

HOLYROOD COMMUNITY LEAGUE - HALL RENTAL AGREEMENT
 9411 Holyrood Road, Edmonton Alberta T6C 4C4 (780-465-1577)

Lessee Name:		Lessee Address:	
Contact Person and Title (for Group Bookings):			
Address:			
Telephone	Home:	Cell:	Email:
Rental Date and Time:	From:	To:	
Type of Function:			
Will Alcohol be served? <input type="checkbox"/> No <input type="checkbox"/> Yes – Liquor License Required			
Special Events Liability Insurance Number:			
Number of People Attending:			
Hall Rental Fee (Select applicable fee)		<input type="checkbox"/> \$250.00/day (0900 – 2400)	
		<input type="checkbox"/> \$200.00/part day (1200 – 2400)	
Damage Deposit \$2000.00		<input type="checkbox"/> \$125.00/half day (1200 – 1800)	
		<input type="checkbox"/> \$ 50.00/children events (1300-1800) (max of 4 hours)	
		<input type="checkbox"/> Damage Deposit Received <input type="checkbox"/> Damage Deposit waived	
Holyrood Community League Membership Number:			

1. Cheques should be payable to the Holyrood Community League. NSF Cheque fee is \$30.00.
2. A Rental Deposit in the amount of ½ of the Hall Rental Fee is required to reserve the hall. The Rental Deposit is to be paid within 10 days of booking. At least seven days advance notice is required to cancel a booking or the Rental Deposit will be forfeited.
3. Balance of Hall Rental Fee and the Damage Deposit are required five business days prior to the event.
4. For events with alcohol service, the Lessee must provide a copy of the Liquor License.
5. The Lessee must provide a copy of the Special Events Liability Insurance Certificate at least five business days prior to the event. Special Events Liability Insurance must name Holyrood Community League and the City of Edmonton as additional Insureds.
6. The Lessee will comply with all safety, fire, health and liquor regulations and all Hall procedures. The Lessee will ensure that the Hall has been cleaned in accordance with Hall procedures.
7. The Damage Deposit may be used by Holyrood Community League to pay for:
 - (a) Repairing any damage or loss to the Hall and contents caused by the Lessee or guest of the Lessee.
 - (b) Cleaning the Hall and contents if the Lessee does not clean the Hall in accordance with the Hall procedures.
 The Damage Deposit (or balance thereof) will be returned to the Lessee within fourteen days after the rental date.
8. The Lessee will not sublet the Hall or use the Hall for a function other than as described above.
9. Holyrood Community League representatives reserve the right to inspect the hall at anytime during the event.

HALL RENTAL WAIVER AND ACKNOWLEDGMENT

Holyrood Community League assumes no responsibility whatsoever for any injuries or damages to person or property, however caused, including all claims arising out of the dispensing of alcoholic beverages. Without limiting, the generality of the foregoing, the Lessee is fully responsible for all damages to the Holyrood Community League Hall, its contents, however caused (with the exception of damages caused by natural forces) while the property, and contents are in the Lessee's care, custody and control.

I have read and agree to be bound by the terms and conditions outlined above.

Lessee's Signature _____ Date _____

Name and title of Person signing (for Group bookings) _____