

# Antler Lake Uncas Community Hall

## Rental Agreement

Contract Number:	202
Contract Date:	
Renter's Name:	
Renter's Address:	
Renter's Phone Number:	
Renter's Email:	
Rental Date(s);	
Rental Times:	
Event Type:	
Door Code	

<b><u>Facility Rental Rates/Deposits</u></b>	<b><u>Amount Owing</u></b>
Rental Fee	
Deposit - Damage/Cleaning	
Administration Fee	
Extra: RV Hook-up Fee	
Extra: Table Cloth Cleaning Fee	
Extra: Speaker Fee	
<b>Total Balance Due:</b>	

Additional cost responsible by Renter

Specific event insurance is required for hall usage if:

(1) Alcohol will be served or consumed; or

### **Hall Booking Requirements:**

In order to confirm the hall booking, please complete the following:

1. Sign, initial and return the Rental Agreement to the Hall Manager through one of the following methods:

- Email to **[antlerlakehallrental@gmail.com](mailto:antlerlakehallrental@gmail.com)**; or
- Mail to:  
Antler Lake Uncas Community Hall, 1A - 52343 RR 211, Sherwood Park, AB, T8G 1A6  
Attention: Hall Manager

The Rental Agreement is comprised of the following:

- Schedule 'A' – Liquor Permit/License & Host Liquor Liability Insurance or Host Liability Insurance / Special Event Requirement
- Schedule 'B' – Cleaning Requirements
- Schedule 'C' – General Hall Guidelines
- Schedule "D" - Rates and Fees

Please **sign and initial** all Schedules acknowledging that they have been read and agreed

upon. 2. Forward the total balance due by one of the following methods:

- Email money transfer. Kindly forward e-transfers to: **[antlerlaketreasurer@gmail.com](mailto:antlerlaketreasurer@gmail.com)**

In the Notes/Memo section of the e-transfer please state "Hall Rental", your Full Name or Company Name, and the date of your rental. For example, "Hall Rental Max Smith January 1, 2024"

- Cheque. Please make sure cheques are to be made payable to Antler Lake Uncas Community Hall. Any NSF cheques will incur an additional \$27.00 fee

- Cash (Have exact amount)

**NOTE:** Hall bookings are only confirmed and secured after damage/cleaning deposit has been received in full, together with the signed Rental Agreement.

### **Rental Fees, Damage/Cleaning Deposit & Cancellation Policy**

- Rental fees are non-refundable unless a fifteen (15) day notification is provided. No exceptions • In the event rental fees are deemed eligible for refund, all fees are refundable apart from an

administration fee of \$25 for weekday rentals/\$50 for weekend rentals. Non-profit youth groups may be exempt from this fee, depending upon the circumstances, and with Antler Lake Uncas Community Hall approval.

- A damage/cleaning deposit of \$ 500 will be paid by the Renter at the time of booking. This amount will be refunded by the same means provided (either e-transfer,cheque,or cash) within fifteen (15) days of the event in order to assess the facility for damages. In the event damages

have been incurred, the deposit will be held until all damages have been repaired and all administrative efforts have concluded. Should the premises be left in an untidy fashion and Antler Lake Uncas Community Hall is required to clean, cleaning costs will be charged back to the Renter at an hourly rate of \$50/hour and a minimum administration fee of \$50.00 will be levied against the damage/cleaning deposit. Should further administration over damages be required it will be charged back to the Renter at an hourly rate of \$50/hour. Please note, the requirements for cleaning are set out in Schedule 'B' attached to this Rental Agreement. Antler Lake Uncas Community Hall and Strathcona County reserve the right to seek legal remedy for damage or cleaning charges that may exceed the damage/cleaning deposit and to recover costs associated with such remedy.

- If the premises is accessed earlier than or not vacated upon the times agreed upon herein, additional charges may be levied at regular hourly rates and charged to the Renter or deducted from the damage/cleaning deposit.

