

SHAGANAPPI COMMUNITY ASSOCIATION
2516 – 14th Avenue SW Calgary, Alberta

Invoice # _____

COMMUNITY HALL RENTAL AGREEMENT

This confirms that:

Name: _____

Address: _____

Phone #: _____

(the “Renter”) will rent the Shaganappi Community Hall located at 2516 – 14th Avenue SW in Calgary, Alberta (the “Hall”) for a private function to be held on _____ day the _____ day of _____, 20____ for the period from _____ o’clock a.m./p.m. to _____ o’clock a.m./p.m..

The Renter agrees to the following:

1. The charge for the rental is \$ _____ to be paid in full prior to the commencement of the rental.
2. The Renter shall provide a damage deposit of \$500.00 to \$1,500.00 plus an additional cleaning deposit of \$100.00.
3. Keys will not be released for the rental unless and until payment for the rental, the damage deposit and the cleaning deposit is received in full.
4. Obtaining necessary permits or liquor licenses shall be the sole responsibility of the Renter.
5. **The Renter agrees to assume all risks associated with the use of the Hall, including any risks resulting from the negligence of the Shaganappi Community Association, its Board of Directors and or any employees or agents of the Shaganappi Community Association (hereinafter collectively referred to as the “Association”), and the Renter agrees to release, indemnify and save harmless the Association against any and all claims arising from any incident including any injury, loss or damage sustained by the Renter, any person attending at the premises during the rental period and any third party arising from the rental and use of the Hall, the equipment contained therein and the surrounding grounds.**

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6. The Renter agrees to the following terms and acknowledges that a breach of any of these terms shall result in the forfeit of the damage deposit and cleaning deposit:

a. Absolutely no taping, nailing, stapling, or tacking of décor to the walls, ceiling or fixtures in the Hall.

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b. Absolutely no confetti, sparkles, rice throwing or other similar decorations or activities.

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- c. Absolutely no pyrotechnics or fireworks of any type including handheld or cake sparklers. **The smoke detector in the hall is very sensitive and even small sparklers may set off the fire alarm which will result in the attendance of the fire department. There is an automatic fee of at least \$500.00- \$1,500.00 charged by the City of Calgary Fire Department for attendance at a false alarm. The Renter shall be responsible for any and all charges incurred in relation to a false alarm.** The damage deposit will be withheld to offset any charges relating to a false alarm.

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- d. Absolutely no smoking of any kind, including without limitation tobacco, cannabis, vaping, pipe, cigars, etc., in the Hall (see above regarding the smoke detector in the Hall and the associated fees for setting off the smoke detector). If smoking occurs outside of the Hall, all smoking materials must be properly and safely disposed of in the garbage receptacles located outside of the Hall by the parking pad. If, upon inspection of the Hall and surrounding grounds, any cigarette butts or other smoking materials or by-products of tobacco use (including chewing tobacco) are found, the renter will forfeit the damage deposit and cleaning deposit.

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7. The Renter is responsible for the cleanup of the Hall and surrounding grounds following the rental. Prior to returning the keys to the Hall, the Renter shall complete the attached Clean-Up Checklist. The Hall and surrounding grounds shall be inspected by a representative of the Community Association at the time the keys are returned following the event or shortly thereafter. If any items on the Clean-Up Checklist have not been completed to the satisfaction of the Community Association representative, the Renter will forfeit the cleaning deposit.
8. If any damage to the Hall is incurred during the term of the rental, the Renter shall assume full responsibility for the cost of repairs. The damage deposit will be forfeited to the extent necessary to effect repairs to the Hall. If the cost of repairs exceeds the damage deposit, The Association shall cause the repairs to be carried out and shall then invoice the Renter for the cost of repairs. The Renter shall pay the invoice for repairs within one month of receiving the invoice. Any amount not paid after one month shall incur interest at a rate of 1% per month. The Renter shall be responsible for all legal fees and other expenses incurred should the Association have to take legal action to recover payment in respect of any damage incurred at the Hall during the rental period.

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9. The Renter is responsible for ensuring compliance with all City of Calgary by-laws and must follow all current COVID Guidelines.

