

Instructions

To rent the Hall:

1. Check the website to see if the Hall is available for the day you want it
2. Click the date and select the time-slot (AM or PM) you would like to make the reservation for
3. Fill in the contact information that appears and click to Book pay the fee
4. You will be taken to a PayPal checkout page where the rental fee plus the security deposit will be shown. You can pay with any major credit card, and not you do not have to have a PayPal account to do so.
5. Check your email for a PayPal receipt for the payment, and for a booking confirmation email which includes a link to download the Rental Agreement
6. Complete the Rental Agreement and return by email to: hallrental@elboyaheights.com Please use the PayPal Transaction ID (located at the top right corner of the confirmation email you will have received from PayPal upon payment) as the Contract Number at the bottom of the agreement.
7. Once the agreement has been received, the Hall Manager will generate and email you a unique door code for you to use to unlock the hall for your event. Note that the code will only be valid for the time of the event, simply enter the code in the pin pad of the door to unlock it and wait for 3-4 seconds for the security system to disarm before entering the hall.
8. Once you have completed your event and cleaned up, simply press the lock icon on the door's pin pad to lock up the Hall and arm the security system.
9. Within 48 hours of the end of the event, the Hall Manager will inspect the hall, and if everything is in order, will refund the security deposit back to you via PayPal.
10. If you have any questions don't hesitate to contact hallrental@elboyaheights.com



Hall Rental Agreement & Policies

Renter Information

Individual (must be at least 18 yrs old)	Company/Non Profit
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Name: _____

Name: _____

Address: _____

Address: _____

Post Code: _____

Post Code: _____

Phone: _____

Phone: _____

Email: _____

Two Contacts are Required

Name: _____

Phone: _____

Email: _____

A piece of Photo ID is required

(Driver's License etc.) Send a photo to hallrental@elboyaheights.com along with the completed rental agreement.

Name: _____

Phone: _____

Email: _____



Hall Rental Agreement & Policies

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Hall Rental Agreement & Policies

Event Information

Start Date: _____

Start Time: _____

End Date: _____

End Time: _____

Areas of the Hall Needed: Main Hall Kitchen Deck

(Note that the parking lot cannot be blocked off for the event)

Event Size: _____

(Hall capacity 24 occupants maximum inside)

Event Type: (required)

Wedding/Reception

Meeting

Corporate Event

Birthday Party

Anniversary

Baby Shower

Other (please describe below:)

Rental Fees

Weekday AM (Monday - Thursday, 9am - 5pm):

\$150 Rental + \$300 Damage Deposit = \$450

Weekday PM (Monday - Thursday, 6pm - 11pm):

\$150 Rental + \$300 Damage Deposit = \$450

Weekend AM (Friday - Sunday, 9am - 5pm):

\$200 Rental + \$300 Damage Deposit = \$500

Weekend PM (Friday - Sunday, 6pm - 11pm):

\$200 Rental + \$300 Damage Deposit = \$500

Holidays (Christmas, New Years, Easter etc.):

\$250 Rental + \$300 Damage Deposit = \$550

Damage Deposit

A damage deposit is required for every event at the Hall, and is collected along with the rental fees prior to the event.

After the event, if the Hall inspection is satisfactory the damage deposit is refunded within 30 days. No interest is paid on the damage deposit.

Rental Agreement

This agreement is made on ____ day of _____, 20__ between the Elboya Heights Community Association (EHCA), 416 Park Ave SW, Calgary Alberta T2S 1Z9 (hereinafter referred to as “the Association”), and _____, of _____ (hereinafter referred to as “the Renter”).

In consideration of the Elboya Community Association permitting the Renter to use the Community Hall and Facilities (“the Hall”), the renter agrees as follows:

1. The Renter does hereby release, remise and forever discharge, and agrees to indemnify and save harmless The Association, it’s officers, executives, directors, servants, representatives and community members (hereinafter referred to as “the Releasees” from and against all claims, actions, costs, expenses (including legal expenses and costs on a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, howsoever caused, have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the Releasees or any of them.
2. The Renter waives any and all claims the Renter has or may have in the future against the Releasees.
3. The Renter agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Hall.
4. The Renter, including it’s officers, volunteers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Hall.

Rental Policies

Insurance Coverage

1. The Renter must acknowledge the Association does not provide any insurance coverage for the Renter's participants or activities.
2. The Renter agrees to provide proof of Third Party Liability Insurance coverage for protection of themselves and their guest users against any bodily injury or property damage arising from the activities in renting the Hall.
3. The Renter agrees to obtain proof of business insurance on behalf of all external businesses hired for the rental activity. The Renter will provide the business proof of insurance to the Association for the inclusion with the original Hall Rental Agreement form.
4. Applicable Renter insurance may include: Personal Property & Liability Insurance (for individual/group Renter), Special Events Insurance, or Commercial General Liability Insurance (for business, corporation, non-profit and institution Renter)
5. In renting the Hall, the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless the Association against any and all claims arising from any incident, including any injury or damage sustained by the Renter, any guest fo the Renter, or any third party arising from the rental of the Hall or use of any of the equipment in the Hall.

