

Property Rental Agreement: Water Valley Community Hall

The undersigned, agree to the terms set forth in the Schedule of Conditions in return for the rental of the following from the Water Valley Community Association (WVCA).

RENTAL TYPE **All Rates Effective January 2019**	RATE	AMOUNT
Class (max 2 hours, min 6 classes - \$25/class)	\$150	
Event (max 6 hours)	\$300	
Day (8am - 11pm)	\$600	
Weekend Rental (2 days, 1 night)	\$1200	
Long Weekend Rental (3 days, 2 nights) *This is a mandatory options for weekends falling on statutory holidays*	\$1600	
Kitchen Rental (8 hours)	\$50	
Fireside Meeting Room (6 hours)	\$100	
Early Access (After 6 pm day before rental if available)	\$50	
Extra Rental Fees (See APPENDIX B)		
Sub-Total		
Refundable Security Deposit of \$600 is required at time of booking to confirm booking date. Refund will be issued after post-event inspection (see "Clean-up Duties").	\$600	
Total Payable		
*** 25% of the total rental fee will be retained if cancellation occurs with less than 90 days notice***		

E Transfers can be sent to: treasurerwatervalley@gmail.com

Cheques to be made payable to:

Water Valley Community Association (WVCA) Address: PO Box 233, Water Valley, AB T0M 2E0

Name: _____
 Address : _____
 Postal Code: _____
 Email: _____

Date(s)/Time Required: _____
 Type of Event: _____
 Phone #: _____
 Cell #: _____

 Signature

 Date

I/We further agree that if this rental is on behalf of an organization, that I/We have the organizations authority to bind them by signing this application.

 WVCA Rental Manager

 Date Issued

911 ADDRESS: 5209 HIGHWAY 579

Email: hallrentalswatervalley@gmail.com

SCHEDULE OF CONDITIONS

1. All applications for the rental of the WVCA property and/or equipment must be in writing on the appropriate form and submitted to the Rental Manager or their representative. The person by whom this application form is signed shall be considered the renter. Where promoting organization is named above, that organization also shall be considered the renter and shall be jointly and severally liable herein with the person who signs the forms.
2. The WVCA, through the Rental Manager, shall account to the renter with respect to the damage deposit within (30) thirty days after the event date. The damage deposit may be withheld in full or in part if in the opinion of the Hall Rental Manager, damages or other costs are incurred which were not part of the rental agreement. The refund shall be issued in the form of a cheque.
3. No dramatic work shall be performed without the license of the owner of the copyright and, if requested, all such licenses shall be produced to the WVCA before the commencement of the booking. The renter shall indemnify the WVCA against any infringement of copyright which may occur during the booking.
4. No music performance shall be performed without the compliance by the renter of copyright under the provisions of the society of composers, authors, and music publishers of Canada. The renter shall indemnify the WVCA against any infringement of copyright which may occur during the booking.
5. The renter shall obtain a special permit for consumption of alcoholic beverages where required and such permit shall be enforced at the time of booking, and displayed. The renter shall be responsible to ensure that the regulations governing the special permit for consumption of alcoholic beverages are complied with. PAL Insurance is to be purchased by the renter when alcohol is being consumed on the premises. This insurance can be obtained from your home insurance broker.
6. The rental of the WVCA property does not entitle the renter to use or enter the premises at any time other than the specific hours for which the WVCA is rented unless prior arrangements have been made with the manager.
7. The renter shall not sublet the WVCA property or any part thereof.
8. The renter is responsible for all damage to the WVCA property and adjacent premises and to any property/equipment in the period of the booking or while the persons are entering or leaving the WVCA property pursuant to the booking, however and by whomever caused. The renter shall at the expiration of the rental leave all facilities in a clean and orderly state. (see attached clean-up duties).
9. The renter will release the WVCA and its employees and agents from any cause of action, claim or damage for this rental except to the extent of any negligence by the WVCA, its employees or agent.
10. The renter will indemnify and hold harmless the WVCA, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the renter, its employees, agents or by reason of its use the WVCA property.
11. The right of entry to the WVCA property is reserved to the WVCA, its employees, agents, and any police officer at any time during the rental.
12. The renter shall be responsible that the good order is kept in the WVCA property during the booking and the WVCA may, if they think fit, charge the renter for any extra expense they may incur for engaging police officers, security personnel or ambulance attendance to reserve order prior to, during or after any booking in the WVCA property.
13. Quiet time for any events being held outside the hall, on WVCA property, will begin at 11 pm and continue until 7am the next day. This time will occur every evening that the hall is rented. The premises will be monitored by employees or agents of WVCA

