



Newton Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made Between the:

The Newton Community League located at 5520-121 Avenue Edmonton,

-and-

(hereinafter referred to as "THE RENTER")

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

TERMS

1. THE RENTER agrees to pay the rental fee indicated in Appendix 1 to the NEWTON COMMUNITY LEAGUE for the use of the premises for purposes noted in Appendix 1.
2. Event cancellations must be made in writing to the NEWTON COMMUNITY LEAGUE Hall Rental Coordinator. If THE RENTER cancels this agreement more than thirty (30) days prior to the event date, THE RENTER will receive a full refund of fees paid. Cancellations made thirty (30) days or less prior to the event date will receive a refund of their damage deposit but NO refund of the Rental Fee. If for any reason the NEWTON COMMUNITY LEAGUE is unable to honor a booking, all monies paid will be fully refunded to THE RENTER.
3. THE RENTER agrees to pay to the NEWTON COMMUNITY LEAGUE a damage deposit as indicated in Appendix 1. The NEWTON COMMUNITY LEAGUE will return the damage deposit to THE RENTER within 30 days of the date of the event, or within 30 days of the termination of this rental agreement, minus any applicable deductions.

CONDITION OF PREMISES

4. THE RENTER agrees to clean the premises at the end of the rental period as outlined in Appendix 2. If THE RENTER fails to comply, THE RENTER agrees that the NEWTON COMMUNITY LEAGUE may deduct the cost of cleaning from the Damage deposit. Cleaning by the NEWTON COMMUNITY LEAGUE will be charged at a rate of **\$100.00 per hour**.

DAMAGE

5. THE RENTER agrees they are responsible for the cost of replacing or repairing any damage done to the property or the facility during their occupation of the premises. The damage deposit will be held until an inspection of the premises is completed by the NEWTON COMMUNITY LEAGUE following the event. THE RENTER's liability under this clause may not be limited to the damage deposit.
6. The NEWTON COMMUNITY LEAGUE shall not be responsible for any loss, damage or injury which may be incurred by any person during the rental period. THE RENTER shall indemnify the NEWTON COMMUNITY LEAGUE against any claim which may arise as a result of the rental, made by any person for loss, damage or injury.

GUESTS

8. THE RENTER assumes full responsibility for the conduct of all people at the hall and will ensure that orderly conduct is maintained both inside and outside the hall.
9. The NEWTON COMMUNITY LEAGUE or its designate reserves the right to refuse entry to the premises or to require the removal from the premises of any person who, in the opinion of a representative of THE COMMUNITY LEAGUE, is likely to cause damage to the property of The NEWTON COMMUNITY LEAGUE or injury to others.

INSURANCE

- 10. THE RENTER shall maintain third-party liability insurance against claims for death, personal injury, and property damage on the premises, in an amount not less than \$2,000,000. The policy should name The NEWTON COMMUNITY LEAGUE as an additional insured. Policies shall be in a form and with an insurer acceptable to The NEWTON COMMUNITY LEAGUE will not be available until a valid Certificate of Insurance is received.
- 11. THE RENTER will ensure that all third-party contractors and/or service providers (caterers, inflatables, etc.) also provide proof of coverage to the same requirement as THE RENTER.

LICENSING

- 12. THE RENTER will ensure compliance with the conditions of their AGLC liquor license or special event license. This license will be posted in the area where alcohol will be dispensed.

OTHER

- 13. THE RENTER will ensure compliance with all municipal and provincial bylaws . THE RENTER agrees they will forfeit their damage deposit if any violation occurs.
- 14. Smoking, vaping and use of hookah / shisha is not permitted inside the facility or within 10 metres of the facility or any structures. THE RENTER agrees they will forfeit their damage deposit if any violation occurs.
- 15. THE RENTER understands the entire facility and area is under video surveillance and will not hinder that surveillance, THE RENTER agrees they will forfeit their damage deposit if any violation occurs.
- 16. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
- 17. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
- 18. THE RENTER understands that vehicles are not to be driven on the sidewalk or crossing in the front of the hall, THE RENTER agrees they will forfeit their damage deposit if any violation occurs.
- 19. THE RENTER understands the key must be returned at the time noted in Appendix 2. THE RENTER agrees they will forfeit their damage deposit if any violation occurs.
- 20. THE RENTER understands the Security System must be alarmed prior to leaving the hall. THE RENTER agrees they will forfeit their damage deposit if any violation occurs.
- 21. Upon any violation of this agreement by THE RENTER as to the stated purpose of this event, who will be in attendance, or the consumption of alcohol, this agreement will be deemed null and void. The NEWTON COMMUNITY LEAGUE has Agent Status, that Designate may also be a member of the Edmonton Police Service.

I hereby acknowledge that I have carefully read the above, understand the conditions of rental, assume full responsibility for this event, and have received a duplicate copy of this agreement this _____ day of _____, 20_____.

THIS AGREEMENT EXECUTED on behalf of:

The NEWTON COMMUNITY LEAGUE:

RENTER:

Signature: _____

Signature: _____

Hall Contact: _____

Print Name: _____



**Newton Community League Hall Rental Agreement
Appendix 1**

Date of Rental: _____

Name of Renter: _____

Full Address of Renter: _____

Phone Number(s): _____

Email: _____

Start Time: _____ End Time: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy is 115)

Alcohol Served? No Yes

Food Served? No Yes

Admission Charged? No Yes

Will Security Be Present? No Yes **(If Yes, Attach a copy of the Contract)**

Area Rented	Amount
Newton Hall	
Community Room	
Skating Rink	
Other:	
Damage Deposit:	
TOTAL	

All amounts are payable to: **NEWTON COMMUNITY LEAGUE**

✓ Damage Deposit Received: Pay Method _____

✓ Rental Fee Received: Pay Method _____

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 or disclosure of the personal information provided on this form, contact NEWTON COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues



**Newton Community League Hall Rental Agreement
Appendix 2: Pre-Rental Check In & Post Rental Checkout**

Date of Rental: _____

Name of Renter: _____

Newton Representative: _____

	Before	After	Notes
Hall is clean & tidy.			
Walls are clear of sticky-tack, painter's tape or string.			
Decorations have been removed.			
Damage to walls noted here.			
Floors are swept and washed.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Kitchen & Bar area are clean.			
Fridges are empty.			
Stove & oven are clean.			
Microwaves are clean			
Bathroom fixtures and floors are clean.			
Garbage is removed and is put into the Garbage Bin.			
Outside premises clean and free of litter.			
Cigarette butts have been removed from the ground.			

- ✓ Certificate of Insurance: (Copy Attached)
- ✓ Liquor License: (Copy Attached)
- ✓ Identification Verified: (Copy Attached)

✓ Time & Date Key is to be returned: _____

Deposit Payout Report	
Damage Deposit Collected	\$
Less Deductions Noted on Report and Detailed Here	
Amount Deducted	\$
Damage Deposit Amount to be Returned within 30 days	\$

I agree with the above-noted condition report of Newton Community League Hall on _____, 20____
check in. Renter Signature: _____ Newton Representative Signature: _____

I agree with the above-noted condition report of Newton Community League Hall on _____, 20____
check out. Renter Signature: _____ Newton Representative Signature: _____