

**YYYY-MM-DD-Rm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rental Agreement**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible Party | | |  | Purpose of Rental | | |
| **Contact Name (Person Responsible)** | | |  | **Purpose** | | |
| Contact Phone Number | | |  | Contact Email | | |
| **Phone** | | |  | **Email** | | |
| Invoice to (if different from above) | | |  | Company Name (if applicable) | | |
| **Invoice To** | | |  | **Company Name** | | |
| Address, City, Postal Code | | | | | | |
| **Address/City/Postal Code** | | | | | | |
| Lease Date |  | Lease Time | | |  | # of People |
| **Rental Date** |  | **Rental Time** | | |  | **# of People** |

**Room(s):  Panorama  Mountain View  North Rock  Boardroom  Gym**

**Rental Agreement Conditions**

1. This agreement includes the Rental Agreement, Rental Payment Schedule A, Room Rental Invoice, Rental Limitations and Restrictions, Additional Mandatory Restrictions (Covid), Covid-19 Participant Declaration & Undertakings, and Checklist for End of Event.
2. All bookings are tentative until the agreement is completed and fees are paid in accordance with the Rental Payment Schedule “A”. Any breach of payment schedule will result in cancellation of booking and forfeiture of all amounts.
3. On behalf of myself and the above organization, if applicable, I am hereby in agreement with the details and the terms of this agreement, and hereby agree to abide by all terms outlined herein, and to compensate the ECA for any and all losses or damages to ECA property or their equipment as a result either directly or indirectly of this booking and/or the actions of myself or anyone acting on my behalf or the organization or the guests of this event. The damage deposit shall be applied in part of or in whole to such losses and I accept responsibility for any further costs in excess of the damage deposit.
4. The ECA, through its authorized representatives, will have authority to cancel any event in the Centre and have the authority to remove or have removed any persons from the Centre if it is felt that any part(s) of this agreement have been broken or that the Centre is not being used for the purpose for which this agreement is intended or that the Organization is not complying with the regulations of the Liquor Control Act, the Calgary Police Services, the City of Calgary, Province of Alberta or any other governing body, and the ECA. No liquor consumption is permitted without a liquor license.
5. In the event the Centre becomes unusable prior to said booking date(s) for any reason including force majeure this contract becomes null and void without resort to any action or claim against ECA and I will be fully refunded any rental fees paid.

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ECA USE ONLY:** BOP on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment by CC# on file \_\_\_ Yes \_\_\_ No All security deposits \_\_\_ Yes \_\_\_ No

**Rental Payment Schedule “A”**

1. **50% of Room Rental Invoice paid at time of Booking**
2. **Remaining balance of rental payable 90 days prior to Rental Date**
3. **Refundable Deposits (Damage Deposit: Panorama Room = $750.00, All other Rooms = $350.00; AHS Compliance deposit: $350.00)**

**Room Rental Invoice**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Panorama** | Hours | **hours x $** | Rate | **per hour = $** | Subtotal |
|  |  |  |  |  |  |
| **Panorama** |  |  |  | **Flat Rate = $** | Subtotal |
|  |  |  |  |  |  |
| **Friday Night Set Up 4:00-9:00 PM or TBC** | | | | **Rate = $** | Subtotal |
|  |  |  |  |  |  |
| **Mountain View** | Hours | **hours x $** | Rate | **per hour = $** | Subtotal |
|  |  |  |  |  |  |
| **North Rock** | Hours | **hours x $** | Rate | **per hour = $** | Subtotal |
|  |  |  |  |  |  |
| **Boardroom** | Hours | **hours x $** | Rate | **per hour = $** | Subtotal |
|  |  |  |  |  |  |
| **Gym** | Hours | **hours x $** | Rate | **per hour = $** | Subtotal |
|  | | | |  | Subtotal |
| **Kitchen** | Hours | **hours x $** | Rate | **per hour = $** | Subtotal |
|  | | | |  |  |
| **Room Set-up (table/chairs only)** | | | **$100.00 Flat Rate = $** | | Total |
|  | | |  | |  |
| **Room Take-down & sanitization** | | | **$100.00 Flat Rate = $** | | Total |
|  | | |  | |  |
| **Equipment Requested**  Microphone  Projector  Projector Screen  Sound System  Extension Cord  Stage  White Board  Easel | |  | **Sub Total = $** | | Room Subtotal |
|  | |  |  | |  |
|  | |  | **GST = $** | | GST |
|  | |  |  | |  |
|  | |  |  | **Total = $** | Total |
|  | |  |  |  |  |
|  | | **50% Payable at time of booking = $** | | | 50% Rent |
|  | |  | | |  |
|  | | **Balance owing 90 days prior = $** | | | 50% Rent |
|  | |  | | |  |
|  | |  | **Damage Deposit = $** | | Damage Deposit |
|  | |  |  | |  |
|  | |  | **Covid-19 Deposit = $** | |  |
|  | |  |  | |  |
|  | |  |  | **Total Due = $** | Total Paid |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paying By:** | **Visa\*** | **MasterCard\*** | **Cheque #** |  | **Cash** |

