

# Hall Rental Agreement

(300 – 1 Street, Irricana)

**Town of Irricana (Lessor)**

- and -

\_\_\_\_\_ (Lessee Name)

\_\_\_\_\_ (Lessee Address)

Type of Function: \_\_\_\_\_ Date Booked: \_\_\_\_\_

Term of Rental - Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approx. # of People: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Ph \_\_\_\_\_

1. The Lessee agrees to rent the following areas at the following rates:

- a) **Hall Rate:** \$400.00 \_\_\_\_\_ (w kitchen) - \$500.00 \_\_\_\_\_
- b) **Function set-up** (prior evening only-in conjunction with full hall rental) \$100.00 \_\_\_\_\_
- c) **Registered Non- Profit Community Groups, Fundraisers, local Funerals:**  
\$150.00 \_\_\_\_\_ (/w kitchen) - \$250.00 \_\_\_\_\_
- d) **Funerals (non-local)** \$200.00 \_\_\_\_\_ (/w kitchen) - \$300.00 \_\_\_\_\_
- e) **Small meeting room upstairs;** \$50.00 \_\_\_\_\_ (/w kitchen) - \$150.00 \_\_\_\_\_
- f) **Kitchen ONLY:** \$100.00 \_\_\_\_\_
- g) **Projection Screen** (small screen only) \$ 20.00 \_\_\_\_\_
- h) **Audio Visual Equipment** (large screen & projector) \$100.00 \_\_\_\_\_

For use of the microphone and related equipment, please indicate here \_\_\_\_ YES \_\_\_\_ NO  
(to use the Lions Club Bar please contact the Irricana Lions Club @  
[weserve@irricanalionsclub.com](mailto:weserve@irricanalionsclub.com))

<b>Total Rent:</b>	_____	Receipt #:	_____
<b>Deposit made (if applicable):</b>	_____		_____
<b>Balance due on/or before date of rental:</b>	_____		_____

**Damage Deposit for all functions: \$500.00** Received \_\_\_\_ Date: \_\_\_\_\_

Shred \_\_\_\_ or return \_\_\_\_ deposit cheque to (name/ address): \_\_\_\_\_

Keys must be picked up at the Town Office by 4:15 pm on the Friday prior to any weekend Hall rental. Access to the Irricana Community Hall however is limited to the dates & times of this Agreement. Any violation of this may result in the cost of additional rental time paid from the damage deposit.

2. **In all cases, proof of liability insurance must be provided with a minimum coverage of two million (\$2,000,000.00) dollars. The Town of Irricana must be named as an ‘additional insured’.**
3. This is a NON SMOKING facility.
4. Groups using the Hall are required to replace equipment exactly as it was placed prior to the function. All refuse is to be removed from the building, bagged and placed in the containers provided. It is the responsibility of the lessee to check that all doors are secure and the building is left in a safe condition at the completion of the rental period.
5. The building is taken as of existing condition on the dates(s) of rental and **the lessee assumes all responsibility for the costs of repairing or replacing any damage, replacement of inventory items missing from the hall kitchen or hall equipment and for any extraordinary cleaning costs** which may result from the use of the building. Any costs or damages shall be paid for out of the damage deposit if applicable or billed directly to the lessee. The Management’s decision in these matters shall be final.
6. The lessee will not, at any time during the stated term, use exercise or carry on, or permit to be carried on, or suffer to be exercised, or carried on, in or upon the said premises or any part thereof, any noxious, noisome or offensive event, trade, business, occupation or calling.
7. Any function that takes place involving alcohol, the individual party or organization must obtain and **provide proof of a valid liquor license** and is required to have in force adequate insurance coverage. **This coverage can be specific Party Alcohol Liability Insurance or Comprehensive General and Liability Insurance with a minimum coverage of two million (2,000,000) dollars, which does not exclude or limit coverage in these situations. The Town of Irricana must be named as an additional ‘named insured’.**
8. The lessee agrees to indemnify the Town of Irricana from any function or event carried on in the premises or utilizing rented equipment.
9. The lessee agrees to provide adequate manpower at all times for crowd control.
10. The lessee agrees to rent the facility and pay the entire rent, including the damage deposit in advance. Exceptions may be applied for to the Town of Irricana Community Hall Advisory Board and/ or Town Council.
11. The lessee agrees to fulfill and carry out the rules and regulations as outlined in Appendix “A” of this agreement during the term of the rental and further agrees to complete and return a Hall Renter’s Checklist (Appendix “B”) and/or Kitchen Renter’s Checklist (Appendix “C”) and Kitchen Inventory List (Appendix “D”) constituting an inspection report.

