POPLAR RIDGE COMMUNITY CENTRE

COMMUNITY MEMBER RENTAL AGREEMENT

Email: poplarridgecommunitycenter@gmail.com

Renting Party or individual: _____

Billing Address: _____

Telephone: _____ Email: _____

Rental Date(s): _____ Rental Purpose: _____

How many guests expected_____

***Booking date is not confirmed until contract and rental/janitorial payment is received.**

Payment by e-transfer only to above website

Rental Period

Friday	$150	[ ] please initial
Saturday	$150	[ ] please initial
Sunday	$150	[ ] please initial

Monday/Tuesday/Wednesday/Thursday $100/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 $75 to access hall 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**
( ) **Liquor License**
( ) **Fire Permit**

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.

( ) **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: MUST BE READ

ABSOLUTELY NO CONFETTI!

- 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 with septic cleaning from damage deposit.
- NO tacks, pins, staples, tapes or other attachments used on walls. Hooks and nails/screws are provided above murals (for hanging decoration). No extras allowed.
- NO tables or chairs are to be removed from hall
- 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 and coffee makers put away.
- Dishwasher must be drained, shut down & sprayer must be turned off; all exhaust fans and/or air supply units 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 replace garbage bags (bags located in kitchen). **No cardboard, metal, tarps or recyclables are allowed in the garbage bin.**
- 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 W4th. *Phone 403-343-6667 to obtain fire permit. There is no charge for permit but this must be done the day before the fire.
- **RV's are not allowed to park on pavement** – only park on South grass areas
- **No motorized vehicles or tenting are allowed on West** side of hall due to septic field.
- No plugging into outside hall electrical outlets
- **Do not pour grease down sinks. There is a can supplied for grease and oil.**

- **Pets are not allowed in the hall at any time under orders of the Health Inspector**

- **Damage or loss of microphones for AV system will result in payment from damage deposit.**

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.

Renter's name (printed): _____

Renter's signature: _____