



ALEXANDRA CENTRE SOCIETY

ALEXANDRA CENTRE ROOM/HALL RENTAL AGREEMENT

TERMS AND CONDITIONS

1. The Alexandra Centre Society (ACS) reserves the right to approve the use of area, 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.
 - 1.5 Is considered to be offensive or discriminatory
2. The ACS reserves the right to cancel this agreement without notice upon breach of this contract.
3. The ACS complies with all requests for information from law enforcement agencies with regards to all Hall and room bookings. _____
Please initial
4. 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**.
5. The renter shall deposit with the ACS a damage deposit of \$340 for the performance of the renter's obligation under the terms of this agreement.
6. 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.
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.
 - 8.2 Generally restoring the space to the condition in which it was rented. The renter is not expected to clean floors. In addition,



ALEXANDRA CENTRE SOCIETY

ALEXANDRA CENTRE HALL/ROOM RENTAL AGREEMENT

TERMS AND CONDITIONS continued

the renter is **NOT** to move tables and 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).
 - 8.4 Removal of all other items/props/etc. brought in by the renter, barring any alternative storage agreement.
9. Events at the Alexandra Dance Hall are not permitted to run 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 8 am—4 pm Monday to Friday. We are closed statutory holidays.
 - 11.2 An additional \$13/hour charge will be payable for all hours where the renter was in use of the rented space outside of ACS business hours. This fee can be deducted from the damage deposit when the latter is refunded. In the event that 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 HALL/ROOM RENTAL AGREEMENT

TERMS AND CONDITIONS continued

14. No confetti-like materials are to be used, including, but not limited to, paper, sparkles, and rice. No decorations may be affixed to the brown sound panels on the walls. Only painter's tape or plasticine-style reusable adhesive on walls, tables, and chairs. No open flames, including, but not limited to, candles and sparklers, are allowed in the Hall.
15. If alcohol is to be served, the renter must purchase an ALCB liquor license 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 being 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 renter's responsibility to clarify any concerns. The damage deposit will 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, sections 3 and 5 of this contract will apply to the first date in which your rentals commence.
23. In the event that the ACS retains the whole of the damage deposit, all outstanding balances must be paid by cash or certified cheque.



ALEXANDRA CENTRE SOCIETY
ALEXANDRA CENTRE HALL/ROOM RENTAL AGREEMENT

TERMS AND CONDITIONS Continued

- 24. All items belonging to the renter (or parties related to the renter) are the responsibility of the renter, and not the ACS. It is the responsibility of the renter to remove all items at the end of each rental event. 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.
- 25. The person signing is responsible for letting others involved in the rental know the terms & conditions of the rental agreement. This person must also be present when the security person opens the Hall. _____

Please initial

Description of Event: Please be as detailed as you can and include contact `phone number(s) for the day of the event.

References from previous rentals:

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

I _____ have read and understood all the terms of this contract (Print name)

Renter (Signature)

Accepted—ACS Authorized Signature

Date

Date