

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) \$750
- SPECIAL WEEKDAY RATE (Mon-Thurs) for non-profit organizations HALL \$300
- \$1,000 DAMAGE DEPOSIT – (Returned after caretaker goes over check list with renter after function)
- \$ 300 DAMAGE DEPOSIT – (Not Including Kitchen)

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).
4. If the hall is used on the Sunday for a gift opening (Saturday Wedding) the premises must be cleaned and vacated by 4:00 PM.
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. _____ **Renter’s 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 \$ _____ DATE RENTAL FEE PAID: _____

PAYMENT METHOD CHEQUE# _____ CASH

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

**Please make cheques payable to: Killam Community Hall Board

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: Pop must be provided by the renters as the Hall is no longer able to get the pop in canisters. We do not supply plastic glasses, other mix, or ice.

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.

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

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. Reception areas are to be thoroughly swept and mopped.

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.

Renter's Name

Date