- 14. Any outside fires must be contained in the provided fire pits, and there are to be no portable pits brought onto the property.
- 15. All fires on the property must be extinguished by 1 am. The premises will be monitored by employees or agents of WVCA, and if necessary, the local police.
- 16. Fireworks are not to be set off on the property without the previous written permission of the WVCA. Permit must be acquired from Mountain View County in Didsbury, AB a minimum of two weeks in advance with no exceptions, and renter must ensure that any required permits are in place if approved. A notice with the exact date must be visible on the Notice Board in the Water Valley General Store.
- 17. No exits may be blocked, no chairs or obstruction placed in corridors, nor fire appliances removed or tampered with.
- 18. Hall capacity is 300 persons maximum. Main hall capacity is 272 persons. Meeting room capacity is 42 persons.

Renter Signature

Date

CLEAN UP DUTIES

- Clean up duties must be complete before the end of the rental date.
- If this requirement is not met, your security deposit will be forfeited in whole or in part.
- **Cleaning services are available at the rate of \$50 per hour, and must be pre-arranged.**

FACILITY AREA:

- Wash Tables and chairs and replace in storage room. Please use chair dollies provided to avoid scratching the floor.
- Clean Kitchen
 - Clean and put away all dishes.
 - Wash kitchen counters, appliance and stove area including hood area if necessary
- Clean toilets, mirrors, counters and sinks in washrooms.
 - Empty garbages and replace bags
 - Sweep and mop floor
- Sweep and mop floor in main hall, meeting room, hallway and entryway.
- Vacuum all mats
- Mop stage if applicable
- Bag ALL garbage and place in the dumpster.
- Before leaving, turn thermostat back to 18 C. (main hall)
- Return mops, brooms, and mop buckets to the janitorial room.
- Return any rental linens to the janitorial room
- Wash and hang mops in mops sink
- Turn off all lights.
- Ensure all doors are closed and locked.
- Return key.

SHELTER / GROUNDS AREA:

- Wash picnic tables and leave under shelter.
- Bag garbage and take with you.
- Remove all equipment not belonging to the WVCA
- Clean up the grounds.
- Pick up ALL cigarette butts - **extra fee may apply if this is not done**

Renter Signature

Date

APPENDIX A: BOOKING SUMMARY

Event dates: [redacted] Arrival Time: [redacted]
[redacted] Departure Time: [redacted]

Spaces Required: Kitchen _____
Meeting Room _____
Main Hall _____
All of the Above _____

Guest Count (not to exceed 300): _____

Use of Partition Wall Required: yes / no

Use of Stage Required: yes / no EXTRA RENTAL FEE APPLIES: \$250

- Setup Location: north south east meeting room
• Area: 8'x8' 8'x16' 12'x16' 16' by 24'
• Height: 8" 8" 16" 24" 32"
• Skirting: yes / no
• Backdrop: yes / no
• Stage Curtain: yes / no

Stage information must be submitted at least 14 days prior to the start of the rental period. Otherwise, stage will be set up at WVCA discretion

Sound System Required: yes / no EXTRA RENTAL FEE APPLIES: \$100

- Speakers yes / no
• Sound Board yes / no
• Microphone yes / no
• Disco Light yes / no

Dishes Required: yes / no EXTRA RENTAL FEE APPLIES: [redacted]

- Coffee Mugs # _____
• Plates # _____
• Wine Glasses # _____
• Knives # _____
• Spoons # _____
• Forks # _____
• Popcorn Maker yes / no

Linens Required: yes / no EXTRA RENTAL FEE APPLIES: [redacted]

- Round tablecloths # _____
• Rectangular tablecloths # _____
• Table Skirting # _____

CLEANING REQUIRED AFTER RENTAL (\$50/HOUR): [redacted] yes / no

Renter Signature

Date

APPENDIX B: ADDITIONAL RENTAL FEES

- **CUTLERY** \$4.50/dozen
- **DINNER PLATES** \$5.00/dozen
- **DESSERT/SALAD PLATES** \$4.00/dozen
- **WINE GLASSES** \$5.25/dozen
- **JUICE GLASSES** \$4.50/dozen
- **COFFEE CUPS** \$4.00/dozen
- **TABLE CLOTHS (round or rectangular)** \$4.50 each
- **TABLE SKIRTING** \$12.00 each
- **POPCORN MAKER** \$20
- **STAGE** \$250
- **SOUND SYSTEM** \$100
- **PATIO HEATERS (6 available)** \$25 each