

**KILLAM COMMUNITY HALL DEVELOPMENT SOCIETY HALL RENTAL AGREEMENT**

Box 635, Killam AB T0B 2L0

RENTER'S NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

DATE(S): \_\_\_\_\_ RENTAL PURPOSE: \_\_\_\_\_

**RENTAL RATES:** Please indicate specific facilities required for your event

MAIN HALL \$400  KITCHEN \$100

BAR \$ 75

WEEKEND RATE- Friday 9AM – Sunday 4PM (Main Hall, Kitchen, Bar, Gift Opening) \$700

SPECIAL WEEKDAY RATE (Mon-Thurs) for nonprofit organizations HALL \$300

\$1000 DAMAGE DEPOSIT – (Returned after caretaker goes over check list with renter after function)

\$ 300 DAMAGE DEPOSIT – (Not Including Kitchen)

**MISC. RATES:** Fountain Pop (\$35/Canister) \_\_\_\_\_ (#of canisters used) x \$35 = \$ \_\_\_\_\_

**FOUNTAIN POP MUST BE USED!! NO OUTSIDE POP**

Canisters are measured before and after.

Renter will be billed separately. \_\_\_\_\_ **Renter's Initials**

**CONDITIONS:**

1. Full Payment is required to reserve your rental date & price. Full payment is refundable within 30 days of signing your contract. Up to 6 months after signing contract half of payment will be reimbursed. Anything after 6 months of signed **contract** - NO refund. Refunds for extenuating circumstances will be considered by the Hall Board.
2. This is a rental agreement contract which is a 24hr contract unless the weekend rate is used.
3. If you have the hall rented an additional \$100 is charged if you want the hall the day before, for set up (depending on availability).

Approved December 1, 2016

4. If the hall is used on the Sunday for a gift opening (Saturday Wedding) the premises must be cleaned and vacated by 4PM.
5. Non-Profit groups may require a special circumstance reprieve. If there are any questions or concerns, please advise the Hall Board in writing before your event for permission.
6. **ABSOLUTEY NO DRINKS ON THE DANCE FLOOR (This could result in the loss of your damage deposit)**
7. ALCOHOL – Renter assumes all Criminal Liability and sole Civil Liability for any damage, loss or injury resulting from the sale and/or service of alcohol and saves the Killam Community Hall Development Society harmless from any damages, loss or injury.

\_\_\_\_\_ **Renter's Initials**

8. The Renter is responsible for all Killam Community Hall property including kitchen equipment, tables, chairs and sound equipment and will be billed for the value of the replacement. This includes the itemized kitchen supply list.
9. DAMAGE LIABILITY- The renter shall be held liable for any damages to the Community Hall property occurring during the rental period and for and further damages which may result from the initial damage occurrence. **Renters Initials**\_\_\_\_\_
10. BAR – There are three (3) liquor dispensers and one (1) wine bottle opener provided, which are to be placed back in the bar cupboard following their use. There will be a \$25 charge for each dispenser missing after rental.
11. This is a NON- SMOKING facility. All smoking is outside and ashtrays are provided for this reason. All butts are to be cleaned and not put on side walk or in front of the Community Hall.

**TERMS:** I agree to abide by this rental contract. In addition, I acknowledge my financial responsibility to the Killam Community Hall Development Society for all damages/losses arising from this booking.

PRINT NAME OF RENTER: \_\_\_\_\_

SIGNATURE OF RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS (HALL BOARD MEMBER): \_\_\_\_\_ DATE: \_\_\_\_\_

RENTAL FEE TOTAL (not including fountain pop) \$\_\_\_\_\_ DATE RENTAL FEE PAID: \_\_\_\_\_

PAYMENT METHOD  CHEQUE# \_\_\_\_\_  CASH

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\*\*If the contract is not paid and signed the rental is not confirmed.

