



INGLEWOOD COMMUNITY ASSOCIATION

Rental Agreement - Terms & Conditions (Main Hall)

Booking Information:

- Please make cheques payable to “Inglewood Community Association” (a separate cheque is required for the Security Deposit)
- A Security Deposit is required to hold the date(s).
- All bookings are considered to be tentative until Security Deposit and signed Rental Agreement are received from client.
- Rental payment is due two months in advance of the start of the rental date, or immediately if booking less than two months in advance. The Inglewood Community Association reserves the right to cancel your booking if rental fees have not been paid by the due date. In that case, a \$100 cancellation fee will apply and all other monies paid will be refunded to you.
- If the client cancels the booking up to one month before the event date, a \$100 cancellation fee will be withheld from the Security Deposit. Less than one month, a \$300 cancellation fee will be withheld. If cancellation occurs less than 7 days before event date, the client will forfeit the entire Security Deposit.
- Events at the Inglewood Community Hall are not permitted to run past 2am, including clean-up. The bar will be closed no later than midnight (last call at 11.45pm). Guests have one hour to finish their drinks and leave the premises by 1am (unless they are cleaning up).
- Please be respectful of our neighbours.
- If the function goes over the agreed time, an additional hourly rate may be charged.
- GST is applied to all rates, except for the Security Deposit.
- TV, Projector or Laptop rental by special arrangement. Cost is \$25 + GST per item per event.
- In the unlikely event that the client’s booking has to be cancelled by the Inglewood Community Association due to unforeseen circumstances on our part, the Security Deposit and Rental Fees will be returned in full. If the client cancels the booking, cancellation fees will be in effect.
- The client is strongly encouraged to purchase Event Insurance.
- Note: The ICA’s liability insurance does not cover the client’s liability in the event of a claim.

Set-up & Clean-up:

Set-up and strike down of tables and chairs to client’s needs is normally done by ICA staff and is included in the rental fee. The client is responsible for clean-up and restoring the rental space to the condition in which it was rented, as follows:

- All decorations, equipment and personal items brought in by the client must be removed
- Stack chairs in 12s (please leave stacks dotted around the room, do not drag them across the floor)
- Tables & chair stacks should be left in place for our staff to put away
- Sweep floors of all debris
- Spot mop spills and sticky areas (brooms & mop provided).
- Remove all garbage to outside waste container in parking lot.
- Return to ICA staff any rented equipment in the condition in which it was rented.
- Check bathrooms to ensure that all toilets have been flushed and taps are turned off properly. Ensure there are no nasty surprises for our cleaning staff!
- **Please designate some volunteers in advance to help with clean-up at the end of the event**
- In the event that the facilities are left unclean, a cleaning fee will be charged

Please ask your guests/volunteers to RECYCLE all paper, cardboard, plastic containers, plastic bags/plastic wrapping, tin cans and glass jars in blue bins provided. Please place food scraps in COMPOST bins provided, wherever possible. NO STYROFOAM products please!



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Use of Kitchen Facilities:

- Use of kitchen is included in the rental fee.
- **Please use stoves for warming food only – NO COOKING of grease-producing foods is allowed**
- The client or client's caterer is responsible for clean-up of the kitchen so that it is left in the same condition in which it was found. This includes:
 - removal of all food and items which the client or client's caterer brought in
 - wipe down of all kitchen surfaces, sinks, stoves, fridges and microwaves, where used
 - sweeping and mopping of kitchen floor
 - removal of all garbage to outside waste container
- **IMPORTANT: If there is a FALSE FIRE ALARM call during the client's event (caused by the client, guests, or suppliers), the client will be responsible for paying the fine. The City of Calgary Fire Department's fine for a false alarm event may vary from \$300 to \$1,000**
- **Ensure you use the extractor fan while using stoves.**

Decorating:

- The client may use painter's masking tape or 3M hooks. Anything which will not pierce or smudge the walls is acceptable.
- Please do not use confetti. An extra cleaning charge will apply if confetti is used.
- Use of candles, flammable liquids, pyrotechnics, sparklers and smoke machines is prohibited. We do allow use of battery operated candles.
- Note: DJ fog machines will set off the smoke detector alarm, so must not be used.

Events with Alcohol:

Inglewood Community Association (ICA) bartenders are required to serve all liquor, one bartender per 100 guests. No wine and/or other liquor bottles allowed on the tables. An AGLC liquor licence must be displayed in the bar throughout the event, with attached receipts showing liquor purchases. The person signing the liquor licence is responsible for alcohol consumption and the safety of guests. That person must not consume alcohol themselves and must ensure that there is **no drinking and driving**. AGLC Laws will be in effect throughout the event.

Rental Group:

Rental Contract #:

Description:

Rental Date(s):

The client agrees by their signature (or the signature of their representative) to abide by the terms of this Rental Agreement.

I _____ have read and understood all the terms of this Rental Agreement.
 (*print name of renter or representative*)

 (*signature*)

 Accepted (*ICA signature*)

 Date

 (*print name of ICA representative*)



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SECURITY DEPOSIT AGREEMENT

A Security Deposit is due whenever the facility is booked in order to hold the booking date(s) for the Client. The full amount for the rental must be paid in advance, two months prior to the date of the booked event or function. A \$100 Cancellation Fee will be charged for cancellation up to one month before the event date. A \$300 Cancellation Fee will be withheld for cancellation less than one month before the event date. The entire Security Deposit will be forfeited if the booking is cancelled less than 7 days before the event.

Please note that the Security Deposit will be held in an Inglewood Community Association bank account until a final inspection has been completed, any monies owing have been paid and keys or other rental items have been returned.

The Security Deposit shall be applied in part or in whole to any expenses incurred as a result of damages or theft to the booked space, facilities or equipment during the time the Renter was responsible for use of the facilities, as well as any rental monies owing. The Security Deposit, minus any deductions, will be returned to the Renter by cheque within 21 days of the event end date.

Rental Group:

Rental Contract #:

Description:

Rental Date(s):

Signature of Renter (Client)

**Signature of Rental Officer
Inglewood Community Association**

Print Name of Renter

Print Name of ICA Rental Officer

Date

Rental Notes: A security deposit of **XXXX** is due at the time of booking.