

Hall Rental Agreement

EVENT NUMBER: _____

Date of Event:

RENTER'S INFORMATION

Name:

Contact Number(s):

Mailing Address:

E-mail:

Driver's license number:

DAE Membership Number (if applicable):

This rental agreement was made this ____ day of _____, _____ Between the Druze Association of Edmonton (referred to as "the DAE") and RENTER.

By signing below, the RENTER acknowledges having read and agreed to the contents of this agreement.

RENTER Signature: _____

Name:

DAE Signature: _____

Name:

Title:

ALL HALL RENTALS REQUIRE THE FOLLOWING DOCUMENTATION ON FILE BEFORE YOUR RENTAL DATE IS CONFIRMED:

Document Checklist

- Copy of Renter's Driver's license
- Completed and signed **Rental Agreement**
- Reservation Deposit Paid** to hold date (Refer to page 5 of this agreement)
- Balance of rental fee paid in full** via cash, cheque or e-transfer payable to the **Druze Association of Edmonton**
- Damage deposit of \$1,000** provided and made payable to the **Druze Association of Edmonton**
- Cleaning deposit of \$250** provided and made payable to the **Druze Association of Edmonton**
- Copy of **Liquor license** from AGLC and AGLC Certificate for display at event, (if applicable).
- Copy of **Short-term Facility Rental Insurance** obtainable through any licensed insurance company. Two recommendations for insurance brokers below:
 - PAL Insurance Brokers Ltd. <http://www.palcanada.com/> or call: 1-800-661-1608
 - Thor Insurance – Maureen Uhrich 780-405-4847

General Information Regarding Hall Rentals:

- Hall Capacity (including tables and chairs)
 - **388** people (if alcohol is being served)
 - **536** people for presentations or conventions
 - **490** people for weddings or banquets if alcohol is not being served
- Rentals are at the discretion of the hall rental coordinator.
- Renter must be 25 years of age or older
- All Contracts, Insurance and Licenses must be held in the same name.
- The RENTER must use only Fun-Tak™ to attach FIREPROOF decorations to wall surfaces and must remove decorations and Fun-Tak™ at the end of the rental, Push-pins, tacks, staples and nails are prohibited on walls. The use of duct tape, masking tape and/or scotch tape is strictly prohibited and the DAE reserves the right to deduct the cost of removing and/or repairing any damage incurred using these items by the RENTER from THE damage deposit.
- All helium balloons must be attached to weights and not be free flying.
- Our Audiovisual system is available for renters to use. Only use as directed. Do not reset any of the knobs, it is already balanced. There may be a charge if we need to adjust the stereo after your event, or if there is any damage to the unit.
- The RENTER must remove any items from the fridge, cooler and freezer. Please do not leave unwanted items in the cooler. Take it with you and/or dispose of it.

Rental Rates

Renter	Common Areas (Foyer, Main Hall and Bathrooms)	Kitchen		Damage deposit (common area)	Damage deposit (kitchen)	Cleaning deposit
		Mon-Thu	Fri-Sun			
25 years of age or older	\$1,500	\$900	\$1,000	\$1,000	\$1,000	\$250

EVENT INFORMATION

Rental Date: _____ Time From: _____ to: _____

Rental hours include setup and clean-up time. All parties involved in the event must vacate the premises by 3:00 a.m. of the morning following the event. The RENTER will be charged \$500.00 for every additional hour spent on the premises starting at 3:00 am.

Type of Event: _____

Number of Attendees (up to a maximum of 388 people) _____

Liquor Service: yes If yes, AGLC Liquor license must be displayed at event and copy provided to rental agent.

AGLC Permit Number: _____

No

Renter's Insurance Information: _____

Renter's contact information: Name: _____

Phone number: _____

E-mail: _____

RENTAL COSTS (to be completed by Rental Agent)				
Item	Amount	Received by	Date	Signature
Common Area Use	\$			
Kitchen Use	\$			
Cleaning Deposit	\$			
Damage Deposit	\$			

FINAL COSTS (to be completed by Rental Agent)					
Item	Amount Returned	Amount Not Returned	Reason	Date	Renter's Signature
Cleaning Deposit	\$				
Damage Deposit	\$				

Facility Rental Agreement

RENTAL

- A. The RENTER agrees to provide the DAE with the rental payment damage deposit and cleaning deposit in the form of cash, cheque or e-transfer within one week of signing the Rental Agreement.
- B. If the RENTER fails to use the premises on the rental date referred to on page 3, the DAE will keep your non-refundable rental deposit as liquidated damages.
- C. Subject to any clause of the agreement that authorizes the DAE to deduct money from the damage deposit or cleaning deposit, the DAE will return the remaining funds to the RENTER within 14 days of the rental date.

RENTER'S RESPONSIBILITIES

- A. The RENTER agrees to abide by any additional requirements regarding facility conditions and care attached to the agreement. If the RENTER fails to comply with this clause and any additional requirements, the RENTER agrees that the DAE may deduct from the damage deposit \$50 for each ½ hour of work required to repair the damage.
- B. The RENTER must strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits. More information can be found at www.AGLC.ca
- C. The RENTER will 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.
- D. The RENTER will restrict use of the facility to the purpose stated on page 3 of this agreement as listed under "TYPE of EVENT", and not permit the use of the facility for any other purpose without the prior, express, and written consent of the DAE, or the DAE's representative.

- E. Not to 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
- F. The RENTER will agree not to 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 other part of the facility is permitted.
- G. The RENTER will 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
- H. The RENTER will not allow any waste or nuisance on the facility or use or allow the facility to be used for any unlawful purpose according to bylaws of the City of Edmonton and laws of the Province of Alberta and the Dominion of Canada.

LIABILITY AND INDEMNITY

- A. The RENTER agrees that it will indemnify and save harmless the DAE from all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.
- B. The DAE shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those 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.

INSURANCE

- A. 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 DAE on any claims or losses by naming the Druze Association of Edmonton as an Additional Insured.
- B. 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.
- C. If proof of insurance is not provided to the DAE prior to the rental date, the DAE is authorized to cancel the event and the DAE will notify the RENTER by phone and/or email per the information provided on page 1 of this agreement.

CANCELLATION

- 1) In the event the RENTER must cancel the reserved date or its function, the RENTER is obligated to provide written notice to the DAE within the following perimeters:

- If written notice is provided at least 90 days before the event, 50% of the Reservation Deposit will be refunded.
 - If written notice is provided within 90 days or less of the event, the Reservation Deposit will be retained by the DAE in full.
- 2) If full payment of the total amount is made at the time of booking and cancellation is required, the balance payment will be refunded and the reservation deposit will be addressed as above.
 - 3) In the unlikely event of cancellation by the DAE, the DAE will refund your money or provide an alternative date.
 - 4) Cancellation must be made in writing and acknowledged

The DAE Hall and property is under video surveillance, and by entering the building and property the RENTER and their guests acknowledge that they consent to the recording of their images. Any release of recordings or images to the proper authorities will be done only if absolutely necessary and will be done in compliance with Alberta's privacy laws.

DAE Active Member Rates

Renter	Common Areas (Foyer, Main Hall and Bathrooms)	Kitchen		Damage deposit	Damage deposit	Cleaning deposit
		Mon-Thu	Fri-Sun	(common area)	(kitchen)	
DAE Members with Active membership	\$750	\$800	\$900	\$500	\$500	\$250