## HALL REGULATIONS

- KEYS:** Are available from the TOWN OF KILLAM OFFICE and may be picked up between 8:30 – 4:00 Monday to Friday. Keys may be dropped off in the drop box at the town office. Call 780-385-3977 for any questions.
- CARETAKER:** Please contact MARK SKAAR (780-385-8120) before the rental date. Mark will arrange to show you the sound system and the heating and cooling controls. Mark will also be available during your function if you have equipment problems.
- AIR CONDITIONING:** The Hall has a great air conditioning system. **DO NOT PROP DOORS OPEN!** This only makes the air conditioner work harder and allows bugs and debris into the building and the noise out to disturb the neighbors.
- DECORATIONS:** Are allowed in the hall if placed on the tables and/or suspended from the ceiling. Hooks are in place for this. Avoid using scotch tape or staples on the walls and fixtures.
- CANDLES:** Only floating or contained candles are permitted in the hall due to FIRE and SAFETY regulations and codes.
- POP:** Extra canisters are in the Janitor's room (next to the bar). Empty canisters are to be stored there neatly as well. NO BOTTLED BEVERAGES are permitted. . **THE POP AT THE HALL MUST BE USED!! (NO OUTSIDE POP)** We do not supply plastic glasses, other mix, or ice. **PLEASE NOTE: The damage deposit will not be returned until pop invoice is paid.**
- \_\_\_\_\_ **Renter's Initials**
- TABLES:** Replace the tables and chairs after your function as per diagram (in the Janitor's room). Extra chairs and tables can be found under the stage on the east and center dollies. When stacking Tables stack them front to front then back to back to avoid scratching.
- CLEANING OF HALL:** Cleaning supplies, mops, vacuums, and extra bathroom paper supplies are in the Janitor's room. Please do not lock door. Instructions for cleaning after your function will be posted/ supplied by the caretaker.

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**\*\*If you would like the caretaker to clean the hall after your event please contact Mark at 780-385-8120 for a price**

- KITCHEN/BAR:** Coolers are to be emptied, unplugged (or breaker flipped), wiped out and propped open. Carts are to be wiped down with vinegar and water. Ice bins are to be emptied and wiped dry. Juice jugs are to be washed and returned to kitchen cupboards. Dishes, coffee cups and tea cups are to be washed and put away. Coffee and tea cups may have to be washed by hand. Empty and return coffee urns. Wipe down counters, stove and sinks. Wine glasses are available for events. There is a \$2.00 replacement cost for breakage. Please let caretaker know if you want to use them.
- FLOORS:** Tiled floor (kitchen, bar, entry, and washrooms) are to be swept, then washed using a solution of vinegar, water and Odor destroyer. **HARDWOOD DANCE FLOOR** and stage are to be swept, dry mopped then wet mopped (Please see list in Janitor Room) **NO DRINKS ON DANCE FLOOR**, it is slippery when wet & causes damage to floor finish. Carpets are to be thoroughly vacuumed.
- WASHROOMS:** Please clean all areas of the bathrooms.
- GARBAGE:** Place all debris in the garbage bags provided. Remove garbage from the hall immediately and place in locked bin behind the United Church lot.
- LOCK UP:** Before leaving the building, ensure that all doors are locked and all lights are turned out.
- PROCEDURES:** **DOUBLE CHECK EXIT DOORS TO ENSURE NO FIRE HAZARDS REMAIN.**

**IF THE HALL IS NOT CLEANED TO THE SATISFACTION OF THE CARETAKER THE DAMAGE DEPOSIT IS NON REFUNDABLE\_\_\_\_\_Renter's Initials**

We have a beautiful building and appreciate your help in keeping it looking as good as possible for as long as possible .

PLEASE leave the hall as you found it! Thank you for renting Killam Community Hall.

We the undersigned have read the Killam Community Hall Board Agreement & Regulations

\_\_\_\_\_Date\_\_\_\_\_

Approved December 1, 2016