



# Memorial Hall Rental Agreement

## Renter Information

Renter's Name: \_\_\_\_\_

Rental Dates: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_ - \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

***The renter agrees to rent the Penhold Memorial Hall on the terms and conditions as follows:***

		Date Received:
<b>Booking Deposit</b> (due at booking date)	\$157.50	(Non-Refundable includes GST)
<b>Rental Rate</b> (minus booking deposit)	\$	+ GST
	\$	total
<b>Dish Deposit</b>	\$ 150	
<b>Security Deposit</b>	\$ 250	

TOTAL DUE: \_\_\_\_\_

Set up to begin at: \_\_\_\_\_

Clean-up to be complete by: \_\_\_\_\_

Security Deposit Returned: \_\_\_\_\_

## Notes:

The Renter agrees to rent the Penhold Memorial Hall from the Town of Penhold at the times and terms set out as per the Information & Policies. The Renter further agrees to pay all the monies required to be paid and to comply with all of the terms and conditions set out herein. **The rental fee must be paid in full 30 days prior to the event. The full rental amount is non-refundable unless cancelled 30 days before the event.** The Memorial Hall Caretaker is to be contacted for all repairs, damages etc. pertaining to the Hall and will perform a walk around with the lessee pre & post rental to assess damage etc.

**Items included in rental:**

The Hall will provide regular heat, light, water, tables, chairs and coffee machine.

**Janitorial:**

If it is necessary for the Town to re-clean the Hall because the Renter has left it in untidy condition, the Renter will be charged a janitorial fee at the rate of \$50.<sup>00</sup>/hour.

**NO CONFETTI OR RICE INSIDE OR OUTSIDE THE HALL**

The Town of Penhold reserves the right to inspect the premises at any time. The Memorial Hall Caretaker will perform a pre & post rental inspection with the renter prior to keys being given out.

**I have read and understood the above agreement and the Memorial Hall Information and Policies and agree to follow them explicitly.**

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please contact **Becky Hall, Memorial Hall Caretaker at 403-596-4163** for all Hall Showings/ Repairs & Supplies

## CLEAN UP DUTIES & SECURITY

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The following is a list of the duties that **MUST** be completed after every use of the Hall:

### General Clean-Up:

- ❖ It is your responsibility to have the Hall cleaned prior to the time stated in the Rental Agreement.
- ❖ The renter is responsible to provide clothes and needed cleaning supplies for their event.
- ❖ Put away hall chairs in designated area against north wall; stacking **10 high only**. Please do not place directly against the wall to avoid damaging the wall.
- ❖ Wash and dry all table tops and put away where you found them. Please leave round tables up against north wall. **(Please be careful that the chair carts and tables do not damage the walls)**
- ❖ Sweep hall floor, wipe up any large spills.
- ❖ Wipe up any large spills. **DO NOT WASH HARDWOOD FLOOR.**
- ❖ All garbage must be in bags and tied and placed in garbage bin at back of building, and new bags placed into garbage receptacles.
- ❖ **Ensure that the amplifier on sound system is turned off.**

### Kitchen Clean-up:

- ❖ Clean kitchen counters, sinks and spot clean floor.
- ❖ If the ovens are being used, please clean and wipe up any spills on stove or in ovens.
- ❖ Unplug cooler and wipe out any spills if it has been used, leave cooler door propped open.
- ❖ Dishes and cutlery, if used, **MUST** be washed in the dishwasher, dried and stacked away. Ensure the dishwasher area is cleaned.

### Security:

- ❖ Be sure all **five (5)** doors are closed and locked properly, leave key in the drop box beside Town Office at the Multiplex. If the Multiplex is closed at the time the keys are to be returned, please leave them in the key box at the hall.
- ❖ Make sure bathroom windows are closed and locked.
- ❖ Shut off all lights, both upstairs and downstairs.

## INFORMATION & POLICIES

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**It is the responsibility of the renter to become familiar with this information and inform their guests.**

### **The Community Hall:**

The Penhold Memorial Hall is located at 1123 Fleming Avenue in Penhold. This newly renovated multipurpose center has a comfortable seating capacity of 300 and boasts a large commercial kitchen, a practical stage, hardwood dance floor, quality sound system with a cordless microphone, a designated bar area, and ample parking. The roomy hall and extra amenities make it the ideal place for most special events. **IT SHOULD BE NOTED THIS BUILDING IS A NON SMOKING FACILITY.** There are designated areas for those who may wish to smoke outside the facility.

