

## **Facility Rental Agreement between:**

**Garden Valley Community Centre (GVCC)**

and

**The Renter Identified in # 1 below (“Renter”)**

### **1. Facility Rental:**

- a. **CANNABIS Consumption** (smoked, vaped or otherwise) – **IS NOT PERMITTED ON THIS PROPERTY.**
- b. GVCC facility rentals are **confirmed by receipt of the rental deposit.**
- c. The GVCC executive reserves the right to change or alter a rental agreement in an emergency or if the Renter provided inaccurate or false information.
- d. The Renter will not sublet, assign or re-rent the property without the consent by GVCC.
- e. The Renter shall be deemed to be in sole occupancy, in control and management of the premises and will comply with all safety, fire, health and liquor regulations during the rental period as specified in this agreement.

### **2. Deposit Conditions:**

- a. In the event the Renter **MUST** cancel a valid rental agreement; the Deposit and rental fee shall be distributed in the following manner:
  - For renter cancellation **91 days or more** before rental event, a \$100 administrative fee will be charged and the remainder of the deposit and rental fee will be returned to renter,
  - For renter cancellation **90 days or less** before rental event, no deposit is returned
- b. If all the conditions of the rental are met, the Damage deposit will be returned to the Renter within 30 days of rental completion.
- c. If the conditions are not met and/or there is damage to the GVCC facility, equipment or grounds, the damage deposit will be used to pay for necessary cleaning, repair or replacement of equipment or furnishings. If the amount of damage exceeds the deposit, GVCC will seek restitution through the renter’s PAL insurance and/or directly from the renter.
- d. Payment is by e-transfer or cheque, made payable to Garden Valley Community Centre. We do not accept debit or credit cards at this time.
- e. A \$40 fee will be charged for any NSF cheque, and an NSF cheque may void the rental agreement.

## Garden Valley Community Centre

Located at the corner of Campsite Road & Garden Valley Road (HWY 627)  
52002 Range Road 274, Spruce Grove, AB T7X 3V2 Website: [gardenvalleyhall.ca](http://gardenvalleyhall.ca)

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### 3. Renter Responsibilities:

- a. The Renter will receive the keys to the hall from a GVCC volunteer when the renter takes responsibility for the rental.
- b. The Renter is responsible for the keys at all times during the rental. The Renter must return the keys to the GVCC volunteer on completion of the rental
- c. The Renter agrees to indemnify and hold harmless the Garden Valley Community Centre from any and all third-party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Renter is legally responsible, including those arising out of negligence or wilful acts by the Renter or any persons who attend the function/event.

### 4. Licensed Event:

- a. If alcoholic beverages will be served or made available for sale at the event, **the Renter must obtain the applicable liquor license** and shall abide by all terms and conditions of the licence.
- b. No homemade or private alcohol beverages are permitted in the facility.
- c. **The Renter must purchase a minimum of \$2 MILLION Party Alcohol Liability Insurance (PAL) for the event listing Parkland County & Garden Valley Community Centre as additional insured's** and provide a copy of both to the GVCC volunteer when the hall keys are given to the renter.
- d. For the PAL Insurance you will require the **Municipal Address for GVCC and it is 52002 Range Road 274, Spruce Grove, AB T7X 3B2**

### 5. Ball Diamonds:

- a. Before anyone is allowed to play on the baseball diamonds, there is an expectation that adults will look for obvious hazards on the playing field(s) and avoid them.
- b. If an adult sees a potentially dangerous condition on a playing field and decides to play or allow others to play anyway **the RENTER assumes ALL RISKS.**

### 6. Risk Management:

As part of the community association's commitment to risk management, RCMP and/or Fire Rescue personnel may inspect the premises at any time to ensure there are no activities/situations that may be hazardous to the occupants or to the premises.

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**7. Event Set-Up / Dismantling Decorations and Renter's Equipment:**

The Renter is responsible for all set-up and take-down associated with this booking (setting up chairs/tables, decorations, etc.), and the Renter shall ensure the hall is left in nearly the same conditions as it was when it was rented to the Renter.

**8. Termination:**

GVCC has the right to terminate this agreement and/or cancel any function/event at any time if it is determined, at GVCC's sole discretion, the Renter is in default of any part of this agreement, and the severity of the default, GVCC may not return any part of the deposit and/or rental fee.

**9. As the Renter,**

I hereby acknowledge I have carefully read, understand and agree to comply with the above-noted conditions and of the Garden Valley Community Centre Rental Agreement, and that I have printed a copy of this agreement and its attachments.