\*The same card number can be kept on file and used for balance of payment as well as pre-authorisation of damage deposit within 3 business days prior to event. ⬜ Yes ⬜ No

**Cancellation: All fees paid are non-refundable.**



**Rental Limitations & Restrictions**

1. **INSURANCE COVERAGE**: The ECA requires all renters to obtain liability insurance protecting and indemnifying the ECA against any and all claims for injury and/or damage to persons or property or loss of life, arising from their activities pertaining to renting the facility. This may be available with your home insurance policy. If not, we strongly recommend the purchase of PAL insurance to cover Host Liquor at [www.palcanada.com](http://www.palcanada.com) or call 403-261-3900.
2. **LIQUOR PERMIT**: An AGLC “Special Occasion Permit” is required for any alcohol consumed on the ECA premises. The use agrees to abide by all the limitations and restrictions required by the Special Occasion Permit.
3. No deep frying;
4. Decorations must be removed from building by the end of the function;
5. No open flames – floating votive or hurricane type candles only;
6. No bubbles, straw, or duct tape permitted. No tape on walls;
7. Pins, tape, tacks, or hooks on oak strip only; no decorations hanging from ceiling;
8. No smoking allowed inside the building or within 5 metres of entrances;
9. No animals other than companion animals allowed in the Centre;
10. Access within the building is limited to areas defined in contract. Corridors are for access and egress purposes only;
11. Children must be supervised at all times;
12. Anything left in coolers/kitchen after a function becomes the property of ECA, unless specific arrangements are made. Kitchen must be cleaned, swept, and mopped. Garbage is to be deposited in dumpster;
13. Any deliveries to be accepted by ECA staff must be arranged a minimum of 5 working days prior to booking date, and will be accepted only during otherwise staffed time, but not signed for. We advise you to be here for any deliveries;
14. Set up time prior to contracted rental must be arranged with ECA staff and availability cannot be guaranteed unless scheduled as part of your booking;
15. Doors are not to be propped open by use of a wedge or any other item jammed into the hinge side.

Signing of this document indicates that you understand and will be abiding by the limitations set out above.

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**Additional Mandatory Restrictions (COVID)**

1. **MANDATORY INSURANCE COVERAGE**: The ECA requires that all events obtain at least two million ($2,000,000.00) liability insurance protecting and indemnifying the ECA against any and all claims for injury, and/or illness, and/or damage to persons or property arising from their participation in activities pertaining to the rental of facilities at the ECA.
2. **DECREASED HOURS:** During the current COVID-19 pandemic the ECA is operating under reduced hours of operation. The renter agrees that all property provided by the ECA (ex. tables, chairs, A/V equipment) will be returned to the proper storing facilities, all property not provided by the ECA (ex. decorations, food) will be removed from the ECA property, and all persons attending and/or hosting the event will have vacated the building by 12:00pm or earlier if government mandated. Any additional time spent will be deducted from the damage deposit.
3. **USAGE OF BUILDING:** The renter will adhere to and maintain proper flow of persons as outlined in the attached building floor plan guide. The renter agrees to maintain the designated entrance and exit doors that are marked both on the floor plan guide, and on the physical door. The renter also agrees to maintain the directional flow of traffic as marked on the floor, as well as distancing measures as marked on the floor.
4. **REGISTRATION**: The renter agrees to take registration of all participants attending the facility during the time of rental, including contact information, and provide these to ECA prior to start of booking.
5. **ATTENDANCE/WAIVER**: The renter agrees to take an attendance of all registrants who arrive to the facility during the rental time. The renter agrees to provide the ECA with a completed attendance list for their rental. All attendees must sign the COVID waiver.
6. **PERSONAL PROTECTIVE EQUIPMENT (PPE)/SOCIAL DISTANCING**: The renter agrees to enforce the use of PPE (mask) and social distancing of at least two (2) meters (6 feet) between cohort groupings. **Masks are mandatory as of August 1st, 2020 according to City of Calgary Bylaw 26M2020.**
7. **FOOD**: The renter understands that food sharing is a high-risk activity and agrees that any food provided to guests during the rental period will be pre-packaged into individual portions for each guest, or if it is to be served in a buffet style the renter agrees it will be served by a licensed caterer and no attendees will self-serve food in any form. Any uneaten food will be disposed of at the end of the night in the proper disposal facilities.

It is recommended to review the documentation regarding planning social gatherings that Alberta health has provided (<https://www,alberta.ca/restrictions-on-activities.aspx>). You can find some of the information on the following pages.

Signing of this document confirms that you understand and will be abiding by the limitations set out above.

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** Edgemont Community Centre (ECC)**

**COVID-19 Participant Declarations and Undertakings**

Note: Failure to complete and submit this declaration prior to visiting or upon arrival at Edgemont Community Centre will result in denial of access to the Facility and any programs.