### **Booking Procedures:**

Memorial Hall can be booked through the Town of Penhold Municipal Office at Penhold Regional Multiplex, 1 Waskasoo Ave, Penhold, AB. A contact name, address and phone number, date, time and nature of the event as well as a \$150 +GST deposit will be required at the time of booking.

For information regarding the availability of dates or costs, call the Municipal Office at 403-886 - 4567.

### **Booking Deposit:**

A \$150.00 (plus GST) booking deposit or the full amount of the rental (if less than \$150) is required at the time of booking in order to hold a specific date. This deposit will be subtracted from the total balance when final payment is due. **The final balance of the rental must be paid before the keys to the facility will be given. The booking deposit is nonrefundable.**

### **Security & Key Deposits:**

A \$250.00 security deposit is required at the time the key is picked up. A further \$150 security deposit will be charged with the use of dishes/cutlery. The security deposit will be credited directly to the town's bank account until it is determined that no damage occurred, rules were followed, keys were returned and/or extra cleaning was not required. If any of the above said were reported, the security deposit or a portion thereof will be withheld to compensate, and the balance will be refunded **within three (3) weeks of the function date.**

### **Cost Break-down:**

- ❖ Lost Per- Key ~ \$75.00
- ❖ Excess Cleaning ~ \$50.00/hour
- ❖ Table Repair ~ \$25.00/leg or \$100.00/table
- ❖ Chair Repair ~ \$50.00
- ❖ Damage to Wall ~ \$50.00/hole
- ❖ Noise Violations ~ up to \$1000.00
- ❖ Floor Scratches ~ \$30.00/Scratch

### **Cancellation:**

Booking Deposit is Non-Refundable and the Total Rental cost is Non-Refundable 30 days prior to the event.

### **Insurance:**

Renter is strongly encouraged to obtain insurance, naming the Town of Penhold as an additional insured, for the function prior to the date of the function.

**It should be noted:** Renters may be able to obtain insurance through their home owner's policy upon request of their agent.

## **Facilities:**

### **Kitchen:**

Full use of the kitchen facilities is included in the Hall rental. These include a commercial gas stove and 2 ovens, commercial dishwasher, steam line, cooler and coffee facilities. Use of dishes and cutlery is also available for no extra charge; however an additional security deposit of \$150 will be charged.

### **Coffee Facilities:**

Coffee machine and thermal carafes are included with Hall Rental.

### **Bar:**

There is no extra charge for the use of the bar area.

**The renter is responsible for any liquor permits required.**

## **Tables & Chairs:**

The Penhold Memorial Hall has a seating capacity of 250, and enough tables and chairs to seat between 220 - 250 people. There are 9 rectangular and 20 round tables available for use. Please do not drag the tables and chairs across the floor, lift and place them gently. This requires two people. **Tables and chairs must be cleaned and replaced after use.**

## **Decorations:**

**Please do not tape or tack decorations to the plaster walls.** Confetti, glitter, rice and/or open candles are not allowed in the Hall. Candles in appropriate holders are allowed, please remember never leave any candle unattended. If evidence indicates that this rule has not been adhered to, a portion of your security deposit will be withheld to cover damages and/or extra cleaning.

## **Responsibilities:**

The individual signing the rental contract is responsible for not only the set up and organization of the function, but also to ensure that all rules and regulations are adhered to, all appropriate cleaning requirements have been completed, all doors are secured, all lights and fans are shut off, the hall is vacated by 3:00 am and that the key is left in the drop box at the Municipal Office immediately following the function. Should the Lessee be unable to uphold this responsibility it is their duty to designate another reliable individual to do so, as liability will still reside with the Lessee.

**The above information and policies are set out, posted and enforced for the protection of the residents of Penhold, the Penhold Memorial Hall and all future users. Please respect these conditions to ensure that everyone using the Hall may enjoy the facility and the equipment provided.**