

RENTAL AGREEMENT for 2019/2020

This Agreement made in duplicate this _____ day of _____ 20_____
(day) (Month) (year)

Between the **Carlton Park Community Club** (Hereinafter referred to as "The Club")
And

_____ Date rented _____
(Date of function)

(Name, address and telephone number of renter)

Person of Organization using the premises known as Carlton Park Community Club shall be responsible for the following conditions hereto set forth and shall agree to abide by these rules and regulations.

1. DATE AND TIME OF USE AND RATES. (note: dates and times could vary)

#1 ONE DAY RENTAL – MAIN HALL

\$350.00 start 8:00 am to 2:00 am (Hall must be cleaned immediately following event unless previously authorized.)

#2 MULTI – DAY RENTAL

\$350.00 for the first day. **\$175.00** for each additional day.

#3 WEDDING PACKAGE

\$500.00 – Friday 3:00 pm – Ends Sunday 3:00 pm

#4 WEEKDAY MEETING'S

\$100.00 -1/2 Day (8:00 am to 4:00 pm) rate for meetings includes use of microphone and Wi Fi.

CORKAGE – AVAILABLE UPON REQUEST

(RENTER'S RESPONSIBILITY TO PURCHASE LIQUIOR LICENSE, **LAST CALL @ 1AM**)

\$3.50 per person includes Coke, Sprite, Diet Coke, ice, ginger ale or equivalent pop, 7 oz cups, orange & lime mix, use of bar supplies if available.

\$50.00 - AUDIO (Microphone) &(TV, VCR, DVD)

USE OF KITCHEN IS INCLUDED IN THE RENTAL PRICE \$50.00 CLEANUP FEE WILL BE IMPOSED IF NOT CLEANED.

NEW MEETING ROOM (Capacity 65) – Daily Rental \$75.00. Meeting room with 1 hour ice rental \$150 – perfect for Birthday parties.

2. Hall capacity must not exceed 187 (One Hundred & Eighty Seven) persons by law.

3. CONDITIONS OF RENTAL

. The hall shall not be considered rented until the sum of **\$200.00 cheque, certified cheque, money order or e-transfer** is received in advance. This deposit is **non-refundable** in instances of cancellation; unless the hall can be rented again for that date.

The hall is rented on a "First come, first served" basis.

The remaining amount of \$_____ of Hall rental, corkage, sound system and Damage Deposit of \$300.00 must be paid in full 14 business days prior to the event to ensure use of the facility. See page two for total.

. **The damage deposit will be returned after rental is complete and caretaker has performed his inspection of the premises and grounds.**

It is hereby agreed that The Club shall reserve the right to determine the number of security and / or police personal to ensure the proper conduct of the performance of patrons of the function as rented or referred to within this document. Any of those costs will be borne by the renter.

4. The Renter covenants and agrees with The Club that he / she will indemnify and save harmless The Club in respect of all liabilities, damages, costs, fines, suites or actions growing out of:

. Any breach, violation or non-performance or any covenant or provision hereof on the part of the renter.

Any damage to property occasioned by the use and occupation of the premises.

Any injury or sickness to person or persons, including death resulting at any time there from, occurring or originating in or about the premises.

5. RENTER RESPONSIBILITIES. (Last call is at 1:00am Function over by 2:00am)

Carlton Park Hall is a Smoke Free Facility as governed by the Prince Albert City Bylaw # 8 of 1998. Absolutely NO SMOKING anywhere in the building or within 3 meters of the entrance. Hall capacity must not exceed 187people

- Arrange with The Club representative prior to the date as to how the hall is to be set up.
 - The Club has provided hooks on the walls and in the ceiling for your use.
 - Absolutely no nails, tape, tacks or candlesticks.** (Only floating Candles in bowls are allowed.)
 - No confetti, glitter, feathers or other small decorations allowed in the hall.**
 - Spills must be mopped up as the night goes on, and after the function.
 - Renter to supply own tea towels, dishcloths, bowls, utensils, plates, dishes and table cloths.
 - Kitchen swept, counters cleaned, stoves wiped, ovens left clean, coffee urns cleaned and sink rinsed out, floors swept and mopped. Fee will be imposed if not cleaned.
 - Bar area wiped clean. Bar supplies cleaned and left on the bar.
 - All tabletops must be wiped clean with soap and water. **Chairs to be stacked in piles of 8. Do not block fire escape doors with stacked chairs.**
 - Both bathrooms must be checked for damage. Urinals and toilets must be flushed. Any vomit present in the hall including the bathrooms will result in loss of entire damage deposit. Sweep and mop floors.
 - All Floors must be swept and mopped. Including hall, bathroom's and kitchen.
 - All garbage cans including the bathroom are to be emptied and bags taken out to the dumpsters.
 - Please turn down the heat or the air conditioner if adjusted. (Please leave at 65)
 - Please turn off the lights. Please remember you are responsible for the hall.
 - Make sure all doors are closed and locked when you leave.
- . Renter responsible for cleaning up the parking lot of any bottles, cans, garbage, cigarette butts etc. as a result of the rental.
- Please report to caretaker any problems, concerns, missing supplies, DAMAGE etc the following day. Your damage deposit will be forfeited, and extra charges may apply if the above renter responsibilities are not carried out. Damage deposit will be returned after approval, once a final inspection meeting has been done with a Carlton Park Community Hall representative.
 - If there are excessive Damages the Renter agrees to payout any additional costs over & above the \$300.00 Damage Deposit received.
 - have read this list and understand these policies are my responsibility.** _____
(signature of renter)

Type of Function: _____

Package # _____ \$ _____

* Renter will be of 19 years of age or older otherwise a parent/guardian will be in charge of signing and responsible for the actions carried out by the use of the Carlton Park Community Hall.
ID may be required.

Corkage # of people _____ **x 3.50 =** \$ _____

Sound System No / Yes add \$50.00 \$ _____

Overhead Projector no/Yes add \$100.00 \$ _____

Total Rental Amount owing \$ _____

Less Deposit -\$ _____

Plus Damage Deposit \$ 300.00

\$ _____

Balance Owing

Cheque or MO # _____

