

RENTAL LICENSE AGREEMENT

TERMS AND CONDITIONS

FOR RENTAL OF THE KINSMEN COMMUNITY CENTER
50 Corinthia Drive Leduc, Alberta T9E 7L7 Telephone: (780) 986-4808
[Hereinafter referred to as the "Owner"]

RENTERS

An individual or a group who have signed the Rental License Agreement and have read and agreed to the Terms and Conditions of the Rental License Agreement

[Hereinafter referred to as the "Renter"]

Terms and conditions are attached to and forms an integral part of the Rental License Agreement (a copy is posted in the kitchen)

Page 3 must be completed, signed and returned to the address as indicated on the agreement along with the security deposit.

TIMES, RATES AND CAPACITY

Half day \$200.00

Full Day \$300.00

Maximum capacity for hall is 105 people (and complies to Leduc Fire Code)

All rental fees are due 30 days prior to event.

SECURITY DEPOSIT

The Renter shall pay a security deposit in the same amount as the rent amount which shall be applied in part or in whole to any penalty fees and/or expenses incurred as a result of damages to and/or theft from these facilities, adjacent grounds, equipment or leaving the hall unlocked while unattended during the time that the Renter was responsible for the access and use of the described facilities and or equipment. The hall shall be left in a satisfactory condition. Failure to do so or a report of any damages or loss will be a minimum \$50.00 charge deducted and the balance of the security deposit will be returned to the Renter within 60 days following the completion of the event. Damages in excess of deposit will be invoiced. Event bookings are not confirmed or guaranteed until the Kinsmen Club of Leduc receives the security deposit. Failure to honor your check will serve as cause for additional charges, cancellation and/or loss of reserved event date.

CANCELLATION OR RESCHEDULING BY THE RENTER

The Renter may cancel a confirmed booking. If cancellation occurs ninety (90) days prior to the date of the function, 75% of the security deposit will be returned. If the cancellation occurs between ninety (90) and sixty (60) days prior to the function, 50% of the security deposit will be returned. If the cancellation occurs less than 60 days prior to the function, the full security deposit will be forfeited. A rescheduling fee may apply if date is rescheduled within 60 days of event.

CANCELLATION OR RESCHEDULING BY OWNER

The Owner shall have the authority to cancel any event in the above facility and have the authority to remove, or have removed, any persons from the facility if any part(s) of the Terms and Conditions are broken or the facility is not used for the purpose for which the Rental License Agreement was intended, or the Renter is not complying with the Liquor Control Act, the regulations under the Act, as well as the conditions of the Alberta Gaming and Liquor Commission and/or the Leduc Police or Fire Department.

LIQUOR

The Renter is legally responsible to ensure all liquor laws and regulations are followed. When liquor is served, an Alberta Gaming and Liquor Commission Special Event License is the responsibility of the Renter. The conditions for special event license must be adhered to and the license posted in a prominent location during the entire event. It is recommended that a designated bartender dispense controlled liquor service.

HIRED STAFF

Bartenders, Caterers and DJ's must be acceptable to the Owner, paid for by the Renter and are obligated to uphold these Terms and Conditions of this Agreement. Commercial caterers may not cook food on site.

VIEWING APPOINTMENT

Viewing of the building can be made by appointment by phoning 986-4808.

ACCESS TO HALL

Door and garbage key can be picked up at arranged time with proof of liquor license (if necessary).

PRE-RENTAL INSPECTION

Property inspections shall be done prior to Renter taking possession of hall. The attendant and renter shall agree on the condition of the site with any peculiarities noted. Normal wear and tear shall be considered.

EMERGENCY PROCEDURES

Renters should provide participants/guests with orientation in emergency procedures. It is suggested by the owner that a member of your group have First Aid Training.

EQUIPMENT

Tables, chairs, fridges, stove and all kitchen equipment/supplies are included in rental. Kitchen equipment/supplies may or may not be suitable for your particular needs so please confirm items you may need are there or bring your own. The Owner is not responsible for absence or working condition of equipment/supplies.

HALL DECORATION

Decorating of the hall will not be permitted on the day prior to the event unless arrangements have been made. This time is not for the purpose of a function and will only be used to decorate the hall. Only the hooks in the roof may be used, at no time shall tape be used on painted surfaces or small metallic items/confetti be used.

LIABILITY

The Renter assumes all risk and danger of personal injury, death, loss, theft, damage to, destruction of any property of renter or guests and all other hazards arising from or related in any way to the event at this establishment (including grounds around the hall and parking lot) whether occurring prior to, during or after the event including "but not exclusively" the danger of being injured by other guests, hired staff or others. The Renter agrees that the City of Leduc, Kin Canada, the Kinsmen Club of Leduc, its members or staff, are expressly released by the Renter from claims arising from such causes.

Rental is subject to compliance with all laws, facility rules and terms and conditions of this agreement. Failure to comply may result in cancellation of booking or event and loss of security deposit and rental deposit.

Please Print

Name: _____

Address: _____ City: _____ Postal Code: _____

E-mail: _____ Fax: _____

Telephone: Work: _____ Home: _____ Cell: _____

Representative or Contact Name: _____

(Hereinafter known as the Renter)

Dated this _____ day of _____ 20____

Booking Date: _____ Half Day \$200.00
 Full Day \$300.00

Security Deposit: *(Also event date retainer)*

Amount *(Equal to rent)* _____ Cash
 Check

Rental Fee: *(Due 30 days prior to event)*

Amount _____ Cash
 Check

Note: A Visa card will only be used in the event damages/charges exceed damage deposit but is necessary for rental of facilities.

Visa #: _____

Expiry Date: _____

Name *(please print)*: _____

Signature: _____

Pre-rental Inspection: _____

I/we have read the Terms and Conditions of rental and will abide by them. I/we further understand that in consultation with the Owner, failure to comply with any of the Terms and Conditions may result in the termination of this rental agreement, loss of rental deposit and security deposit.

Accepted this _____ day of _____, 20____ by _____ RENTER

by _____ OWNER REPRESENTATIVE