

**MUNICIPAL DISTRICT OF PEACE NO.135
RENTAL AGREEMENT****For Lac Cardinal Hall and/or Grandstands / Infield / Race Track - Located at NE-22-83-24-W5**

Renter Name: _____ Address: _____
Phone Number: _____ Email Address: _____
Rental Dates: _____ For which facility: _____
HALL OR KITCHEN ONLY AND/OR GRANDSTAND / INFIELD / RACETRACK

Event Description: _____

Please be advised that the Hall and the Grandstand/Infield/Race Track are two separate facilities; if you are renting one facility, you do not have access to the second facility. **MAXIMUM SEATING CAPACITY OF THE HALL IS 210**

Camping is allowed within the fenced area for 1 to 5 units; however, you must obtain consent from the MD office first. Camping fees must be paid to the museum for the standard nightly rate. Please note that wood-burning fires are not permitted in this area; only CSA-certified devices are allowed.

1. Is this event open to the general public? Yes ☐ No ☐ If yes, 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

If YES,

The Renter agrees that if alcohol is served or consumed at the event, a Liquor License and Host Liquor Liability Insurance must be obtained and maintained for the entire duration of the event. The Host Liquor Liability Insurance must cover at least Two Million Dollars (\$2,000,000) and must list the **MD of Peace No. 135, 5240-52 Ave, Berwyn, AB** as an additional named insured (first loss payable). **Please provide a copy of the liquor license and host liability insurance to the MD office one week prior to the rental.** If satisfactory proof of insurance coverage is not provided, the MD may cancel the Rental Agreement.

If NO,

The Renter agrees that Event Liability Insurance must be arranged and maintained throughout the duration of the function. The Event 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, 5240-52 Ave, Berwyn, AB** as an additional named insured (first loss payable). **Please provide a copy of the event liability insurance to the MD office the week 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 weekend/day & G.S.T.
Rental payment is refundable up to two weeks prior to the event.
4. A hall cleaning fee/damage deposit of \$500 is required prior to the release of keys, **in the form of cash, separate cheque, or credit card pre-authorization (an additional \$16.31 credit card fee will be applied by Option Pay for the transaction).** The 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 a \$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 (by phone or text). Contact Rhonda to go through the hall and conduct the Pre-event Inspection and obtain the keys for the weekend.

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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, also, have the attached form with you for the inspection*). 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: _____

8. 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 (providing the proper **liquor license, liability insurance and damage deposit** have been provided to the MD office); and
 - ☐ agree to clean and disinfect equipment, furnishings, and the spaces used within Lac Cardinal Hall after the 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

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

9. 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 the event.

10. 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:

☐ _____ ☐ _____
Form of Damage Deposit: | 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, and 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 the south storage rooms:			
Hall garbage cans are clean:			
Washrooms are fully stocked for function:			
Washrooms, including toilets, sinks, and garbage cans, are cleaned thoroughly:			
Feminine hygiene receptacles in the ladies' washroom are clean:			
Janitorial cleaning supplies, brooms, mops, etc are available:			
Inventory of tables and chairs:			
Dishes/Utensils/Pots & Pans			
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 the oven			
Empty coolers, fridges, and freezers			
Clean coolers and fridges inside/out with hot water and soap; disinfect outside			
Ensure the windowsill in the kitchen has been wiped down and is clean			
Sweep and mop the kitchen, washrooms, bar, hallways, and hall floor			
All tables and chairs must be stacked properly and stored in the 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 the next function			
Empty feminine hygiene receptacles in the ladies' washroom			
Cleaning supplies, brooms, mops, etc are put away in the janitorial room			
Inventory of tables and chairs			
Turn off all lights & lock doors			

Renter: _____

Signature

Caretaker: _____

Signature

Date: _____

Date: _____

COMMENTS: