



Blue Quill Community League
 11304 - 25Ave
 Edmonton, AB T6J 5B1
 Phone: 780-438-3366

FACILITY RENTAL AGREEMENT

Between
 The Blue Quill Community League (BQCL)
 11304 - 25Ave, Edmonton, AB T6J 5B1
 And

Name (print): _____ (Renter)

Mailing Address: _____
 (Street, City, Postal Code)

Main Phone #: _____ Alternate phone #: _____

Email Address: _____

Date of use: _____ BQCL Member: YES (# _____) NO

Space Renting: Main Hall Kitchen Loft Basement (large/small rooms)

Purpose: Seasonal Event Birthday Wedding Fundraiser Other _____

Hourly? # Hours : _____ Start Time: _____ End Time: _____ Attendees: _____

Rental Fee: _____ Cash Received Cheque Received (#): _____

Liquor Permit? YES (attach copy) No Alcohol Served (Renter's Initial): _____

Liquor Liability Insurance Coverage received? YES (attach copy of policy)

* I have read "Facility Rental Agreement Schedule A - Rules & Regulations", agree to abide by them and acknowledge that I will be using the facility for the purpose stated above.

Date of Signing: _____ BQCL Rep Name: _____

Renter's Signature: _____ BQCL Rep Signature: _____

Damage Deposit (CASH)

Damage Deposit: _____ Date Received: _____ Receipt #: _____

Damage Deposit Refund (attach page to BQCL Hall Rental Report upon completion).

Damage Deposit: _____ Received By: _____
 (print name)

• Less Damages: _____ Address: _____

• Less Cleaning: _____ Date: _____

Refund total: _____ Signature: _____

BQCL Rep Name: _____ BCQL Rep Signature: _____

Facility Rental Agreement Schedule A – Rules & Regulations

Please read the following in its entirety. You are signing a legal document, and are acknowledging that you have read this Schedule. **IF YOU DO NOT AGREE WITH WHAT YOU READ IN THIS SCHEDULE, THEN DO NOT SIGN THE AGREEMENT, AND DO NOT RENT THE FACILITY.**

CONDITIONS

- 1. **No “Commercial Public Special Event Liquor (SEL) License” type events are allowed.**
- 2. **No event entrance fees may be charged by the Renter.**
- 3. **No teen, all-ages, or “Rave” type parties are allowed.**
- 4. **BQCL has the right to refuse rental of the facility** if the person listed as the Renter is not present to pick up keys, is not over the age of twenty five or has not produced a valid Liquor License and proof of Liquor Liability Insurance as required.
- 5. **BQCL shall have the right to cancel any event** in the rented facility and have the authority to remove, or have removed, any persons from the rented facility if it is felt that any part(s) of this Agreement were broken or the rented facility is not used for the purposes as indicated in this Agreement, or that the Renter is not complying with policies and regulations as defined by the Alberta Gaming, Liquor and Cannabis Commission (AGLC) in the Gaming, Liquor and Cannabis Act.
- 6. **BQCL shall not be held liable by the Renter**, or subsidiary party of the Renter, for any property damage, theft and/or personal injury incurred by the Renter, Renter’s agents, servants, employees, invitees or guests while using the BQCL’s facilities and/or equipment.
- 7. **BQCL has granted the Edmonton Police Service “Agent” status**, thereby allowing them permission to enter the facility at their discretion.
- 8. **BQCL’s facility is compliant with Edmonton’s Public Places Bylaw (October 17, 2018).** It is the Renter’s responsibility to comply with this; any deference from this will result in a deduction or forfeiture of the Renter’s damage deposit.
- 9. **All “full day” Main Hall rentals are from 9:00am the day of the function until 2:00am the following morning. Renter agrees to have cleaned and vacated the premises by 2:00am the morning after the full day rental.**
- 10. **The space rented will be available for Renter use by 9:00am on the day of the function.** Decorating/setup access *may* be available the day prior to the function. Please phone one week prior to rental date to see if this option is available. Should Renter be provided access to the facility for decorating and setup, the facility will be available from 3:00pm to 10:00pm.
- 11. **“Hourly” rentals mean that the Renter will have completed the function and vacated the premises at the end of the rental period.** For example, if the rental period is from 1:00pm to 3:00pm, then Renter shall have vacated the premises by 3:00pm.
- 12. **BQCL’s public address (PA) system is not provided in the rental.** The Renter is responsible for making these arrangements with an event sound/music service or Band.