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By signing this Agreement, the Renter declares that he/she has read and understood the terms of this Agreement and agrees to comply with the provisions, rules and policies contained in this Agreement, including the attached Clean-Up Checklist.

Dated this ____ day of _____, 20__

Signature (Renter): _____

Print Name: _____

Signature (Community Association): _____

Print Name: _____

SHAGANAPPI COMMUNITY HALL CLEAN-UP CHECKLIST

The following tasks must be completed by the Renter following the rental and prior to the return of the keys to the Hall. The Renter is responsible for checking each box and must sign this form as complete. This form must be returned to the Community Association Representative with the keys to the Hall. Failure to return this form or to complete any item on this list will result in forfeiture of the cleaning deposit.

KITCHEN

- ◇ Wipe down all counters.
- ◇ Clean sinks
- ◇ Clean fridge and any other appliances or that were used.
- ◇ Sweep and mop the floor.
- ◇ Remove garbage, compost, recycling and replace bags in bins. (Do not use bags for recycling bins)

BATHROOMS

- ◇ Remove garbage and replace bags in bins.
- ◇ Clean toilets and urinals
- ◇ Clean sinks
- ◇ Sweep and mop the floors.
- ◇ Restock paper towels and toilet paper using the Community Stock

HALL

- ◇ Remove garbage, compost, recycling and replace bags in bins. (Do not use bags in recycling bins)
- ◇ All tables and chairs wiped down and replaced neatly in the storage racks (Fragile handle tables with care)
- ◇ Sweep and mop floors.
- ◇ Hang mops on hooks in storage area with mop head down over a bucket to catch the drips.
- ◇ Open all curtains and close all windows.

GROUNDS

- ◇ BBQ must be cleaned and returned to storage area.
- ◇ Outside tennis court garbage's must be removed and bags replaced
- ◇ All garbage including smoking materials must be picked up and disposed of.
- ◇ The gas line for fire pit and BBQ must be turned on and off at the main gas line located by the gas meter on the South side of the Hall. You will require a wrench or pliers to turn off the gas line and you can find those in the kitchen drawer. PLEASE ENSURE THE GAS IS SHUT OFF BEFORE LEAVING THE HALL

Over

GARBAGE / RECYCLING / COMPOSTING

- ◇ All garbage must be placed in the black cart behind the Hall. If there is too much garbage to fit easily in the black cart, the Renter must remove the garbage from the premises. Garbage may NOT be stacked or left beside the carts.
- ◇ Blue Recycling bins are located inside the Hall. Renters who use these bins may empty the bins into the blue cart behind the Hall. If there is too much recycling to fit easily into the blue cart, the Renter must remove the recycling and it is the Renter’s responsibility to ensure the recycling is returned to Calgary Waste & Recycling Services via City of Calgary procedures. (Do not Bag recycling materials).
- ◇ Compost bins are located inside the Hall. Compost must be bagged in compostable bags and deposited into the green cart behind the Hall. Do not deposit loose compostable material in the green cart. If the green cart is full, the Renter must remove the compost from the premises, and it is the Renter’s responsibility to ensure the compost is returned to Calgary Waste & Recycling Services via City of Calgary procedures.

ALARM

- ◇ To disarm the alarm, you will hear a beeping when you enter the Hall. To deactivate the Alarm, press Your 4-digit personal code (Note your 4-digit code only has temporary access)
- ◇ If the Alarm goes off the alarm company will call. Answer the phone and give them the password: “Renter.”
- ◇ To arm the Alarm at the end of your event, press and hold the “Empty House” button for 3 seconds or enter your 4-digit personal code.

If the Alarm is set off requiring the attendance of the Security Company or the Community Association Representative at the Hall a \$75 charge will be levied and withheld from the damage deposit

I, _____ (the Renter) hereby certify that I have completed all items on this checklist.

Signature (Renter): _____

Print Name: _____

RENTAL CONTACT INFORMATION

Phil / Betty Michaud
1716 – 24A St. SW

403.249.4093 (home)
403.969.8117 (cell)

Please drop off this form and the key to the Hall in the mailbox at the Rental Contact’s address following your rental

(DO NOT LEAVE ANYTHING IN THE HALL MAILBOX)