

- The capacity of the community hall is 80 upstairs and 50 downstairs.
- The Agreed Rental amount stated above must be paid by the date specified overleaf.
- The Damage Deposit of \$500 is payable at booking, by cash or cheque. Cheques will be cashed.
- The damage deposit shall be applied in part or in whole to any expenses incurred by the renter as a result of damages or loss to the facilities or equipment or grounds during the period that the rentee was responsible for same. For one-time tenant contracts this period is defined as the time the rentee is entrusted with keys to the building to the time keys are returned after the event. For long term, contracted tenants this period is defined as the time the tenant is contracted to the building, provided that all efforts have been made to ensure the security and safety of the facility and its patrons in accordance with the specific wordings in their contract, and with the standard of care accorded to all invitees and expected of persons of reasonable intelligence and foresight. This section applies to any physical damages to the building, howsoever caused, whether the tenant considers the damages their fault or not.
- The rentee is required to leave the facility at least as clean as they found it. The damage deposit may also apply to facilities which, in the opinion of the renter are "not left clean" after the specified event. Should it be necessary to clean up a mess of any kind left after the specified event, the renter will charge the damage deposit at a rate of \$75 per hour for such clean up.
- Confetti, rice, shredded paper and/or other such celebratory substances are strictly forbidden from the building. A \$150 clean-up charge will be applied where any such substance is used, regardless of the amount used or the clean-up efforts attempted by the renter. Said clean-up charge will be deducted from the damage deposit.
- Where facility tables and chairs are used for your event, any spills must be wiped up as part of your clean-up efforts. Chairs and tables must also be properly stacked, in accordance with the directions and instructions provided by the hall manager.
- Cancellation of your booking less than 20 days before your scheduled event is subject to a \$200 cancellation fee which will be deducted from your damage deposit.
- In accordance with the bylaws of the City of Calgary pertinent to smoking in public places, and with the wishes of the residents and Executive of the community of Meadowlark Park, the Meadowlark Park Community Hall is a smoke-free facility. Any person found smoking on the premises, including the front or rear steps, the landscaped areas or any part of the building may be removed in accordance with the above. Persons who wish to smoke must do so on the front sidewalk, which is public property. Cigarette butts must be discarded in the receptacle provided. Cigarette butts found in the flower beds or on any part of the lawn or community property will be considered to be "facilities not left clean" and a \$50 charge will be deducted from your damage deposit for clean-up.
- Keys will be provided by appointment, prior to your event, provided that all monies (deposit and rental fees) have been received by us.
- The renter will be responsible for snow removal up to the beginning of an event or scheduled rental time, as reasonable in the weather conditions existing at the time. During the time of the event, however, the rentee is responsible for snow and/or ice control, including removal from pedestrian surfaces and control of snow and related substances that may enter the building. A snow shovel and ice-melting materials are provided in the winter months for this purpose. By signing this contract, the rentee asserts that any injury to patrons resulting from inadequate control of snow and/or ice during or before their event is not the responsibility of the renter.

- Fire exits are at the north and south ends of the building upstairs, and at the north, south and east of the building downstairs. These fire exits **MUST BE KEPT CLEAR AT ALL TIMES** so that patrons can exit the facility swiftly in the event of an emergency.
- No pyrotechnics of any kind are allowed on the premises. This includes fireworks and/or sparklers of any kind, regardless of the supervision intended. Persons or groups found to be using such items, whether damage is caused by their use or not, will be removed from the facility. A \$100 fee will be deducted from the damage deposit for clean-up of any detritus resulting from such use, regardless of the nature of such detritus.
- The judicious use of candles is allowed ONLY with the special consideration of the renter, when permission has been put in writing in the contract. There are no exceptions to this. This permission will occur only when evidence of liability insurance has been provided, including a letter from the rentee's liability insurer indicating that any damage-causing misadventure related to the use of candles would be a coverable loss under the rentee's policy. A copy of such policy declaration page and letter will remain on file with the renter, attached to the rental contract. Any violation of this condition will result in the termination of the contract and any damages caused will be addressed by the damage deposit, the insurance policy, or a combination of both.
- The renter may cancel any event in the above facility and has the authority to remove, or have removed, any person(s) from the facility if it is felt that any part(s) of this agreement have been broken or that the facility is not being used for the purpose indicated in the contract, or that the rentee is not complying with the Liquor Control Act, the regulations under the Act, as well as the policies of the Alberta Liquor Control Board, the Calgary Police Service, Calgary Fire Department or the City of Calgary.
- Where alcohol is intended to be served by the rentee, whether for sale or not, the rentee is responsible to secure a liquor permit in accordance with the Liquor Control Act. The renter holds no responsibility for this provision, and cannot be held responsible if it is breached in any way by the rentee. Keys to the building will not be provided until such liquor permit has been shown to the renter. Any costs associated with securing of the liquor permit are the responsibility of the rentee.
- The renter will not divulge, share, sell, assign or lend any of the private and/or personal information provided to the renter for the sake of the rental contract to any other party for any purpose whatsoever, unless the contract, or damages which occur in relation to the contract or the rental event warrant same. Even then, said information will only be divulged to police or fire officials, insurers, legal counsel, or other such persons thus directly related to the community or to the event itself who are charged with investigating the event, with processing or monitoring repairs, or with collecting on the debt assumed by the occurrence of the damaging event. By signing this contract, the rentee agrees that such divulgence, sharing, assignation or lending of said information is authorized at the discretion of the Community Executive and its personnel, and in accordance with its own rules and regulations.
- All tenants are subject to pre-emption consideration in the event an election is called and the hall is needed as a Polling Station. Should this occur, and the election date causes your group to be pre-empted, the community will provide as much notice as possible to you, so you can make appropriate arrangements. The unused portion of the contract will then either be credited in funds at the end of the contract, credited toward the next contract, or a new, equal and mutually agreeable date and time will be found.
- All multi-use tenants are expected to adhere to the precise terms and conditions of their specific contract, including dates and times as specified and requested at its initiation. Any adjustments to the contract requested during the term of the contract will be at the sole discretion and option of the renter. The renter is under no obligation to accede to

any such request for changes once the contract is initiated, regardless of the amount of notice given for such change, or the amount of money involved.

- These conditions are subject to change, addition or negation without notice either in writing or verbally.

Please contact the hall manager if you have any questions about these conditions.