside or outside of PVCC premises..

NO free burning/open flame candles are permitted.

Tables and chairs to be tidy, tape/paper/debris free. Chairs **MUST** be safely stacked on their proper roller frames & stored on the southwest side of building but **NOT** blocking the emergency exit doors. Tables are stored face down on the flat dollies in the same area. Do not drag the tables across the floor.

ALL floors are to be dry broomed/swept, wet washed, and free of tape and garbage.

Bathroom sinks, toilets, and floors are to be clean, all garbage in waste receptacle.

Kitchen (if applicable) and Bar sinks and countertops are to be cleaned. No food or beverages are to be left in the refrigerators. Stove and grill to be returned to the same condition as at time of check in.

Coatroom is to be cleaned and left in an orderly fashion. All clothing and/or footwear remaining will be donated to local charities.

Garbage is to be disposed of in the PVCC garbage bins located by the side entrance. Blue Bag recycles do not go into the garbage bin; they will be disposed of appropriately by the rental coordinator on recycling day. Beverage containers will be recycled and their value considered donated.

Exit doors are to be locked and secured and all lights are to be turned off before exiting the building during Weekend or Program Rentals.

All damage incurred during the rental are to be reported to the Rental Coordinator immediately/prior to completion of sign-out.

Failure to comply with the Rental Agreement rules, guidelines, regulations and responsibilities may result in the **LESSEE** forfeiting a portion or **ALL** of the damage deposit as determined by PVCC Executives. Janitorial services may be provided at a rate of \$100/hr per person if required. Arrangements and payment will be required prior to the event.

Lessee's Signature _____

Date _____