

## Community League Hall Rental Agreement Appendix 1

Event Date: \_\_\_\_\_

Name of Renter/Organization: \_\_\_\_\_

On-Site Authorized Representative: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No. Or Other \_\_\_\_\_

Government Issue Identification: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Event Contact Name/Cell Number): \_\_\_\_\_

**Event date:** \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Time Premises Will Be Vacated:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (Maximum Occupancy Load is 227)

Alcohol Served? No Yes

Food Served? No Yes

Admission Charged? No Yes

Will Security Be Present? No Yes

If Yes, Security Company Name & Contact Number

\_\_\_\_\_

**Other Rental Conditions:** \_\_\_\_\_

Room Requested	Room Cost Per Hour	Number of Hours	Total
Community League Member Discount (Membership # _____)			
<b>Total</b>			
TOTAL RENTAL FEE – Due 30 Days Before Event			
Damage Deposit			
Key Deposit (Key Deposit will be forfeited if keys are damaged or lost or not returned when premises are vacated)			\$100
TOTAL DEPOSIT – Due At Time Of Booking			

All amounts due may be paid by Interac e-Transfer, Interac Debit card, cash, certified cheque or bank draft payable to **THE COMMUNITY LEAGUE**. Personal cheques will only be accepted 30 days before event.

- ✓ Damage Deposit Received:
- ✓ Rental Fee Received:
- ✓ Certificate of Insurance Received: 
  - Insurance Company: \_\_\_\_\_
  - Policy Number: \_\_\_\_\_
- ✓ Liquor License or Special Event License (If Applicable): 
  - Name on Liquor License: \_\_\_\_\_
  - Liquor License Number: \_\_\_\_\_
- ✓ Keys Picked Up

This information is being collected in accordance with the Digital Privacy Act and will be used for the purposes of renting a Community League Hall. Information collected will be retained for a period of 60 (sixty) days after rental. Information may be shared with members of the Edmonton Police Service if required as a result of their attendance at the Community League Hall with respect to this event but is protected by the privacy provisions of the Digital Privacy Act. If you have questions about the collection, use of disclosure of the personal information provided on this form, contact THE COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues.

## Hall Rental Agreement Appendix 2: Cleaning and Damage Report

Name of Group: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

### Hall Rental Inspection Checklist

	<u>Before Event</u>	<u>After Event</u>	<u>Damage/Notes</u>
Hall is clean, tidy, and in good repair.			
Decorations have been removed. No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.			
Walls are clear of visible marks, sticky-tack, painter's tape or string.			
Damage to walls from previous rentals noted here.			
Floors are swept and washed.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Serving area is clean.			
Stage area is clean			
Kitchen surfaces, appliances and floors are clean.			
Dishes, cutlery, etc. are stored in designated spaces.			
	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	
Food, beverages and containers removed.			
Bathroom fixtures and floors are clean.			
Garbage containers empty and garbage put into Bin in parking lot.			
Outside premises clean and free of litter.			
Key to garbage bin received/returned.			
Key to hall received/returned.			

#### Final checkout

- Washrooms, stairwells, and kitchen have been checked for stray guests and belongings.
- Lights are turned off.
- Doors are locked.

**Cleaning Supply List**

**To be supplied by THE COMMUNITY LEAGUE:      To be supplied by Renter:**

- |                |         |
|----------------|---------|
| ▪ Garbage bags | ▪ _____ |
| ▪ Dish soap    | ▪ _____ |
| ▪ Dish cloths  | ▪ _____ |
| ▪ Toilet paper | ▪ _____ |
| ▪ Broom        | ▪ _____ |
| ▪ Mop          |         |
| ▪ Bucket       |         |

<b>Deposit Payout Report</b>	
Damage Deposit Collected	\$
Key Deposit Collected	\$
➤ Less Deductions Noted On Report And Detailed Here:	
	\$
Key Deposit Retained (If Applicable)	\$
Cleaning Charge (If Applicable)	\$
Total Deductions From Deposits	\$
Amount Returned	\$
<hr/>	

I hereby agree with the above-noted report regarding the condition of West Jasper Sherwood Community League Hall on (date) \_\_\_\_\_.

