

**MUNICIPAL DISTRICT OF PEACE NO.135**  
**RENTAL AGREEMENT**  
**For Lac Cardinal Hall and/or Grandstands/Infield/Race Track**  
**Located at NE22-83-24-W5**

Renter Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Rental Dates: \_\_\_\_\_

For which facility: \_\_\_\_\_  
HALL OR KITCHEN ONLY AND/ OR GRANDSTAND / INFIELD / RACE TRACK

**Please be advised that the Hall and the Grandstand/Infield/Race Track are two separate facilities, and both could be rented at the same time by different parties. If you do not wish to have an activity being held at the same time as yours, it is suggested that you rent both facilities to ensure this.**

1. Is this event open to the general public? \_\_\_\_\_ If so, will you charge admission? \_\_\_\_\_  
How many people do you expect to attend this event? \_\_\_\_\_  
Will you have adequate people in attendance to ensure proper crowd control? \_\_\_\_\_ How many? \_\_\_\_\_  
If applicable, do you have spectator insurance? \_\_\_\_\_ *Please provide the M.D. with a copy*

2. Will alcohol be served or consumed at this function? \_\_\_\_\_ YES \_\_\_\_\_ NO  
initial initial  
The Renter agrees that should alcohol be served or consumed at the function, a Liquor License and Host Liquor Liability Insurance must be arranged and maintained throughout the duration of the function. The Host Liquor Liability Insurance must be in the amount of not less than Two Million (\$2,000,000) Dollars and must name the MD of Peace No. 135 as an additional named insured. **Please bring a copy of the license and insurance to the MD office when picking up keys.** If satisfactory evidence of insurance coverage is not provided, the MD may cancel the Rental Agreement.

3. The rental charge, payable in advance, will be \_\_\_\_\_ per day & G.S.T.  
**Rental payment is non-refundable unless the booking is cancelled more than 6 months prior to event, in which case 50% of the rental fee will be refunded. If another rental is subsequently booked, the remaining 50% rental fee will then be refunded.**

A hall cleaning fee/damage deposit of \$500 is required. **Please issue separate cheques.** Cleaning fee is refundable if hall is cleaned to our satisfaction.

4. **Decorating in Hall:** NO decorations of any kind can be attached to the walls. Decorations can only be attached to the roof trusses or the railing that runs around the perimeter of the floor area.

5. **Tables and Chairs CANNOT** be removed from the hall during the rental for use outside.

6. Whichever facility is rented must be cleaned after usage. **See reverse of form for cleaning expectations.** Damages are to be reported at the Municipal Office immediately following the event. If damages occur, are you willing to repair the damage or to pay for the repair? \_\_\_\_\_

7. There are no supplies (e.g. dishes, small appliances) provided with the kitchen.

8. I/We agree to comply with all stipulations as required in this Rental Agreement.

\_\_\_\_\_ Date

\_\_\_\_\_ Renter

\_\_\_\_\_ Receipt #

\_\_\_\_\_ Municipal District of Peace No.135

Damage Deposit Received Date: \_\_\_\_\_

**GENERAL REQUIREMENTS**

Grounds and/or hall are to be cleaned immediately after event.

**Grandstands/Infield/Racetrack:**

Public restrooms are to be sanitized daily during spectator events, and this is the responsibility of the user.

No open fires are permitted. Fires are permitted in burning receptacles only.

Trash containers are provided. For public spectator events, all trash must be removed by the renter at the end of the event.

No trees are to be cut or disturbed in any way.

No camping is allowed inside the fenced area between the hall and the grandstands.  
Camping fees will be charged by other organizations on a per unit basis.

**If you have any concerns, or complaints with respect to the condition of the hall when you take possession, you are requested to immediately notify the caretaker Rhonda at 780-618-7206**

**In order to be refunded the Hall Cleaning Fee, the following must be done to the Caretaker’s satisfaction:**

- Empty all garbage cans (a dumpster has been provided outside for all refuse)
- Empty feminine hygiene receptacles in ladies washroom
- Remove any grease or spilled food from oven and stove top, clean drip pans under burners and in the oven
- Wipe off all counters, stove and oven with hot water and soap
- Wipe down coolers and fridge inside and out with hot water and soap
- Ensure the windowsill in the kitchen has been wiped down and is clean
- Sweep and mop kitchen, bathrooms, bar, hallways and hall floor
- Ensure that all spills on the floors have been cleaned up
- Vacuum the carpet on the stage
- Ensure the strip at the front of the stage is clean
- All tables and chairs must be removed from the hall floor and stage and placed in south storage rooms
- Bathrooms, including toilets, must be cleaned thoroughly – supplies located in the janitorial room
- Ensure bathrooms are fully stocked for next function
- Cleaning supplies, brooms, mops, etc. are located in the janitorial room between to the washrooms
- Do not leave food products/ice in fridges, freezers or coolers and unplug all prior to leaving
- Turn off all lights

In order to receive your hall cleaning refund at the end of your event, you must arrange an inspection with the caretaker prior to returning the keys. You can reach the caretaker by calling 780-618-7206.

Please sign below in acknowledgement of having read and agreed to the foregoing.

\_\_\_\_\_ Date

\_\_\_\_\_ Renter

MUNICIPAL DISTRICT OF PEACE NO. 135  
PO BOX 34, 5240—52 AVE BERWYN AB T0H 0E0  
P: 780-338-3845 F: 780-338-2222 E: [INFO@MDPEACE.COM](mailto:INFO@MDPEACE.COM) W: MDPEACE.COM

## LAC CARDINAL HALL CLEANING CHECKLIST

**\*\*\*\*Please ensure that this form is completed by the renter and the caretaker \*\*\*\***

**In order to be refunded the Hall Cleaning Fee, the following must be done to the Caretaker's satisfaction:**

| Task   | Renter | Caretaker |
|--|--------|-----------|
| Empty all garbage cans   |        |           |
| Empty feminine hygiene receptacles in ladies washroom  |        |           |
| Remove all grease/spilled food from oven & stove top   |        |           |
| Clean drip pans under burners and oven   |        |           |
| Wipe off all counters, stove & oven with hot water and soap  |        |           |
| Wipe down coolers and fridge inside and out with hot water and soap                                    |        |           |
| Ensure the windowsill in kitchen has been wiped down and is clean                                      |        |           |
| Sweep and mop kitchen, bathrooms, bar, hallways and hall floor   |        |           |
| Ensure that all spills on the floors have been cleaned up  |        |           |
| Vacuum the carpet on the stage   |        |           |
| Ensure the strip at the front of the stage is clean  |        |           |
| All tables and chairs must be stacked properly and stored in south storage rooms                       |        |           |
| Bathroom, including toilets, must be cleaned thoroughly – supplies located in janitorial room          |        |           |
| Ensure bathrooms are fully stocked for next function   |        |           |
| Cleaning supplies, brooms, mops, etc are put away in janitorial room                                   |        |           |
| Ensure all food/ice is removed from fridges, freezers and coolers and unplug/turn off prior to leaving |        |           |
| Turn off all lights  |        |           |
|  |        |           |
|  |        |           |

Renter: \_\_\_\_\_  
Signature

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

Caretaker: \_\_\_\_\_  
Signature

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

In order to receive the refund at the end of your event, you must arrange an inspection with the caretaker prior to returning the keys and this form to the M.D. office.

COMMENTS: