



**Blue Quill Community League**  
11304 - 25Ave  
Edmonton, AB T6J 5B1  
Phone: 780-438-3366

## **FACILITY RENTAL AGREEMENT**

Between  
The Blue Quill Community League (BQCL, the Renter)  
11304 - 25Ave, Edmonton, AB T6J 5B1  
Phone: 780 438-3366  
And

Name: \_\_\_\_\_ (the Rentee)

Mailing Address: \_\_\_\_\_  
(Street, City, Postal Code)

Home Phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Date of use: \_\_\_\_\_ BQCL Member:  YES (# \_\_\_\_\_)  NO

Space Renting:  Main Hall  Kitchen  Loft  Basement (large)  Basement (small)

Purpose:  Wedding  Meeting  Social  Fundraiser  Other \_\_\_\_\_

Rental Fee: \_\_\_\_\_  Cash Received  Cheque Received (#): \_\_\_\_\_

Liquor Permit Number: \_\_\_\_\_  No Alcohol Served (Rentee's Initial): \_\_\_\_\_

\* I have read "Facility Rental Agreement Schedule A - Rules & Regulations", agree to abide by them, and acknowledge that I will be using the facility for the purpose stated above.

Date of Signing: \_\_\_\_\_ BQCL Rep Name: \_\_\_\_\_

Rentee's Signature: \_\_\_\_\_ BQCL Rep Signature: \_\_\_\_\_

### **Damage Deposit**

Damage Deposit: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Receipt #: \_\_\_\_\_

### **Damage Deposit Refund** (attach page to BQCL Hall Rental Report upon completion).

Damage Deposit: \_\_\_\_\_ Received By: \_\_\_\_\_  
(print name)

• Less Damages: \_\_\_\_\_ Address: \_\_\_\_\_

• Less Cleaning: \_\_\_\_\_ Date: \_\_\_\_\_

**Refund total:** \_\_\_\_\_ Signature: \_\_\_\_\_

BQCL Rep Name: \_\_\_\_\_ BQCL Rep Signature: \_\_\_\_\_

## **Facility Rental Agreement Schedule A – Rules & Regulations**

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*Please read the following in its entirety. You are signing a legal document, and are acknowledging that you have read this Schedule. **If you do not agree to what you read in Schedule A, DO NOT SIGN THE AGREEMENT, AND DO NOT RENT THE FACILITY.***

### **CONDITIONS**

1. The Renter shall have the right to cancel any event in the above mentioned facility and have the authority to remove, or have removed, any persons from the facility if it is felt that any part(s) of this Agreement were broken or the facility is not used for the purpose for which this Agreement is intended, or that the Rentee is not complying with the Liquor Control Act, the regulations under the act, as well as the policies of the Alberta Gaming and Liquor Commission.
2. The Renter shall not be held liable by the Rentee, or subsidiary party of the renter, for any property damage, theft and/or personal injury incurred by the Rentee, Renee's agents, servants, employees, invitees or guests while using the Renter's facilities and/or equipment.
3. The Renter has the right to refuse rental of the facility if the person listed as the Rentee is not present to pick up keys, or is not over the age of twenty five.
4. The space rented will be available for Rentee use by 10:00am on the day of the function. Decorating/setup access *may* be available the day prior to the function, please phone one week prior to rental date to see if this option is available. Should Rentee be provided access to the facility for decorating and setup, the facility will be available from 3:00pm to 10:00pm.
5. All "full day" Main Hall rentals are from 10:00am the day of the function until 2:00am the following morning. **Rentee agrees to have cleaned and vacated the premises by 2:00am the morning after the full day rental.**
6. "Hourly" rentals mean that the Rentee will have completed the function and vacated the premises at the end of the rental period. For example, if the rental period is from 1:00pm to 3:00pm, then Rentee shall have vacated the premises by 3:00pm.
7. Renter's public address (PA) system is not provided in the rental. The Rentee is responsible for making these arrangements with a DJ or Band.
8. The Renter's facility is Non-Smoking as per Edmonton Bylaw 14877, (March 25, 2008). It is the Rentee's responsibility to comply with this; any deference from this will result in a deduction or forfeiture of the Rentee's damage deposit.
9. No teen, all ages, or rave type parties are allowed.

