

Single Event

Belgravia Community League (BCL) Hall Rental Agreement

Hall Renter Contact Information

Name: _____

Phone: _____

Email: _____

BCL Membership Number: _____

Rental Event Details

Function: _____

Date: _____ Time: _____

Rental Fee and Payment with receipt of Key/Fob : _____

Terms and Conditions Renter Agrees to with Rental Agreement Signature and Acceptance of Key/Fob:

1. Hall is restored to the same condition* as found by the renter by:
 - a. Sweeping and mopping floors; Vacuuming if carpeted areas used
 - b. Wiping tables, counters, sinks, range, oven and microwave
 - c. Wiping bathroom counters, floors and flushing of toilets
 - d. Sweeping and cleaning up entryways
 - e. Collecting and removing garbage generated during rental time from site
 - f. Washing of walls if soiled during rental time

*If hall is not restored to its prior state of cleanliness, the BCL Executive reserves the right to offset any costs incurred for returning hall to its prior-to-rental condition against the renter's damage deposit required for renting the hall. (Cleaning costs/hour = \$60.00)

2. The renter will ensure that the stove, lights and taps are off and the windows and exterior doors are shut/locked upon vacating the premises.

3. The renter is responsible for costs to repair damage to the hall and/or equipment used during the rental period. BCL also reserves the right to offset such costs against the damage deposit provided by the renter. If any damage is noted prior to the use of the hall and/or equipment, the renter is responsible for immediately notifying BCL Hall Rental Coordinator of any concerns regarding the condition of the hall upon taking possession of the premises.

4. The renter agrees to supervise and manage the activities at the hall and agrees that the BCL is not responsible for the supervision and management of the renter's activities.

5. Alcohol Policy: Alcohol can be served on the premises up to 11 pm. and only with the consent of the BCL. With consent, the renter will obtain a liquor license as well as liability insurance for \$2,000,000.00 which insures the renter as well as names the BCL as co-insured (and not merely the location of the event) during the hall rental period. Evidence of both the liquor license and insurance must be provided prior to accessing the hall. The renter agrees to comply with any conditions imposed on such licenses. Violation of this condition may result in the loss of the damage deposit as well as any additional penalties determined by the BCL. When serving alcohol during the hall rental period, the renter undertakes to indemnify and save harmless the BCL for any losses, expenses, or third party claims, including legal costs it may incur arising from third parties or other claims or losses associated with alcohol consumption at the hall during the rental period.

6. No smoking is permitted in the hall.

7. The key/fob will promptly be returned to the Hall Rental coordinator or BCL designate. The renter will be liable for any expenses related to the replacement of the key/fob if the key/fob has not been returned within 48 hours.

8. Damage deposit and cancellation policy: A damage deposit of \$500.00 (personal cheque) is required for all rental contracts. The receipt of the damage deposit, secures the hall booking. If an event is cancelled within 7 days, an administration fee of \$50.00 may be applied at the discretion of the Hall Rental Coordinator.

9. If alcohol is part of hall rental request,

a. consent for serving alcohol by renter granted: Yes ____; No ____

b. evidence of liability insurance for event with alcohol: Yes ____; No ____

10. Additional conditions for hall rental:

Renter Signature: _____ Date: _____

Printed Name: _____

BCL Representative Signature: _____ Date: _____