BUSBY COMMUNITY LEAGUE

RENTAL AGREEMENT

Club, Organization or Function: _____

Name & Phone Number of Person in Charge: _____

Alternate Contact: _____

Dates of Rental: _____ to _____

Time of Rental: _____ to _____

Cheques made payable to ***Busby Community League***

RATES:

Special Clubs/Meetings, etc. (Maximum 5 Hours)	$100.00	_____
Hall Rentals	$450.00	_____
Funerals/Kitchen Only	$200.00	_____
Sports Grounds/Ball Diamonds/Arena (Weekend)	$250.00 (1-1000 Participants)	_____
	$450.00 (1001-2000 Participants)	_____
	$850.00 (2001+ Participants)	_____
Damage Deposit	Equal to rental cost.	_____

(Must be paid to confirm the date of your booking. If cancelled less than 90 days prior to the event/ function, ***half of the damage deposit*** will be forfeited. If damage exceeding the damage deposit occurs, the renter will be liable to cover the entire cost of repair.)

Total payable before keys are released	$_____
Damages	$_____
Final payment	$_____
Or refund	$_____
Date of final payment or refund	_____

RENTAL CONTRACT CONDITIONS

Community Hall, Sports Grounds and Ball Diamonds – Busby Community League accepts no responsibility or liability for use of these – usage is entirely "At Owners Risk"

COMMUNITY HALL

Parking:

- The hall parking is for approximately 100 vehicles.

Main Hall:

- Maximum seating of 250 people.
- Hardwood, Carpet & Laminate.
- Tables and chairs provided for seating capacity (250).
- All fire exits must have a ten (10) foot access left clear.

Kitchen:

- Coffee system & urns are provided.
- Cutlery, dishes, cups, salt & pepper, pots & pans, bowls, serving dishes and utensils are available.
- Suggestions of items you **WILL NOT** find in our kitchen: tablecloths, centrepieces, punch bowls, serviettes, matches, coffee, cream, sugar, paper plates, plastic or styrofoam cups.
- Dishwasher operation instructions are posted on the wall in the dishwasher room. Ensure dishwasher has been turned off and the screens have been cleaned.

Bar:

- A copy of the Alberta Gaming and Liquor Commission rules is attached and Renters are responsible for following all their guidelines.
- Alcohol is to be delivered on the day of the function.
- Alcohol can only be stored in the hall overnight if it is a weekend rental.

Decorating:

- During the decorating of the hall, there will be no alcohol consumption in the hall or on its grounds.
- Do not use nails, pins, tacks, poster putty or tape of any kind except for green Painters tape on the walls, trims and furniture.
- Use only the carpeted squares on the walls and the rows of hooks for fastening decorations. There are also hooks in the suspended ceiling.

General:

- Our facility is nonsmoking. If smoking is suspected, there will be a $100 charge per infraction or burn. Please announce and ensure your guests use the provided ashtrays outside in front of the building or the butt can outside the kitchen door.
- NOT BUTTS ON THE GROUND.
- We have highchairs, booster seats and play pens that you may use.
- DO NOT drag heavy items on the hardwoods.
- DO NOT walk on or place sharp edged items on the wall benches.
- Any theft of hall property will result in automatic forfeiture of your damage deposit.
- Renters cleaning and responsibilities will also be posted in the kitchen.
- Bring your check list with you the day of your event.

CLEANING

No outside cleaning products are permitted. Use only hall supplies. Place all used kitchen cloths, and mop heads into the laundry baskets in the dishwasher room.

*****DO NOT TAKE ANYTHING HOME TO LAUNDER*****

Floors:

- Renters are not responsible for washing floors, but are responsible for mopping up any spills. Use warm water only, no soap. Do not empty mop bucket water in any of the kitchen sinks or sinks in the dishwasher room. Please empty them into the janitor sink in the furnace room.
- Use long dry broom on hardwoods.
- All carpets (stage, main area & the 4 entrance carpets) are to be vacuumed.
- All the laminate floors are to be swept and/or vacuumed.

