

Elboya Hall Rental Agreement & Policies

Instructions:

1. Review this Rental Agreement document in its entirety
2. Enter the details at the top of the Rental Agreement on page 2
3. Complete and sign the Renter Information, Event information, Insurance and Final Agreement on page 3. 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 for the agreement.
4. Scan and return the completed pages 2 and 3, along with an image of your photo ID (e.g. drivers license) by email to: hallrental@elboyabritannia.com
5. Once the agreement has been received, the Hall Manager will generate an email to you confirming 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 5-6 seconds for the security system to disarm before entering the hall.**
6. 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 .
7. Within 72 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. Note that if the rental qualifies for a Community Member discount, the additional discount will be added to the refund at this time.
8. If you have any questions, please don't hesitate to contact us at:
hallrental@elboyabritannia.com
9. Additional Information and/or rules may be required by Governmental direction. An addendum to this agreement will be added as required.

Rental Agreement

This agreement is made on ____ day of _____, 20__ between the Elboya Britannia Community Association (EBCA), 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 Britannia 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 its officers, volunteers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Hall.

Renter Information and Signatures

Renter Details

Name:

Address:

Post Code:

Phone:

Email:

Note that an image of a piece of photo ID for the renter is required. Please send the photo along with the signed agreement to hallrental@elboyabritannia.com

Event Details

Start Date:

Start Time:

End Date:

End Time:

Event Size:

Event Type:

- Wedding/Reception
- Meeting
- Party
- Corporate Event
- Shower
- Other

Insurance Information (See Insurance Coverage, page 4)

Insurance
Company:

Policy Number:

Privacy Policy and Final 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 Number:
(PayPal transaction ID)

Renter Name:

Renter Signature:

Date:

EBCA Signature:

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 of the Renter, or any third party arising from the rental of the Hall or use of any of the equipment in the Hall.

Rental Policies

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.

Event Timing

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

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 at the discretion of the Association.

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.

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.

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.

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 documented and reported to the Association as soon as possible following the event.

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.

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.

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.

Fee Schedule

The fees below represent the fees at the time of writing. Fees are subject to change, please visit the website at elboyabritannia.com for the latest information.

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.

Community Discount

Renters with a current community association membership at the time of the rental are eligible for an additional 20% discount off the rental fee. The discount does not apply to the damage deposit portion of the rental. The discount will be calculated and refunded to the renter after the event has concluded, along with the damage deposit.

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	