\_\_\_\_\_  
Hall Rental Director (print name)

\_\_\_\_\_  
Renter (print name)

\_\_\_\_\_  
Hall Rental Director (signature)

\_\_\_\_\_  
Renter (signature)

## Hall Rental Agreement Appendix 3: COVID-19 Reopening Conditions

Name of Group: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

The restrictions that you need to abide by are based on the type of activity that is happening in the hall. Guidance for all activities can be found on the [Alberta Bizconnect Website](#), but some guidance, accurate as of the date of this contract, is available below. **This information is changing frequently, and new rules in place will supersede the ones noted in this Appendix.**

The Community League reserves the right to monitor the event to ensure that all Alberta Health Services requirements for reopening are followed. Failure to fully comply may result in your event being cancelled or shut down. The Community League will ensure that the hall is cleaned, disinfected, and sanitized prior to handing over the space to the Renter.

Enhanced safety and cleaning protocols should always be followed, including:

- physical distancing of 2m should always be observed outside of a cohort
- use Health Canada approved [hard-surface disinfectants](#) and [hand sanitizers](#) for use against COVID-19 (search products by DIN number)
- conduct a [hazard assessment](#) to identify existing and potential hazards related to COVID-19
- aid physical separation through barriers (Plexiglas), signage, floor markings and traffic flow controls to limit people in a space
- use PPE and follow [guidance to wear masks properly](#)

If the Community League does not feel they are able to comply with Alberta Health Services' requirements for reopening, to ensure public safety, they are under no obligation to reopen.

### Indoor Recreation Entertainment Checklist

	<b><u>Community League</u></b>	<b><u>Renter</u></b>	<b><u>Damage/Notes</u></b>
Control physical distancing requirements of two meters at points of entry into venue and where line ups occur including floor decals to establish distancing protocols.		X	
Limit the number of people in groups to ensure two meters distance is maintained between non-household participants.		X	
Wherever possible, assign seating at two-meter distances.			
Maintain a single point of entry to event, and control entry into venue to prevent congestion.		X	
Use physical barriers, such as acrylic panels at event registration table and payment points.		X	
Establish one-way flow patterns where possible.		X	

Monitor all areas to ensure adherence to distancing and hygiene protocols.		X	
Ask guests to complete the Alberta Health Services COVID-19 self-screening tool prior to entrance into the hall.		x	
If guests show any COVID-19 symptoms, ensure they are not allowed entry.			
Create a response plan in case a guest develops COVID-19 symptoms while at the hall, including isolation of guest and arranging safe travel home.			
Use Alberta Health Services' safety protocol questionnaire to ensure no sick attendees.		X	
Sanitize all shared surfaces before and after use.		X	
Provide guests with appropriate PPE.		X	
Guests are required to wear face coverings, unless they are exempt or engaging in activities that are exempt.		X	
Encourage guests to wash or sanitize their hands before and after touching common surfaces.		X	
Encourage guests to remain at their tables or with their cohorts.		X	
Tables, chairs and other items should be cleaned and disinfected before and after use.	X	X	
Post signs indicating distancing and hygiene expectations.		X	
Provide hand sanitizer containing at least 60% alcohol at all entry and exit points, including washrooms			
Washrooms should be cleaned and disinfected frequently.	X	X	
A written cleaning and disinfecting schedule is recommended to document the time a specific area was cleaned.			
Ensure that used cleaning supplies are properly disposed of in a lined waste bin.			
If offering food or beverage services, the Guidance For Food handling must be followed as per Alberta Health Services guide. <a href="#">Alberta Bizconnect Website,</a>		X	
If accommodating sit-down areas to eat, Renter must ensure they follow AHS guidelines for space set up.		X	
Servers of food and beverages, must wear appropriate PPE and maintain physical distancing.		X	
Appropriate Signage For Event to cover masks, physical distancing, etc. must be displayed in appropriate areas. Sample signage can be downloaded from Alberta Health Services at <a href="https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster">https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster</a>	X	x	