### **Community Hall Restrictions**

- If alcohol is to be served during the Event it is required that Host Liquor Liability Insurance is purchased by the Renter at their sole cost and expense. It is the sole responsibility of the Renter to arrange for and ensure that the Host Liquor Liability Certificate of Insurance has been provided to the Antler Lake Uncas Community Hall Manager no less than seven (7) days prior to the date of the Event. The liquor license, proof of insurance, etc. must be displayed on the cork board at the entrance of the hall area during the course of the Event. All requirements for the Host Liquor Liability Insurance and permits/licenses are listed under Schedule 'A' attached to this Rental Agreement, together with the 'Acknowledgement & Waiver' that must be signed by the Renter.
- If the Renter(s) will be hosting an Event that will have more than 50 people in attendance and/or have a higher risk of possible damage or accident on the premise, the Renter(s) is required to purchase at the sole cost and expense Host Liability Insurance with a minimum of 2 million liability coverage. All requirements are listed under Schedule 'A' attached to this Rental Agreement, together with the 'Acknowledgement & Waiver' that must be signed by the Renter.
- The Antler Lake Uncas Community Hall is a smoke free facility. A cigarette receptacle is provided by the front entrance steps. Please smoke five meters (16 feet) from the doorway. A cleaning charge of \$2.00/cigarette butt will be deducted from the damage/cleaning deposit if not disposed of properly and left on the ground. Do NOT use flower pots to extinguish and dispose of cigarette butts as this is a fire hazard.
- Service animals are permitted only with prior approval from the Hall Manager. Household animals and pets are NOT permitted. Any violation of this clause will result in the complete loss of the damage/cleaning deposit paid.
- No furnishings or equipment may be removed from the facility.
- The Antler Lake Uncas Community Hall is situated in a residential area. Please be courteous as noise impacts local residents.

## **Renters Responsibilities Set-Up & Clean Up**

- Set-up and clean up must be completed by the Renter within the Rental Times as noted on the Agreement herein. Please make sure you book sufficient time.
- Renters are required to set up both tables and chairs for functions. Tables and folding chairs are located in the back storage area and black cushioned chairs are stacked against the wall. Please

ANTLER LAKE UNCAS COMMUNITY HALL - 1A 52343 RR 211, Sherwood Park, AB T8G 1A6 Website: [www.antlerlake.ca](http://www.antlerlake.ca) Email: antlerlakehallrental@gmail.com

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return them to their storage locations; failure to do so will result in a cleaning charge. Do not slide stacks of chairs or tables across the floors as this will damage the surfacing.

- The Hall must be cleaned upon completion of your event. Should the premises be left in an untidy fashion and the Antler Lake Uncas Community Hall is required to clean; cleaning costs will be charged back to the Renter at an hourly rate of \$50.00/hour and an administration fee of \$50.00 will be levied against the damage/cleaning deposit. Please refer to Schedule 'B' for a complete list of cleaning requirements.

## **Decorations**

Hanging decorations from the ceiling or walls is permitted with permission from the Hall Manager. Pins, nails, tacks, screws, or glue or tape of any kind is NOT permitted for fixing decorations to any surfaces within the hall. Fun tack or white art putty of walls CAN be used.

Use of open flame candles, flammable liquids, pyrotechnics, sparklers and smoke machines are NOT permitted.

ANTLER LAKE UNCAS COMMUNITY HALL by its authorized representative

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

Per: (Antler Lake Uncas Hall Manager) Dated: \_\_\_\_\_

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

Renter Name: \_\_\_\_\_

Dated: \_\_\_\_\_

## **SCHEDULE 'A'**

### **LIQUOR PERMIT/LICENSE & HOST LIQUOR LIABILITY INSURANCE OR REQUIREMENTS OR HOST LIABILITY INSURANCE / SPECIAL EVENT REQUIREMENT**

If liquor will be served at the Event, it is the responsibility of the Renter, at its sole cost and expense, to arrange for and ensure that all necessary liquor permits, required licenses and Host Liquor Liability Insurance has been arranged for and forwarded to the Antler Lake Uncas Community Hall Manager not less than **seven (7) days** prior to the date of the Event. Liquor permits/licenses can be obtained directly through the Alberta Liquor & Gaming Commission and the Host Liquor Liability Insurance can be obtained through the Renter(s) license insurance agent/broker or with our insurance company at <https://rmamember.instantrc.ca/register>.

The Host Liquor Liability Insurance policy or the Host Liability/Special Event Insurance Policy referred to herein must include Antler Lake Uncas Community Hall as the Operator and Strathcona County as the Owner as 'Additional Named Insureds' on the insurance policy as their interest may appear and a severability of interest clause or a cross liability clause. Please ensure your insurance agent or broker has included this information on the policy prior to forwarding it to the Antler Lake Uncas Community Hall Manager.

### **ACKNOWLEDGEMENT & WAIVER**

Renter(s), as defined in the Agreement, herein acknowledge that it is their sole responsibility for obtaining all necessary liquor permits, required licenses and Host Liquor/Special Event Liability Insurance for the Event, as defined in the Agreement.

In the event that alcohol will be consumed or served on the premises or on the premises grounds, the Renter(s), their agents, employees, invitees or contractors for alcoholic beverages, of any kind, the Renter(s) acknowledges that it will purchase from a licensed insurance agent or broker a Host Liquor Liability Insurance Policy in an amount not less than \$2,000,000.00, and shall name, as an additional insured, the **Antler Lake Uncas Community Hall** and **Strathcona County** under such policy.

