

Delia & District Community Centre Association FACILITY RENTAL APPLICATION									
HALL CONTACT:		Robyn Thompson			CONTACT PHONE #:		403-835-0257		
HALL CONTACT:		Laura Demille			CONTACT PHONE #:		250-319-0857		
RENTER INFORMATION									
GROUP NAME:									
GROUP ADDRESS:									
CITY:				PROVINCE:			POSTAL CODE:		
PHONE:	BUS:				CELL:				
CONTACT NAME:									
CONTACT ADDRESS:									
CITY:				PROVINCE:			POSTAL CODE:		
PHONE:	RES:			BUS:			CELL:		
EMAIL:									
REFUND DAMAGE DEPOSIT TO:									
EVENT INFORMATION									
EVENT DATE:		START Click or tap to enter a date				END Click or tap to enter a date			
EVENT TIME:		START Click or tap to enter a time				END Click or tap to enter a time			
TYPE OF EVENT:							# ATTENDING:		
LIQUOR SERVED?		<input type="checkbox"/> YES <input type="checkbox"/> NO		COPY OF LIQUOR LIABILITY INSURANCE PROVIDED?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
RENTAL INSURANCE?		<input type="checkbox"/> YES <input type="checkbox"/> NO		COPY OF RENTAL INSURANCE PROVIDED?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
CATERING?		<input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF CATERER:					
RENTAL FEES & EQUIPMENT									
<input type="checkbox"/>	3 DAY WEEKEND FULL VENUE RENTAL \$1,000.00							\$	
<input type="checkbox"/>	1 DAY FULL VENUE RENTAL \$375.00							\$	
<input type="checkbox"/>	1 DAY KITCHEN ONLY RENTAL \$150.00/day							\$	
<input type="checkbox"/>	MEETING ROOM AND OR STAGE ONLY \$35/hr OR \$100.00/day							\$	
<input type="checkbox"/>	COMMUNITY BRIDAL/BABY SHOWER RENTAL \$100							\$	
<input type="checkbox"/>	DAMAGE DEPOSIT \$500 (all liquor permitted events)							\$	
**RENTAL DATE IS NOT GUARANTEED UNTIL PAID IN FULL**							TOTAL FEES:		\$
PAYMENT INFORMATION									
PAYMENT FORM: (CC/CHQ/ET)				CARD/CHQ #				EXPIRY:	MM YY
CARDHOLDER NAME:							CARD POSTAL CODE:		
CVC #		SIGNATURE:		*YOUR TYPED NAME IS CONSIDERED AUTHORIZATION/ACKNOWLEDGEMENT IN LIEU OF HANDWRITTEN SIGNATURE*					
E-transfers can be sent to: deliacommunityhall@gmail.com (please note booking name in Message)									
<b>PLEASE NOTE:</b> Any rental is solely for the day or day(s) of the rental, it does NOT include the day before for set-up. If you require a day for setup, you will need to rent that day as well. NO EXCEPTIONS! Please note also that a 3.5% fee will be added to all online rental payments.									

# CHECKLIST FOR AFTER YOUR EVENT

\*PLEASE ENSURE THAT THIS CHECKLIST IS COMPLETED PRIOR TO RETURNING YOUR KEY. DEPOSIT IS RETURNED FOLLOWING INSPECTION CONFIRMING TERMS HAVE BEEN MET. FAILURE TO COMPLY COULD RESULT IN ***FORFEITURE OF DAMAGE DEPOSIT***\*\*

- ☐ Wash all tables
- ☐ Leave 12 clean tables with 6 chairs each, stacked on top
- ☐ Return and stack extra tables and chairs in holder in storage room
- ☐ Empty and turn off cooler
- ☐ Return bar area to pre-use condition
- ☐ Empty dishwasher, drain and shut off
- ☐ Put away all dishes, utensils and cookware used by you and/or your caterer
- ☐ Turn off stove/oven
- ☐ Flush all toilets
- ☐ Empty all garbages (*bathrooms too!*) And remove to the bin (north of building)
- ☐ Flatten all cardboard boxes and remove to bin
- ☐ Remove from facility all decorations, dishes, food, alcohol, etc. Brought by you
- ☐ Turn off sound system/projector
- ☐ Turn off all lights (*bathrooms too!*)