Furniture:

- Wall benches to be wiped down with warm water only, no soap.
- Tables are to be washed with dish soap water if necessary, then use “Sani Stuff” to wipe down using a new cloth every 2 or 3 tables. Tables must be **completely dry** before putting away. Stack tables top to top and legs to legs to avoid scratches.
- Soiled chairs are to be wiped before stacking.
- Tables and chairs must be put back the way you found them.

Bar:

- Wipe down spills in the large fridge, unplug and prop open.
- Wipe down counters and sink with “Sani Stuff”.
- Wash and return all used items to their original locations.

Kitchen:

- Stoves and microwaves to be wiped inside and out. If used, clean and put away other appliances.
- Turn off the 2 fridges by the switches in the bar, then wipe up spills and propped open (do not unplug these ones).
- Turn off coffee machine by unplugging the machine. Wipe down the coffee machine and basket. Rinse urns and place upside down on a tea towel.
- Wipe down all bus trollies.
- Wipe spills on cupboard doors.
- Wipe down the counters and sinks in the dishwasher room.
- Wipe down all counters and sinks, then use “Sani Stuff”.
- Wash and return all used kitchen items to their original places.
- Hand washing of dishes is to be done with the 3 sink bleach rinse system.
- Turn off dishwasher and clean out drains inside the dishwasher.

Closing Down:

- Empty all garbage cans. Bags are to be placed in the black dumpster to the north of the kitchen. Key is in the cupboard by the door. $100 charge will occur if key is missing. No need to replace the bags.
- Make sure all taps and toilets are not running.
- Both exit doors by the stage are to be pulled tightly closed. DO NOT SLAM
- Front door is to be locked from outside. Make sure to engage the pins on the east half of the front door.
- All lights to be turned off.
- Lock the kitchen door.

SPORTS GROUNDS/BALL DIAMONDS

- Provide proof of liability insurance for public events.
- There will be no motorized vehicles allowed on the infield (shale) of either the East or West ball diamonds.
- Empty garbage barrels in the dumpster and return to shelter.
- Clean up all litter.
- Keep fire pits free of garbage and debris.
- Remove all recycling from grounds.
- Return all movable structures to the place where the renter found them.
- Do not enter the riding area.
- Contact the Busby Lions Club to arrange concession booth rental/use.
- Lock gate.

****Please do your part to leave the grounds the way you found them****

RENTAL CONTRACT CONDITIONS

The Keys must be returned by 12:00 p.m. the following day unless prior arrangements have been made.
If for some reason, the aforementioned is not completed, your will forfeit some or all of your damage deposit. The amount of the deposit to be held will be decided by the Hall Manager. The undersigned will be responsible for any charges.

_____ _____

Renter Date

_____ _____

Address Phone Number

_____

Witness

_____ _____

Busby Community League Date

Special Conditions by Busby Community League	Special Conditions by Renter.

SERVING OF ALCOHOLIC BEVERAGES

Note: The PAL program offers renters the opportunity to purchase insurance that is over and above the coverage offered by the insurance provided to all users through the County of Westlock. This extra insurance is available through most insurance agencies and is protection against liquor liability suites for people who use Liquor License Board Special Occasions Permits.

Mandatory Coverage: If there will be liquor at your function, the County of Westlock's insurance policy requires that you obtain a Host Liquor Liability Insurance Policy naming the County of Westlock and Busby Community League as Additional Insureds. Proof of Insurance must be provided and attached to the rental agreement.

Renters are responsible for obtaining all necessary permits, licenses and insurance for having alcohol at a function.

I have read the Busby Community Contract and conditions and hereby covenant and agree to all the general and specific conditions set out and in particular hereby covenant and agree that I am personally responsible and obligated to pay all charges due to the Busby Community League in accordance with the conditions. I further acknowledge and agree that any breach of the conditions may result in extra charges being applied and possible termination of my rental agreement.

Renter	Witness
Date	Date