



ALEXANDRA CENTRE SOCIETY

ALEXANDRA CENTRE RENTAL AGREEMENT

TERMS AND CONDITIONS

1. The Alexandra Centre Society (ACS) reserves the right to approve uses of areas based on the mandated use of the building. Access may be denied in the event that the use is deemed to be inappropriate by the ACS Board of Directors for reasons such as the activity
 - 1.1 Conflicts with the community mandate, or
 - 1.2 Conflicts with an existing community organization program, or
 - 1.3 Is in competition with local small businesses, or
 - 1.4 Causes undue disturbance to other occupants in the building, or area residents.
2. The ACS reserves the right to cancel this agreement without notice upon breach of this contract.
3. Unless otherwise agreed, the balance of the rental fee and damage deposit is due 14 working days before the event. This agreement can be cancelled at anytime prior to the receipt of a **signed rental agreement**.
4. The renter shall deposit with the ACS a damage deposit equal to one days rental charge for the performance of the renters obligation under the terms of this agreement.
5. The renter may cancel their booking up to 14 days prior to the event date without penalty. Cancellations within 14 days of the booking will result in a penalty equal to the damage deposit paid. Bookings are only confirmed once the damage deposit is received.
6. **Providing that there is no conflict booking**, where events require extensive set-up, the ACS will make every effort to allow the renter to set-up on the day prior to the event during the ACS business hours. *The ACS makes no guarantee regarding the availability of set-up time. It is highly recommended that the renter contact the ACS to check that set-up times are available as bookings are taken on an ongoing basis and will be made without notice.*
7. The renter must vacate the premises by the agreed time, leaving the premises in the condition in which they were found. Failure to vacate by the agreed time will result in hourly facility charges.
8. The renter is responsible for all clean up of the rental space including:
 - 8.1 Removal of garbage to outside unit.



ALEXANDRA CENTRE SOCIETY

ALEXANDRA CENTRE RENTAL AGREEMENT

TERMS AND CONDITIONS cont.

- 8.2 Generally restoring the space to the condition in which it was rented. (Excludes cleaning floors and putting away chairs).
 - 8.3 If the kitchen is being used as part of the rental it must be cleaned after the event and be left as clean as it was found (excluding floors).
9. Events at the Alexandra Dance Hall are not permitted to endure past 1 am including clean up without prior written authorization. Clean up must be completed by the designated vacating time. At least one hour must be designated specifically for clean up.
 10. A cleaning charge of \$20/hour will apply for any action taken by the ACS
 11. Due to insurance requirements an Alexandra Centre Society representative must be present at all times for functions outside business hours or for groups of 30 people or more.
 - 11.1 Society business hours are 9 am—5 pm Monday to Friday. Closed statutory holidays.
 - 11.2 An additional \$10/hour charge will be payable for all hours where the renter was in use of the rented space outside of ACS business hours. Fees must be paid upon conclusion of the event. In the event your rental falls on a statutory holiday, the additional charge increases to \$15/hour.
 - 11.3 An authorized representative of the renter must remain on the premises for the duration of the function. This person is responsible for coordinating with the ACS representative and for payment of fees.
 12. The renter must check in with the ACS building manager upon arrival and prior to departure. The renter must accompany the ACS building manager on a walk through at the conclusion of the event.
 13. Under no circumstances is heavy equipment to be placed on the floor. Chairs, tables, and equipment must not be dragged across the floor. A dolly is available to transport heavy items. If damage occurs as a result of the aforementioned, cleaning charges as outlined in section 10 will apply as well as any cost to fix the damage.



ALEXANDRA CENTRE SOCIETY

ALEXANDRA CENTRE RENTAL AGREEMENT

TERMS AND CONDITIONS cont.

14. No confetti like materials are to be used, including, but not limited to, paper, sparkles, and rice. No tacks, masking, duct, or scotch tape is to be used on floors, walls, or furniture. Painters' tape is available to affix decorative materials. Please ask the ACS staff to provide painters tape if needed. No open flames, including, but not limited to, candles, are allowed in the hall.
15. If alcohol is to be served a ALCB liquor license must be purchased by the renter and a copy must be submitted to the ACS coordinator. A copy of the liquor license must be displayed in the hall.
16. If alcohol is to be served, the renter is also expected to obtain "**Host Liquor Liability Insurance**" and provide a confirmation of this insurance to the ACS coordinator. (This insurance can generally be purchased through the same insurance company that insures your home or car.)
17. Please note that no liquor is to be consumed outside the premises. Liquor should cease to be served at least sixty minutes prior to the end of the event, and no later than 12 am, to allow sufficient time for clean up.
18. The ACS reserves the right to inspect the function at any time during the event.
19. **No smoking is allowed in the Alexandra Centre building or within 3 meters of any exit.**
20. The renter acknowledges that the premises are in good order and repair, unless otherwise indicated. It is the renters responsibility to clarify any concerns. The damage deposit shall be applied in part or in whole to any expenses incurred by the ACS as a result of damage or loss to the facilities/equipment during the period the renter was responsible for the same.
21. The ACS shall not be liable for any damage or injury to the renter, or any other person, or to any property, occurring at the time of the event. The renter agrees to hold the ACS harmless from any claim for damages, no matter how caused.
22. In the event that the renter books several dates; all dates will be looked at as one booking; thus, section 3 and 5 of this contract will apply to the first date in which your rentals commence.
23. In the event that the whole of the damage deposit is retained by the ACS, all outstanding balances must be paid by cash or certified cheque.



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ALEXANDRA CENTRE RENTAL AGREEMENT

TERMS AND CONDITIONS

24. All items belonging to the renter (or parties related to the renter) are the responsibility of the renter, and not the ACS; unless otherwise agreed upon in writing. If items belonging to the renter are left behind, all damages or losses incurred to said items are the responsibility of the renter. Any items left behind without written agreement will be subject to storage fees in the amount of \$100/day.

The renter agrees by the signature of its representative to abide by the terms of this agreement.

_____	_____
Renter (Signature)	Accepted—ACS Authorized Signature
_____	_____
Print Name	Print Name
_____	_____
Date	Date