

**POPLAR RIDGE COMMUNITY CENTRE**  
**NON COMMUNITY MEMBER RENTAL AGREEMENT**

Email: [poplarridgecommunitycenter@gmail.com](mailto:poplarridgecommunitycenter@gmail.com)

Renting Party or individual: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Rental Purpose: \_\_\_\_\_

No. of guests expected: \_\_\_\_\_

**\*Booking date is not confirmed until contract and rental/janitorial payment is received.  
We prefer and are set up for e-transfers.**

Rental Period

Friday \$350 [ ] please initial

Saturday \$350 [ ] please initial

Sunday \$350 [ ] please initial

Monday/Tuesday/Wednesday/Thursday \$200/day - circle which day(s) [ ] (please initial)

Janitorial Fee: \$125.00 (Minimum – will increase if extra cleaning is required)

Damage Deposit: \$1000.00 (includes KEY return). Damage Deposit will be returned following the event and a favorable damage inspection. **Damage deposit is due one month prior to reserved function.** Damages of more than \$1000.00 will be the responsibility of the rental party

**EXTRA FEE:**

[ ] Early access charge of \$50. Hall access may be granted after 6pm the night before.

\*If alcohol is to be consumed, I will provide a **Certificate of Insurance** confirming **Host Liquor Liability Insurance** is in place for minimum of **\$2,000,000.00** for the event, **adding Poplar Ridge Community Centre as the additional named Insurance.**

\*If alcohol is not to be consumed renter's liability insurance is required.

- ( ) **Host Liquor Liability Insurance**                      **Licenses and insurance must be sent to our e-mail at least 1 week prior to event. The fire permit can only be applied for one day before your scheduled event & must be emailed to the web site.**
- ( ) **Liquor License**
- ( ) **Fire Permit**

( ) **Renters' Liability Insurance coverage (must be purchased if not having alcohol)**

I, \_\_\_\_\_ fully understand and agree to the above conditions of the rental agreement.

Renter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Booking Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE: Any cancellations for booked functions must be received 30 days prior to your scheduled event and all monies will be refunded. If less than 30 days' notice is given then no rental refunds, other than the damage deposit and the janitorial fee, will be returned.**

**RENTERS' RESPONSIBILITIES:**

**ABSOLUTELY NO CONFETTI! NO ANIMALS ALLOWED IN HALL!**

- NO paper towels, diapers or personal care items are to be disposed of in toilets. We are on a septic system and those not adhering to this will be charged for septic cleaning from damage deposit.
- NO tacks, pins, staples, tapes or other attachments used on walls. Hooks are provided around the perimeter of the hall. No extras allowed.
- NO tables or chairs are to be removed from hall at any time.
- Catering providers must be self-contained and are not allowed use of the kitchen.
- Instructions for operation of stove and dishwasher are displayed on walls and must be followed.
- Kitchen must be cleaned - all pots, pans, utensils and coffee makers put away.
- **Dishwasher must be drained and shut down & sprayer turned off**, all exhaust fans and/or air supply units are to be shut down. The breakers **MUST** be turned off.
- Tables and chairs; must be returned to their storage area. Wash all tables before putting away (check for gum and tape).
- Stack chairs with backs out (\*chairs are stacked no more than 6 high and placed against protective barrier)
- Please ensure that outside areas are clear of all garbage, **including dog droppings**, cigarette butts, gum
- Remove all garbage to the outdoor dumpster, and please replace garbage bags (bags located in kitchen). No cardboard, metal, tarps or recyclables are allowed in the garbage bin. Be sure bin lid is locked.
- Turn Off all lights (indoor / outdoor), upon leaving and locking up.
- Ensure **‘no smoking’** and **‘no fireworks’** policies are followed, and outdoor fires occur only in fire pit provided. **\*Fire pits must be monitored. Please make sure fire is extinguished prior to leaving area. Note:** County of Red Deer requires a permit for all fires. **Hall Address:** # 38543, Range Road 283, Legal Land Description NW 34 – 38 – 28 W4<sup>th</sup>. \*Phone 403-343-6667 to obtain fire permit. There is no charge for permit.
- RV's are not allowed to park on pavement – only park on South grass areas
- No motorized vehicles, tenting or activities are allowed on West side of hall. That is the septic field.
- No plugging into outside hall electrical outlets.
- Do not pour grease down sinks. There is a can supplied for grease and oil.
- Do not burn wood in bbqs. Please only use briquettes.
- Please respect our neighbors and keep noise levels down. **Noise bylaw is in effect from 11pm to 7am.**

As the party renting the Poplar Ridge Community Centre, I am responsible for the safety of users at the facility during the dates covered by the rental agreement and loss of personal effects and injuries are not the responsibility of the Poplar Ridge Community Centre.

**I have read and agree to be responsible to ensure that the regulations are followed. If I fail to abide by all regulations then I understand that I will forfeit all or part of my damage deposit.**

Renter's name (printed): \_\_\_\_\_

Renter's signature: \_\_\_\_\_