This RENTAL AGREEMENT dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN:

**Delia & District Community Centre Association (Hereinafter referred to as “DDCCA”)**

**AND**

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**(Lessee/Renter hereinafter referred to as “the Renter”)**

## **1. RENTAL**

- 1.1. The RENTER agrees to provide the DDCCA with the damage deposit, and rental fee in the form of cash, certified cheque, debit or credit card in accordance with the dates stated on page 1 of this agreement.
- 1.2. The RENTER agrees to pay the DDCCA the cost of repairs to facility over and above that of the damage deposit, as stated on page 1 of this agreement, in case of excessive damage to the DDCCA facility.
- 1.3. If the RENTER fails to use the premises for the rental date referred to on page 1, the DDCCA will keep 20% of the total rental fee as liquidated damages, unless the RENTER has given the DDCCA at least 7 days notice that it will not be using the premises on that date.
- 1.4. Subject to any Clause of the agreement that authorizes the DDCCA to deduct money from the damage deposit, the DDCCA will return the damage deposit to the RENTER within 30 days of the rental date.

## **2. FACILITY CARE AND CONDITION**

- 2.1. The RENTER and a DDCCA representative will conduct an inspection of the facility and equipment prior to commencement of the rental event and identify any damages or other conditions present. The RENTER and the DDCCA representative will conduct a second inspection following the rental event to identify any damages to the facility and equipment arising from the RENTER’S event.
- 2.2. The RENTER shall remove all garbage to dumpster (located on north side of building) and clean the premises immediately after the rental period. The RENTER further agrees to complete the tasks and cleaning requirements listed on the “AFTER YOUR EVENT” checklist, attached to this agreement. **If the RENTER fails to comply with this Clause and any additional requirements, the RENTER agrees that the DDCCA may deduct from the damage deposit the cost of doing the cleaning and performing other remedies at the rate of \$35.00 per hour.**

## **3. RENTER’S RESPONSIBILITY The RENTER agrees to:**

- 3.1. Ensure that the maximum total capacity of 299 is not exceeded.
- 3.2. Strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits.
- 3.3. Assume full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- 3.4. Restrict use of the facility to the purpose stated on page 1 of this agreement (TYPE OF EVENT), and not permit the use of the facility for any other purpose without the prior, express, and written consent of the DDCCA, or the DDCCA’S representative.

3.5. Not use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.

3.6. Not assign or sublease the facility, or any right or privilege connected with the facility, or allow any other person except agents and employees of the RENTER to occupy the facility or any part of the facility without first obtaining the written consent of DDCCA. A consent by DDCCA shall not be a consent to a subsequent assignment, sublease, or occupation by other persons. Any unauthorized assignment, sublease, or license to occupy by the RENTER shall be void and shall terminate this lease agreement at the option of DDCCA.

3.7. Not keep, use, or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire and liability insurance.

3.8. Not allow any waste or nuisance in the facility, or use or allow the facility to be used for any unlawful purpose according to bylaws of the Village of Delia and laws of the Province of Alberta and the Dominion of Canada.

#### **4. LIABILITY AND INDEMNITY**

4.1. The RENTER agrees that it will indemnify and save harmless the DDCCA from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.

4.2. The DDCCA shall not be liable for any claims for injury or damage to persons or property from any cause whatsoever relating to the occupancy of the facility by the RENTER, including any such claims arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.

#### **5. INSURANCE**

5.1. The RENTER shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$2,000,000. The insurance policy shall also provide coverage for contingent liability of DDCCA on any claims or losses.

5.2. If alcohol is being served at any time during the event, the RENTER **must obtain host liquor liability insurance** in accordance with the number of guests anticipated to be in attendance.

5.3. The insurance policies shall be delivered to DDCCA on or before the date of the RENTAL as per page 1 of this agreement.

5.4. If the insurance policies are not delivered to the DDCCA, the DDCCA is authorized to cancel the event and the DDCCA will notify the RENTER by phone and/or email per the information provided on page 1 of this agreement

**By signing below, the RENTER acknowledges having read and agrees to the contents of this contract.**

**RENTER**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DELIA & DISTRICT COMMUNITY CENTRE ASSOCIATION REPRESENTATIVE**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_