In the event that the Renter(s), their agents, employees, invitees or contractors will be inviting more than 50 persons or conducting activities on the premise that can be viewed as high risk (bouncy castles, sporting event), the Renter(s) acknowledges that it will purchase from a licensed insurance agent/ broker a Host Liability Insurance Policy in an amount not less than \$2,000,000.00, and shall name, as an additional insured, the **Antler Lake Uncas Community Hall** and **Strathcona County** under such policy.

The Renter(s) agrees to provide to the Antler Lake Uncas Community Hall, or its representative, a Certificate of Insurance

evidencing the coverage not less than **seven (7) days** prior to the date of the Event, as defined in the Agreement.

It is further agreed that at all times the Renter(s), without limitation, indemnify and save harmless the Antler Lake Uncas Community Hall, its directors, officers, volunteers, and agents; and Strathcona County, its councilors, directors, officers, employees, volunteers, contractors, agents, and all other representatives waives any and all legal action from and against all liability, claims, actions, losses, costs or damages arising out of actions or omissions of the Renter(s).

This Waiver/Acknowledgment shall survive the termination and/or expiration of the within Rental Agreement between the Antler Lake Uncas Community Hall and the Renter(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Alberta.

\_\_\_\_\_  
Renter's Signature

Please initial one only:

The Renter(s) acknowledges, by their initials, that alcohol WILL be served at the Event. \_\_\_\_\_

The Renter(s) acknowledges, by their initials, that alcohol WILL NOT be served at the Event.

\_\_\_\_\_ Receipts for all liquor for consumption must be pinned to the corkboard by the  
Hall entrance.

## SCHEDULE 'B' CLEANING REQUIREMENTS

The facility will be inspected after your event to ensure that the items listed below have been completed. Failure to complete the tasks below may result in reduction of your damage/cleaning deposit refund.

Area	Cleaning Duties
Main Area	<ul style="list-style-type: none"><li>• Sweep the floor</li><li>• Remove the scuff marks from the floor</li><li>• Mop, changing water as often as needed</li><li>• Check walls for marks that need to be wiped off</li></ul>
Hall Entrance	<ul style="list-style-type: none"><li>• Sweep the floor</li><li>• Remove the scuff marks from the floor</li><li>• Mop, changing water as often as needed</li><li>• Vacuum mats (Vacuum behind kitchen door)</li><li>• Shake boot trays out</li></ul>
Kitchen	<ul style="list-style-type: none"><li>• Any and all dishes, glassware and cutlery are to be hand washed, dried and returned to the proper storage area in the cupboards.</li><li>• Clean all sinks and counters after use.</li><li>• Clean the stove/oven, fridge, microwave and coffee pots after use. If not completely dry, please leave the lids off to dry.</li><li>• Remove all food from the fridge. Wipe any spills, fingerprints left on the door, etc.</li><li>• Use cutting boards and avoid cutting on the counter tops directly.</li><li>• Floors must be swept and mopped.</li><li>• Empty pedal garbage bin</li></ul>

Bathrooms	<ul style="list-style-type: none"> <li>• Toilets need to be thoroughly cleaned inside and out</li> <li>• Wipe counters and sinks</li> <li>• Use glass cleaner to shine mirror and taps</li> <li>• Sweep and wash the floors</li> <li>• Empty garbage into main garbage can (use discretion if bag needs to be changed out)</li> </ul>
Tables and Chairs (includes bar, if used)	<ul style="list-style-type: none"> <li>• All tables and chairs must be wiped down after use</li> <li>• Stack tables and chairs on the carts and return to storage room • DO NOT slide stacks of chairs or tables across the floors as this will damage the surfacing</li> </ul>
Outside	<ul style="list-style-type: none"> <li>• Any and all garbage must be picked up and disposed of.</li> <li>• Ensure that cigarette butts have been properly disposed of and that none are left on the ground. A cleaning charge of \$2.00/cigarette butt will be deducted from the damage/cleaning deposit if not disposed of properly and left on the ground.</li> </ul>

Cleaning supplies are provided for your use and are located under the kitchen sink or in the janitorial room. Garbage bags and recycle bags are all provided and are located in the kitchen by the door entrance. Brooms, mop/bucket are in the janitorial closet and the vacuum is behind the kitchen door.