**RENTER:**

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Signature

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Print Name

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Date

**CANNABIS CONSUMPTION:**

Is **NOT PERMITTED** in any public place **and this includes**  
**Garden Valley Community Centre and its property.**

**Consumption covers everything from smoking to vaping and/or ingesting cannabis.**

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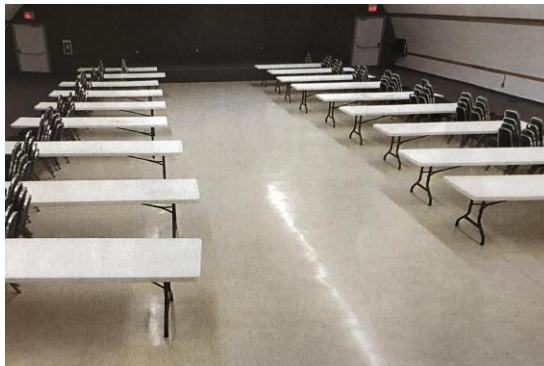
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### **\*PLEASE READ THE FOLLOWING CONDITONS AND CLEAN UP GUIDELINES CAREFULLY\***

- A. The renter is responsible for the HALL from the time he/she enters the building until completing the rental period, this includes time for set up, take down and clean-up.
- B. Renter must supply their own phone. There is NO phone in the hall for emergency use.
- C. The Renter shall not allow anyone to attach staples, tacks or tape decorations, posters, etc to the ceiling, walls or tables, except in areas designated for hanging/attaching said items. All decorations must be removed at the end of the rental period.
- D. Smoking is NOT permitted inside the hall – smoking outside the building shall be 15 M (30 feet) or more from the exit doors. Please dispose of butts in the containers provided.
- E. **NO rice or confetti of any kind (including Metallic confetti)**, hay or straw bales, etc. shall be used for decorating inside the hall or used near the entry/exit doors.
- F. Tidy the kitchen and bar area and wipe down all counters and wipe up spills on the cupboards. SPOT WASH all walls and doors in hall to remove any spills, dirt and marks. (kitchen/bar area, main hall, bathroom, hallway, coat area and doors).
- G. Check to be certain there is no food or beverages left in the fridge, cooler or ovens, and that the stove and ovens are turned off. Wipe down fridge, stove cover and stove top (if used).
- H. Tables and chairs **SHALL NOT** be taken outside of the hall.
- I. Tables and chairs are to be wiped clean and must be free of tape and decorations.
- J. Sweep all the floors and then mop the kitchen, bar area, bathroom & lino floor in the main hall (with water only). When washing the floors - water may have to be changed multiple times in order to remove any spills, residue or black marks on the floor. Sweep plank flooring and hand wipe spills on the plank flooring (do not mop the plank floor with water.)
- K. Tables are to be moved to the edge of the plank flooring and left sitting on the lino floor (main area) at the end of the rental period. Nine tables on each side with two stack of chairs (4 high) by each table, as shown in the photo below – no chairs or tables should be left on the plank flooring.

**\*\*\* PLEASE DO NO SLIDE TABLES OR CHAIRS ACROSS THE FLOORS \*\*\***

**LIFT** the tables and use the **CHAIR DOLLY!**



- L. Do not park vehicle on walkways, hall exits, Ball diamonds or entry gate.
  - M. Empty all garbage containers (kitchen, hall, bathrooms, etc.) and place in the outside garbage bin by the gate - **breakdown and flatten cardboard boxes** before placing in the bin. Garbage bags are provided and are stored under the kitchen sink and also in the bar area under the counter. **Bin doors must close all the way. If you have excess garbage, you will need to take it with you.**
  - N. Fire Pit is supplied, but you will have to bring your own fire wood. **A FIRE PERMIT IS REQUIRED** from Parkland County. **Note:** No open fires of any kind are allowed if Parkland County declares a fire ban. Please check with them for the latest alerts. Failure to practice fire safety could result in forfeiture of your damage deposit.
  - O. **Fireworks** – Contact Parkland County for a **FIRE PERMIT. NO Fireworks are allowed if there is a Fire Ban.**
  - P. Pets – **No Pets are allowed in the hall** unless required as a Service Animal to qualified individuals. The Renter is required to ensure any mess created outside the hall by a pet is cleaned-up (e.g., “poop and scoop, etc.). All animals must be leashed and under control.
  - Q. NO CAMPING allowed on the ball diamonds. Camping is permitted in designated area ONLY. No electrical/water hook-ups are provided for campers.
  - R. Pick up and remove all bottles, cans and other debris from the outside grounds.
  - S. Please report any problems with lights, plumbing or other equipment in the facility or damage to the facility when the rental is complete. Return keys to the GVCC volunteer.
  - T. Please ensure all the exterior doors are tightly closed and locked.
  - U. At the completion of your rental, ensure that ALL extra vehicles have left the hall grounds **PRIOR** to contacting the GVCC volunteer. Failure to do so, may result in vehicles being towed at the **Renters Expense.**
- NOTE:** PLEASE ANNOUNCE DURING YOUR RENTAL EVENT THAT IF ANYONE DOES LEAVE THEIR VEHICLE IN THE PARKING LOT, THAT VEHICLES MUST BE REMOVED BY THE TIME STATED ON YOUR RENTAL AGREEMENT.
- V. **PLEASE LOCK GATE IF NO ONE IS ON THE PROPERTY.** You are responsible if anything should happen during your rental.
  - W. A Renter Cleaning Checklist is posted in the kitchen by the microwave for all cleaning instructions. **Please leave the hall and grounds as clean as or cleaner that when you checked in.**