Insurance Information (required):

Insurance Company Name: _____

Policy Number: _____

Liquor Liability Waiver and Acknowledgement

The Renter acknowledges it is their sole responsibility for obtaining all necessary liquor licenses and host liquor liability insurance for their event. A copy must be provided to the Association prior to the event and must be displayed at the event. Note: Alberta Liquor Control Board rules do not permit homemade wine, beer or liquor to be served.

The Renter shall be held accountable for any restrictions, contraventions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by the policy.

Renter Representation

The Renter listed in the Agreement shall be responsible for the booking arrangement, set up and clean up of the event, and their contact information must be current and up to date on the Agreement.

All activities must be strictly supervised by an adult who will be responsible for the group, and liable for the condition of the Hall during and as a result of the Hall use. If this person is replaced the name and contact number of the succeeding person shall be made known to the Association and a new contract signed.

Event Timing

The Renter agrees to vacate the Hall according to the times laid out in the Fee Schedule.

Damages

The Renter shall leave the Hall as they found it. This is to include equipment, rooms, bathrooms, grounds and exterior of the Hall. The person(s) or organization renting the Hall shall be responsible for any and all damages, breakage or loss occurring by any person attending the function and shall reimburse the Association for any costs incurred in repairing the damage, replacing breakages or losses. Should the Renter be in default of this, they shall forfeit a portion of, or the entire damage deposit at the discretion of the Association, and additional replacement or repair costs in excess of the damage deposit will be invoiced to the Renter via the Renter representative. Clean-up will take place immediately following the event, unless alternate arrangements have been made at the time of booking.

Cancelling a Booking

Cancellations must be made no later than ten (10) days prior to the event, in order to receive a full refund of the deposit. For cancellations occurring less than ten (10) days are subject to a \$50 per day processing fee.

Kitchen

The Renter is responsible for supplying their own tea towels, dishcloths, table napkins, bar glasses, foam cups and garbage bags etc. Any kitchen utensils needed beyond those supplied by the Hall are the responsibility of the Renter.

As mandated by the Calgary Health Region, no “home prepared” food may be served to the public. Food items cannot be left or stored in the Hall. Glass bottles are allowed in the Hall, but absolutely no glass bottles are permitted outside of the Hall.

Clean Up

The Renter shall leave the Hall and grounds in the same or better condition after rental, completing all items in “Appendix A – Post Event Checklist”. The Association will inspect the Hall after each event to ensure it is left in an undamaged and properly cleaned condition before the damage deposit is refunded. Should damage exist or cleaning is required, the Association will hire labour to perform the necessary tasks and will charge the costs to the Renter.

Any fixtures, appliances, or the like that are not operating correctly should be reported to the Association as soon as possible. Any items belonging to the Renter (or parties related to the Renter) are the responsibility of the Renter and not the Association, unless otherwise agreed upon in writing. If items belonging to the Renter are left behind, all damages or losses occurred to said items are the responsibility of the Renter.

Safety

Pyrotechnic equipment, candles or any other source of ignition are not allowed in the Hall. Absolutely no weapons are permitted on the Hall premises. Emergency exits, corridors, fire panels, pull stations, fire extinguishers, first aid kits, emergency phones, exit lights and alarms must remain clear and accessible at all times. All occupants of the building must exit immediately upon the sounding of the Hall’s fire alarm.

Information concerning any incident / injury occurring at the Hall must be reported to the Association as soon as possible; for emergencies contact 911 immediately. Use of items within the first aid kit must be document and reported to the Association as soon as possible following the event.

Promotions / Signs / Decorations

No signs or decorations are to be attached or in any way affixed to the building exterior. The Renter will be responsible for the costs of any damage or defacement to the property. In addition, a \$50 per hour charge will be applied to the Renter for time spent by the Association in the undertaking or management of repairs arising from damages or defacement caused by the Renter. No tacks, pins, nails or screws are permitted to be used on the walls or floors, nor any duct tape, scotch tape or packing tape. Confetti, rice or the like is not allowed on the Hall premises, an additional cleaning fee of \$125 will be applied if such materials are used.

Animals

With the exception of service animals assisting a person with impairment, animals are not allowed in the Hall or on the deck.

Smoking

No smoking is allowed in any part of the Hall or on the deck.



Hall Rental Agreement & Policies

Privacy Policy and Agreement

The Renter consents to the collection, use and disclosure of his/her personal information provided herein, to meet all regulatory requirements, facilitate the rental and all payments required hereunder, and for future program and facilities planning purposes.

By signing this agreement, the Renter declares that he/she has reviewed, understands, and agrees to comply with the rules and policies outlined in this document.

Contract #: _____

Renter Name: _____

Renter Signature: _____

Association Signature: _____

Date: _____

Appendix A - Post Event Checklist

Paper, Garbage, Recycling collected and placed in receptacles	
Tables and Chairs washed and dried	
Tables & Chairs stacked and placed in storage areas	
Dishes, Pots & Pans, and Cutlery washed, cleaned, and put away	
Appliances, Cupboards & Counters cleaned	
Floors Swept, including washrooms	
Toilets Flushed	
All taps are closed off / not running	
All food removed from fridge & freezer	
Natural Gas BBQ line turned to "off" position	
All windows closed and locked	
Thermostat turned down to 17 degrees Celsius	
Interior lights turned off, exterior lights are on	
Doors locked via pin pad	