#### BEFORE LEAVING:

- Remove the garbage from the hall and dispose in garbage bin (key for bin is in the key cupboard) •
- Return all cleaning products and tools to storage areas
- Ensure all keys are returned to hanger
- Turn thermostat to **17 degrees**
- Ensure all outside doors are locked and latched
- Turn off all lights
- Inform Hall Manager that you are leaving by texting them

Initial: \_\_\_\_\_

### **SCHEDULE 'C'**

#### **ANTLER LAKE UNCAS COMMUNITY HALL GENERAL HALL RENTAL GUIDELINES**

Please read carefully

THE ANTLER LAKE UNCAS COMMUNITY HALL (ALUCH) AND THE RENTER MUTUALLY AGREE THAT THE RENTER AGREES TO ENTER INTO CONTRACTUAL AGREEMENT UNDER THE FOLLOWING CONDITIONS:

1. The Renter undertakes to indemnify and save harmless ALUCH, Strathcona County, its



members/directors, and or volunteers against any and all claims, including claims for personal injury or property loss or damage; and against and from all costs, counsel fees or any and all expenses incurred as a result of any such claim or any action or proceeding brought therein, whether the claim arises from the claimant's activities on or off the facility premises.

2. The Renter shall review the Rental Agreement and abide by the terms and conditions. Failure to abide by the Rental Agreement will result in the request to vacate premises with no refund, full loss of damage/cleaning deposit and no further rental opportunities.

3. Hall bookings are only confirmed and secured after the rental fees and damage/cleaning deposit have been received in full, together with the signed Rental Agreement. No interest will be paid to the Renter on deposits.

4. ALUCH shall assume no responsibility for loss or damage to articles brought on to the premises by the Renter or its guests.

5. If at any time during the term of this agreement ALUCH requires this facility, ALUCH reserves the right to cancel any booking upon fourteen (14) days advance notice. All fees will be reimbursed.

6. ALUCH shall not be required to provide the facility to the Renter in the event that the facilities are unavailable as a result of unforeseen malfunction, breakdown of a component of the equipment of the facility, order to close the facility as directed by Strathcona County or as a result of inclement weather or natural disaster, any of which makes the provision of renting the facilities either unsafe or in the view of ALUCH, impractical. ALUCH will not be liable for any loss or damage caused by such cancellation. All fees will be reimbursed.

7. Arrive no earlier than and vacate premises no later than the times indicated on the Rental Agreement; otherwise additional charges will be levied at regular hourly rates and charged to the Renter or deducted from the damage/cleaning deposit.

8. The day before the rental date the Hall Manager will provide the Renter with the door code to access the Hall via email communication. Please note that the door code provided will be scheduled specific to the rental dates and times as noted herein, after which time it will be expired.

9. The Renter will exercise the greatest care in use of the facility and leave the premises clean and tidy (as the facility was originally viewed). Failure to do so shall result in an extra fee for cleaning.

10. The Renter may not assign any of the rights granted by this agreement to any other person.

11. The Renter shall strictly observe and obey all statutes, bylaws and statutory regulations relating to the facility or its use.

12. In the event of an emergency, immediately call 911.

- Fire extinguishers are located by the main entrance and at the rear door.
- First aid kit is located in the kitchen in the cupboard by the fridge above the dishwasher. •
- AED is located at the hall main entrance

13. The Hall Manager reserves the right to refuse rental of the facilities to anyone at any time, at their sole

discretion

14. Hall rental agreements, terms and conditions, guidelines and rates are reviewed and revised annually and are subject to change

Initial: \_\_\_\_\_

#### **SCHEDULE 'D'**

##### **ANTLER LAKE UNCAS COMMUNITY HALL HALL RENTAL RATES AND FEES**

	<b>LOCAL DISCOUNT</b>	<b>NON-PROFIT</b>	<b>NON-MEMBERS</b>
<b>WEEKDAY HOURLY</b>	<b>\$ 20 (min 3 hrs)</b>	<b>\$ 15 (min 3 hrs)</b>	<b>\$ 30 (min 3 hrs)</b>
<b>WEEKDAY FULL DAY</b>	<b>\$ 100</b>	<b>\$ 90</b>	<b>\$ 125</b>

<b>FRIDAY</b>	<b>\$ 175</b>	<b>\$ 150</b>	<b>\$ 225</b>
<b>SATURDAY</b>	<b>\$ 350</b>	<b>\$ 325</b>	<b>\$ 400</b>
<b>SUNDAY</b>	<b>\$ 150</b>	<b>\$ 125</b>	<b>\$ 200</b>
<b>FRIDAY - SUNDAY</b>	<b>\$ 500</b>	<b>\$ 450</b>	<b>\$ 600</b>

**Local Discount Qualifiers:** live within 10 km of the Antler Lake Uncas Community Hall and have a membership (free to join @ [www.antlerlake.com](http://www.antlerlake.com))

*Rate & fee adjustment for long term rentals or special circumstance are at the discretion of the Antler Lake Uncas Community League on a case-by-case basis*

**Administration fee:** \$50/rental

**Damage Deposit:** \$500/rental

**Bluetooth Speaker Rental:** \$25/rental

**RV Hook-up fee:** \$20/weekend or \$8/day

Initial: \_\_\_\_\_