

**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

Event Description: _____

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. **MAXIMUM SEATING CAPACITY OF HALL IS 210**

1. Is this event open to the general public? Yes ☐ No ☐ If so, will you charge admission? Yes ☐ No ☐
How many people do you expect to attend this event? _____
Will you have adequate people in attendance to ensure proper crowd control? Yes ☐ No ☐ How many? _____
If applicable, do you have spectator insurance? Yes ☐ No ☐ Please provide the MD 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 provide a copy of the license and insurance to the MD office prior to the rental.** 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.
4. A hall cleaning fee/damage deposit of \$500 for a Hall rental is required. **Please issue separate cheques.** Cleaning fee/deposit is refundable **IF** the facility is cleaned by the renter to the satisfaction of the caretaker. However, if additional cleaning is required to meet inspection, the renter will be charged \$25/hour cleaning rate. The renter also has the option to hire the caretaker to clean the hall after the event at a cost of \$375 made payable to the caretaker. If interested contact Rhonda at 780-618-7206.
5. **Decorating in Hall:** NO decorations of any kind can be attached to the walls of Lac Cardinal Hall. Decorations can only be attached to the roof trusses or the railing that runs around the perimeter of the floor area.
6. **Tables and Chairs** from Lac Cardinal Hall **CANNOT** be removed from the hall during the rental for use outside.
7. The facility rented must be cleaned after usage (**See attached form for cleaning expectations**). Damages must be reported at the Municipal Office immediately following the event.
- If damages occur, A) will you repair the damage ☐ **OR** B) will you pay for the repair ☐ ?

Signature: _____

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9. There are no supplies (e.g. dishes, small appliances) provided with the kitchen in Lac Cardinal Hall.

10. I/We _____ as the Renter of Lac Cardinal Hall:

- ☐ agree to meet with the caretaker of Lac Cardinal Hall at the beginning of the rental for a pre-inspection and to receive the keys to the facility; and
- ☐ agree to clean and then disinfect equipment, furnishings, and the spaces used within Lac Cardinal Hall after event is over, and
- ☐ agree to meet with the caretaker (following the rental) for a final cleaning inspection and the transfer of keys. If additional cleaning is required, the caretaker will do so and deduct the cost from the rental deposit. As well, the Hall may not be made available for the Renter in the future; and
- ☐ Agree to sign **Lac Cardinal Hall Rental Agreement Addendum - COVID-19 Guidelines**.

And/Or (write N/A if not applicable)

11. I/We _____ as the Renter of the **Grandstands / Infield / Racetrack** agree:
(circle the rental)

- ☐ If public restrooms are used, they are to be sanitized as per Alberta Health Guidelines 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.
- ☐ Grounds and/or hall are to be cleaned immediately after event.

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

Date

Renter Signature

Receipt #

MD of Peace No.135 Representative Signature

Damage Deposit Received Date:

Damage Deposit Receipt # | ☐ Insurance Provided | ☐ Liquor License Provided

For Office Use:

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CLEANING INSPECTIONS

Renter: _____

Please call Rhonda at 780-618-7206 to meet for Pre-Inspection/Final Inspection and to receive/return keys

PRE-INSPECTION – Clean and in good repair	DATE:	RENTER	CARETAKER
Kitchen oven is clean including under burners, stove top:			
Kitchen Counters are clean:			
Kitchen Coolers, fridges, freezers are clean:			
Kitchen floor is clean:			
Kitchen windowsill is clean:			
Kitchen garbage cans are clean:			
Bar coolers/fridges are clean:			
Bar floor is clean:			
Bar counters are clean:			
Bar garbage cans are clean:			
Stage carpet is clean:			
Strip at the front of the stage is clean:			
Hall tables and chairs stacked properly and stored in south storage rooms:			
Hall garbage cans are clean:			
Washrooms are fully stocked for function:			
Washrooms, including toilets sink and garbage cans are cleaned thoroughly:			
Feminine hygiene receptacles in ladies' washroom are clean:			
Janitorial cleaning supplies, brooms, mops, etc are available:			
Final Inspection	DATE:	RENTER	CARETAKER
<i>In order to be refunded the Hall Cleaning Fee/Deposit, the following must be done to the Caretaker's satisfaction:</i>			
****Clean with hot water and soap, disinfect with spray solution provided****			
Empty all garbage cans (hall, bar, kitchen, washrooms)			
Remove all grease/spilled food from counters oven & stove top; clean & disinfect			
Clean drip pans under burners and in oven			
Empty coolers, fridges and freezers			
Clean coolers and fridges inside/out with hot water and soap; disinfect outsides			
Ensure the windowsill in kitchen has been wiped down and is clean			
Sweep and mop kitchen, washrooms, bar, hallways, and hall floor			
All tables and chairs must be stacked properly and stored in south storage rooms			
Vacuum the carpet on the stage			
Ensure the strip at the front of the stage is clean			
Washrooms (including toilets) are cleaned thoroughly using janitorial room supplies			
Ensure washrooms are fully stocked for next function			
Empty feminine hygiene receptacles in ladies' washroom			
Cleaning supplies, brooms, mops, etc are put away in janitorial room			
Turn off all lights & lock doors			

Renter: _____
SignatureCaretaker: _____
Signature

Date: _____

Date: _____

COMMENTS:

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RENTAL AGREEMENT ADDENDUM – COVID 19 GUIDELINES

Purpose of Rental: _____

Date(s) of Rental: _____

This is to confirm that I, as Renter of Lac Cardinal Hall, have been provided and have read and understand the COVID-19 Information Guidance for Indoor Events document prepared by the Government of Alberta. at <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-indoor-events.pdf>

This is to confirm that I understand that as the event organizer, I am responsible for ensuring that the event and its participants will follow these guidelines, including:

Under the current Chief Medical Officer of Health Orders:

- Permitted Activities and Person Limits are followed as per Alberta Restrictions on Gatherings <https://www.alberta.ca/restrictions-on-gatherings.aspx>
- Implement Practices to minimize the risk of transmission of infection among attendees;
 - provide procedures for rapid response if an attendee develops symptoms of illness;
 - ensure that attendees maintain high levels of sanitation and personal hygiene;
 - comply, to the extent possible, with the COVID-19 General Relaunch Guidance, this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This is also to confirm that as the Renter, I shall indemnify and hold harmless the Municipal District of Peace No. 135 and their agents, from any and all claims, demands and costs whatsoever that may arise for any issues that may occur from the guidance document and public health orders not being expressly followed.

Name of Renter (Print Name)

Name of MD Representative (Print Name)

Signature of Renter

Signature of MD Representative

DATE

DATE