## **CANCELLATION**

10. The rental fee will be refunded in FULL less a \$25.00 administration fee, if the Renter is notified of the cancellation of the booking at least six (6) months before the date reserved.
11. Fifty percent (50%) of the rental fee will be refunded if the Renter is notified of the cancellation of the booking two to six months before the date reserved.
12. Twenty-five percent (25%) of the rental fee will be refunded if the Renter is notified of the cancellation of the booking two (2) weeks to two (2) months before the date reserved.
13. There will be no refund of the rental fee if the Renter is notified of the cancellation of the booking less than two (2) weeks before the date reserved.
14. All cancellation notices must be made in writing to the Renter.

## **DAMAGE DEPOSIT**

15. The damage deposit in the amount of \$380.00 (three hundred and eighty dollars) shall be paid as CASH in full at the time the key is picked up prior to the event.
16. The damage deposit shall be applied in whole or in part to any expenses incurred as a result of damages or theft from these facilities and/or equipment during the time that the Rentee was responsible for the access and use of the described facilities and/or equipment. Deductions also apply for extra time spent cleaning by Renter staff due to Rentee's neglect or abuse.
17. The damage deposit shall be returned in total to the Rentee upon a satisfactory inspection of the facilities and/or equipment by the Renter following the completion of the above stated event, usually the next day. Deductions shall be made from the damage deposit as follows:
  - a. \$50.00 if chairs are not stacked
  - b. \$100.00 if tables are not stacked
  - c. \$75.00 for cleaning up confetti inside or outside
  - d. \$35.00/hour for clean-up duties not completed (refer to #27. Rentee Responsibilities)
  - e. repairs and replacement of any damaged property

## **RENTEE RESPONSIBILITIES**

18. *If serving alcohol*, Rentee must obtain and provide the Renter a copy of a valid liquor license from the Alberta Gaming and Liquor Control Board. The Renter requires that the liquor license to be posted during the entirety of the function. The Renter reserves the right to withdraw liquor privileges if the rules and regulations of the liquor license are not being adhered to. No homemade wine allowed on the Renter's premises.
19. *If serving alcohol*, Rentee must obtain and provide the Renter a copy of a valid Party Alcohol Liability (PAL) Insurance Policy with minimum liability coverage of \$1,000,000.00 (one million dollars) prior to the function for the date the function is scheduled. Such a policy can be obtained from PAL Alberta (1-800-661-1608). Failure to provide evidence of such a policy prior to the event will result in the Renter not releasing facility keys.
20. The Rentee agrees to comply with all Edmonton Health Department Food Regulations and Policies.
21. The Rentee shall not permit more than the maximum allowed persons according to license posted on the premises.

22. The Rentee shall not attach any materials to the acoustical panels, hang items from the ceiling or cover any fire or exit signs and lights.
23. The Rentee agrees to accept the hall as decorated by the Renter and agrees not to change or remove the said decorations.
24. The Rentee shall not use gel candles, or rice or confetti within the facility or on the property. Any wax candles must be securely placed in containers and not placed directly on linens or paper.
25. The Rentee shall not do anything or omit to do anything that would cause a fire, safety or health hazard.
26. The Rentee must provide proof (if asked) of identification upon signing the Facility Rental Agreement and must be 25 (twenty five) years of age or older.
27. The Rentee shall be responsible for the following clean-up duties following the completion of their function:
  - a. The main hall floor must be swept and any wet spills mopped up.
  - b. Paper towel & toilet paper in washrooms must be picked up.
  - c. Garbage must be bagged and placed in disposal bin outside by the parking lot.
  - d. Kitchen (when used) – sinks, table tops, counters, and stove (if used) must be cleaned.
  - e. Kitchen (when used) – floor and side hall must be wet mopped.
  - f. Chairs must be stacked and returned to storage room.
  - g. Tables must be wiped off and placed in two stacks in storage room.
  - h. Cigarette and cigar butts must be picked up from outside and disposed of.
  - i. All Decorations and tape must be removed from the walls and hall area.

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**End of Document**