

**PRIDDIS COMMUNITY ASSOCIATION
HALL RENTAL AGREEMENT**

Between: Priddis Community Association (Herein called PCA) Box 77, Priddis, Ab. T0L 1W0

And: The Renter _____
Mailing Address: _____

Phone: _____ **fax:** _____ **email:** _____

Function: _____ **Time Required:** _____ **Date(s):** _____

Hall Rental Fee:	\$ _____		PCA Membership # _____
Damage Deposit	\$ _____	Add \$300.00	
Prior Set-up arranged:	\$ _____	If Yes add \$50.00 (no fee if you wait to book till 1 week in advance)	
Sub Total	\$ _____		
Rental Deposit (minus)	\$ _____	due upon acceptance of	
Balance Due	\$ _____	Date:	_____

The **RENTAL DEPOSIT** must accompany a signed copy of this agreement in order to guarantee the booking of the hall. The **Rental Price** and the **Damage Deposit** must be paid in full by cash or cheque two weeks prior to the event, otherwise cash, money order or certified cheque must be hand delivered. The **RENTAL DEPOSIT** will be credited to the amount of the rental fee at that time.

1) **Event Cancellation Notice**

If the Renter cancels the event and notifies the PCA earlier than 120 days prior to the scheduled date, the RENTAL DEPOSIT will be refunded in full to the Renter, otherwise the renter will forfeit the full RENTAL DEPOSIT.

2) **Damages**

The DAMAGE DEPOSIT will be refunded in full provided that the renter, or anyone attending the renter's event, has not caused damage to the hall and/or grounds and has adhered to the specific usage guidelines which have been provided and form part of this agreement.

3) **Liability**

The PCA accepts no responsibility for injury to person(s) or damage to property of the renter. The Renter hereby agrees to indemnify and hold harmless the PCA for any and all claims resulting from the rental of the hall.

4) **Other Conditions**

The renter (person signing this form) must be in attendance at the function. The Hall, as used by the renter, must be left in a clean condition at the conclusion of the event. Specific Usage Guidelines For Use of this Hall are located on the reverse side of this form and form part of this agreement. The conclusion of the event will be at 2:30 a.m. and the hall must be clean and vacated as per usage guidelines by 8:00 a.m. the morning following the event.

5) **Terms of Payment**

RENTAL DEPOSIT – payable in full with a signed copy of this Agreement – to be credited to the full rental price.

RENTAL PRICE – payable in full by cash or cheque 2 weeks prior to event.

DAMAGE DEPOSIT – payable in full, at least 2 weeks prior to event. The Damage Deposit is refundable in whole or in part and may be held up to two (2) weeks following the event.

6) **Liquor Liability**

If liquor is to be served at your event the renter is responsible for obtaining insurance for liquor liability. This can be obtained through any insurance agency and is a Party Alcohol Liability (PAL) policy. A copy of the policy must be produced before the event and the community should be named as an additional insured under the PAL policy.

NOTE: The PCA hall is a NON-SMOKING facility. Smoking may only take place outdoors and all butts must be placed in containers provided. Any burn marks on floors, counters, etc. the renter will be liable for.

ACCEPTED AND AGREED THIS _____ DAY OF _____

For Priddis Community Association

Renter

(May 2009)

Priddis Community Association

Specific Usage Guidelines for the Hall

The following is a list of responsibilities for **ALL** groups/individuals who have booked the hall for special and regular functions.

These guidelines are an attachment to and form part of the Hall Rental Agreement.

Please note: do not move the piano – to do so badly damages the floor surface – thank you.

Absolutely **NO** tape, pins, tacks or any other attachment devices are to be used on the drywall (painted) surface of the walls anywhere in the hall. Masking tape may be used when attached to the upper wooden Valances of the main hall only and must be removed upon completion of your use.

WHERE AND WHEN TO PICK UP THE HALL KEY

The key may be picked up at the View and Brew (located across the street in the strip mall) at noon on Friday providing you have made previous arrangements for early hall admittance, or 8:00 a.m. on the rental day. The key should be deposited back to the View and Brew when function is over.

AFTER FUNCTION CLEAN UP

- 1) Wash off tables and chairs and put them away in storage room. For safety reasons please follow CHAIR STACKING INSTRUCTIONS on cloakroom door as re-stacking will be a \$50.00 per hour charge.
- 2) All dirty dishes, glasses, coffee urns and other items used for your function are to be washed, dried and put away where they belong. Check all rooms, window ledges bar area, washroom, etc to ensure all items have been found.
- 3) Wash and wipe all countertop surfaces using a mild bleach solution. (Local groups only)
- 4) Place all garbage in bags and securely tie them. Place these bags in the garbage bin outside the kitchen door to the right. Cardboard boxes to be flattened first prior to putting in this bin.
- 5) Dishcloths and tea towels are to be left in the laundry basket under the sink in the kitchen.
- 6) Floors are to be **swept**. Hall grounds and parking area must be left free of debris, which may have resulted from your function.
- 7) Please return the hall key to the Priddis View and Brew (located across street in strip mall), they have a mail slot in door for after hours return.
- 8) No confetti allowed in hall plastic or paper, thank you.

BEFORE YOU LEAVE THE HALL:

- 1) Turn down all thermostats to 15 C (65F) during the cold fall & winter months. (Shut off during late spring and summer).
- 2) Ensure that the exhaust fan located in the north hall is turned off.
- 3) Check and secure all windows.
- 4) Check and shut off the stove and stove exhaust fan.
- 5) Check and recheck to ensure that **ALL** doors are shut tightly and locked.
- 6) Shut off all lights – please note the EXIT lights remain illuminated.

To ensure your use and enjoyment of this hall, the above must be completed with your function. Deductions from your damage deposit, full loss of the damage deposit, or loss of hall use may result should the hall be left in unsatisfactory condition following your event.

Renter Signature

Date