The COVID -19 virus has a long period where a person can be infectious prior to exhibiting symptoms. Additionally, the virus can be transmitted by asymptomatic people. The ECA is adhering to Provincial Health rules and regulations but there can be no assurance that the virus will not be contracted at the Community Centre.

Please understand that you are entering the facility and/or taking part in any programming or activities at your own risk.

The Edgemont Community Association (ECA) operates the Edgemont Community Centre and the ECA appreciates and expects your cooperation to allow us to re-open the Community Centre as safely as possible. The ECA must insist on strict observance of ECC COVID - 19 Protocols to protect the health of our community. The Edgemont Community Association permits the use of the ECC based on the assurances you give within this document. False statements could result in legal liability for you. By submitting this declaration, you agree to observe and fully abide by all rules and regulations prescribed by the Edgemont Community Association. You may be required to leave the premises if you are found to be not following the rules and regulations. If required to leave, you will do so immediately.

For efficiency, this waiver may be submitted in advance provided that, on the day of the event - including each time you attend a program with multiple dates, the declaration below is true and correct. If, on the day of any event or program, you no longer meet the criteria of this, your declaration, you must not enter the facility.

**Declaration:**

**I hereby declare** that neither I nor anyone in my household or cohort is now, nor have they ever been, infected with the COVID-19 virus; OR I or they have made a full recovery and have subsequently tested negative for COVID-19.

**I hereby declare** that neither I nor anyone in my household or cohort has experienced any cold or flu-like symptoms in the last 14 days (including but not limited to fever, cough, sore throat, respiratory illness, difficulty breathing).

**I hereby declare** that if anyone in my household or cohort experiences any cold or flu-like symptoms after my submission of this declaration, I will not visit the Edgemont Community Centre for a minimum period of 14 days after the cold or flu-like symptoms have completely disappeared.

**I hereby declare** that neither I nor any member of my household or cohort have travelled to or had a lay-over in any country outside Canada in the past 14 days. I agree that, should I or anyone in my household or cohort travel to any country outside Canada after submitting this declaration, then I will not visit the Edgemont Community Centre for a minimum period of 14 days after the date of return to Canada.

I have read and understand the Edgemont Community Association COVID-19 rules and accept and waive rights to any privileges should I not comply with these rules.

I hereby accept the RISK OF CONTRACTING COVID-19 by choosing to attend or use the Edgemont Community Centre.

I hereby release and hold harmless the Edgemont Community Association, its Directors, Officers and Staff from any and all claims that I have, or may have in the future, for any loss or damage that I may suffer due to contracting COVID-19, including sickness or death, which occurs as a result of attending at the Edgemont Community Centre. I agree to abide by any requests to immediately leave the premises when so directed by the Edgemont Community Association.

This declaration and undertaking will remain in full force and effect until such time as the COVID-19 pandemic is declared to have ceased according to competent authority.

By completing and submitting this declaration I attest that the statements within are true and that I will abide by the terms of this declaration:

Required\*

First Name \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian (If signing for applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \* MM [          ]/DD[          ]/2020

**Check list for End of Event Walk Through**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name/Organization** |  | **Date of Function** |

\_\_\_\_\_\_\_ Have you removed all of your decorations?

\_\_\_\_\_\_\_ Have you removed all food you brought into the building?

\_\_\_\_\_\_\_ Have you removed all liquor, pop, and wine from the building?

\_\_\_\_\_\_\_ Have you removed all your empties? Initial here if you wish to donate your empties \_\_\_

\_\_\_\_\_\_\_ Have you removed all your dishes, equipment, and personal affects that you brought into the building?

**\_\_\_\_\_\_\_** Have all garbage bins been emptied, and the garbage been properly placed inside the dumpster on our property?

**\_\_\_\_\_\_\_** Have you cleaned up any large spills, cleaned the work surfaces in the kitchen?

**\_\_\_\_\_\_\_** Have the tables all been wiped down?

**\_\_\_\_\_\_\_** Have all tables and chairs been put away properly back into their storage areas?

**\_\_\_\_\_\_\_** Have you left the building (area used) in the same condition as when you arrived? (good repair, clean, without damage)

**\_\_\_\_\_\_\_** Have you or your designate done the end of night walk-through with staff on site?

**\_\_\_\_\_\_\_** There has been no smoking in the building, or within 5 metres of a doorway, window or air intake and all butts have been disposed of in the ashtrays provided.

**\_\_\_\_\_\_\_** The building must be cleaned and vacated by the agreed time on your rental contract. An hourly rate will be applied to your damage deposit should you not leave at your set time. Time of departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any check list item NOT completed will result in a minimum charge of $50.00 being withheld from your damage deposit or full loss of damage deposit may occur. \*\*

I have completed the end of event walk through with the ECA representative and confirm that checked items have been completed to the satisfaction of the ECA representative.

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