I have read, understand and agree to the contents of this page. Renter’s Initial: _____

CANCELLATION

- 13. The rental fee will be refunded in FULL less a \$25 administration fee, if the BQCL is notified of the cancellation of the booking at least six (6) months before the date reserved.
- 14. Fifty percent (50%) of the rental fee will be refunded if the BQCL is notified of the cancellation of the booking two to six months before the date reserved.
- 15. Twenty-five percent (25%) of the rental fee will be refunded if the BQCL is notified of the cancellation of the booking two (2) weeks to two (2) months before the date reserved.
- 16. There will be no refund of the rental fee if the BQCL is notified of the cancellation of the booking less than two (2) weeks before the date reserved.
- 17. All cancellation notices must be made in writing to the BQCL.

DAMAGE DEPOSIT

- 18. The damage deposit in the amount of \$500.00 (five hundred dollars) shall be paid as CASH in full at the time the key is picked up prior to the event.
- 19. The damage deposit shall be applied in whole or in part to any expenses incurred by the BQCL as a result of damages or theft from these facilities and/or equipment during the time that the Renter was responsible for the access and use of the described facilities and/or equipment. Deductions also apply for extra time spent cleaning by BQCL staff due to Renter’s neglect or abuse.
- 20. Damage deposit will be refunded on the next business day after any applicable fees have been paid as per #19 above.
- 21. In the event that (as a result of the Renter’s failure to comply with these conditions) facility management and/or emergency personnel are summoned to the rental facility, the BQCL shall have the option to withhold the damage deposit in its entirety.
- 22. The damage deposit shall be returned to the Renter upon a satisfactory inspection of the facilities and/or equipment by the BQCL following the completion of the above stated event; usually the next day. Deductions shall be made from the damage deposit as follows:
 - a. \$75.00 if chairs are not stacked
 - b. \$50.00 if the stove/grill/oven is not cleaned
 - c. \$125.00 if tables are not stacked
 - d. \$100.00 for cleaning up confetti inside or outside
 - e. \$50.00/hour for clean-up duties not completed (refer to #32. Renter’s Responsibilities)
 - f. As required for repairs and replacement of any damaged property

I have read, understand and agree to the contents of this page. Renter’s Initial: _____

RENTER’S RESPONSIBILITIES

- 23. *If serving alcohol*, Renter must obtain and provide the BQCL a copy of a valid liquor license from the Alberta Gaming, Liquor and Cannabis Commission (AGLC). The BQCL requires that the liquor license to be posted during the entirety of the function. The BQCL reserves the right to withdraw liquor privileges if the rules and regulations of the liquor license are not being adhered to. **No homemade alcohol allowed on BQCL premises.**
- 24. The Renter shall not permit more than the maximum allowed persons on the premises, according to AGLC license posted, and if none, the maximum room occupancy fire rating .
- 25. *If serving alcohol*, Renter must obtain and provide the BQCL a copy of a valid Party Alcohol Liability (PAL) Insurance Policy with minimum liability coverage of \$1,000,000.00 (one million dollars) prior to the function for the date the function is scheduled. Such a policy can be obtained from PAL Alberta (1-800-661-1608). Failure to provide evidence of such a policy prior to the event will result in the BQCL not releasing facility keys.
- 26. The Renter agrees to comply with all municipal and provincial Food Handling regulations and policies in effect during the rental period.
- 27. The Renter shall not attach any materials to the acoustical panels, hang items from the ceiling or cover any fire or exit signs and lights.
- 28. The Renter agrees to accept the hall as decorated by the BQCL and agrees not to change or remove the said decorations.
- 29. The Renter shall not use gel candles, or rice or confetti within the facility or on the property. Any wax candles must be securely placed in containers and not placed directly on linens or paper.
- 30. The Renter shall not do anything or omit to do anything that would cause a fire, safety or health hazard. **NO FOG MACHINES.**
- 31. The Renter must provide proof (if asked) of identification upon signing the Facility Rental Agreement and must be 25 (twenty five) years of age or older.
- 32. The Renter shall be responsible for the clean-up duties listed below following the completion of their function:
 - a. The main hall floor must be swept and any wet spills mopped up.
 - b. Paper towel & toilet paper in washrooms must be picked up.
 - c. Garbage must be bagged and placed in disposal bin outside by the parking lot.
 - d. Kitchen (when used) – sinks, table tops, counters, and **stove** (if used) must be cleaned.
 - e. Kitchen (when used) – floor and side hall must be wet mopped.
 - f. Chairs must be stacked and returned to storage room.
 - g. Tables must be wiped off and placed in two stacks in storage room.
 - h. Cigarette and cigar butts must be picked up from outside and disposed of.
 - i. All Decorations and tape must be removed from the walls and hall area.

I have read, understand and agree to the contents of this page. Renter’s Initial: _____