**SIGNED BY THE OFFICER OF THE PARTIES HERETO** this \_\_\_\_\_ day of

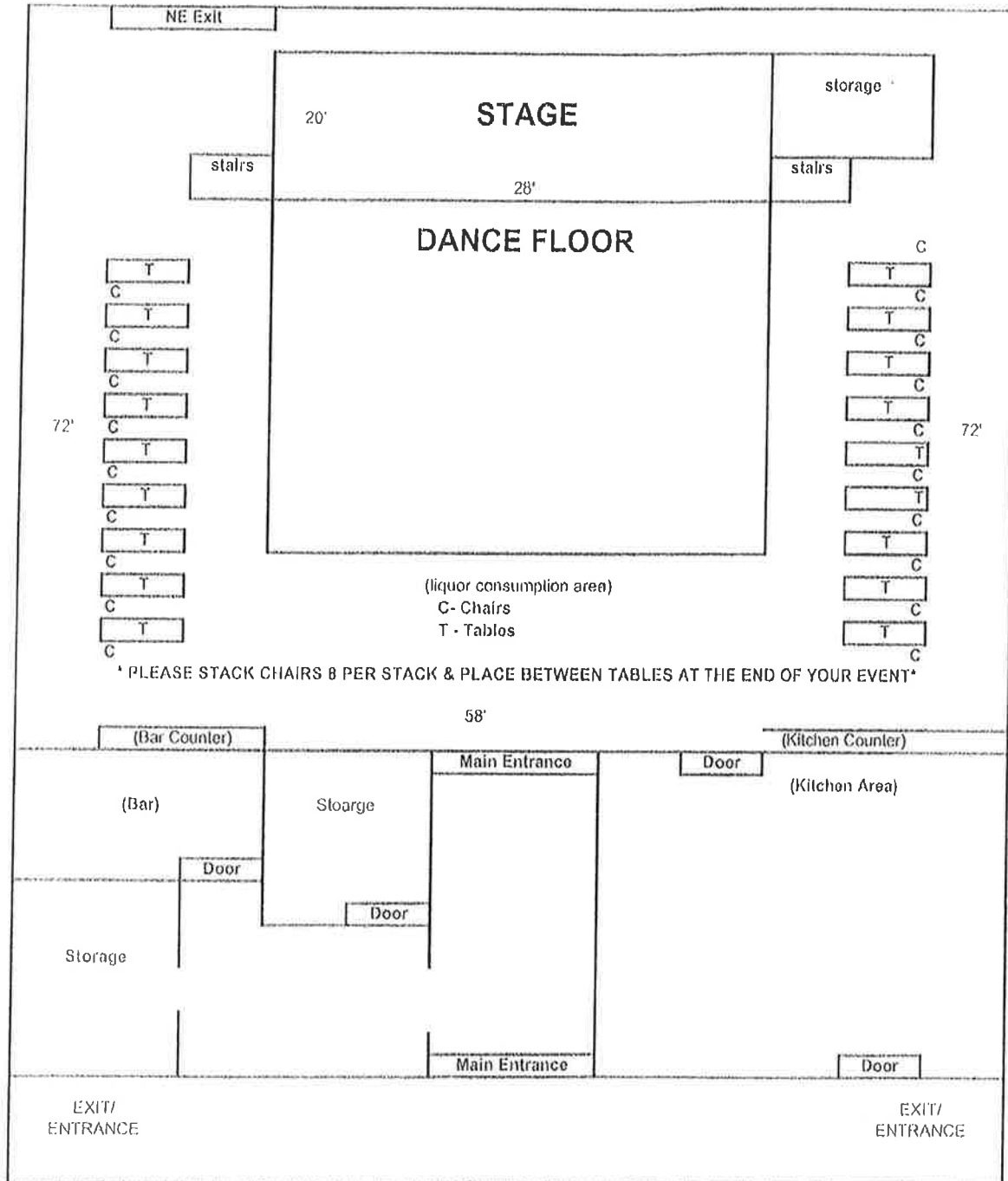
\_\_\_\_\_, A.D. 20\_\_\_\_\_.

**Lessee** \_\_\_\_\_

**Town of Irricana** \_\_\_\_\_

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# LIONS COMMUNITY HALL - FLOOR PLAN



**ABOLUTELY NO CONFETTI,  
SPARKLES, AND GLASS BEVERAGE CONTAINERS  
(CANS ONLY) ALLOWED IN THE HALL**

**Irricana Community Hall**  
**Notice of Rules and Regulations**

All parties renting the Community Hall are responsible for any damage done to, or missing items from, the Hall or Hall property.

The Parties renting the Hall must pay the entire rent, including the damage deposit, in advance.

All renters of the kitchen facility are responsible for the cost of replacement of any kitchen items that are misplaced or unusable due to breakage or damage.

For use of additional kitchen supplies please contact the Irricana Lions Club and/ or the Irricana Ladies Club.

**Any organization or individual using the Hall is responsible for the following:**

1. Keep emergency exits clear at all times.
2. Pick up large items of debris (i.e. broken plastic cups, etc.)
3. Vacuum, sweep and wash the floors.
4. Clean & wipe all tables.
5. Put the tables & chairs back in place according to the description posted in the Hall, at the main entrance.
6. Empty all garbage in bags provided and put it in the outside bins, put new garbage bags in the garbage cans.
7. Leave the stove, sinks and counters in the kitchen completely clean.
8. Switch heat control located in kitchen to "occupied" when hall is in use and "unoccupied" after use. This switch is required throughout the year as it is used for heat as well as air circulation.
9. Turn out all lights & see that all doors are securely locked.
10. Return the key to the Town Office after the function on the same day or immediately in the morning of the next day (mail slot in rear west door of Town Office).

**\*All cleaning equipment is stored in the broom closet in the kitchen.**

**\*Confetti, sparkles, and glass beverage containers (cans only) are not allowed in the Hall.**

**FAILURE TO ABIDE BY THESE RULES MAY CAUSE THE FORFEITURE OF THE DAMAGE DEPOSIT PLUS CHARGES LEVIED FOR ANY EXTRA CLEANING DONE.**

**Irricana Ladies Club (kitchen supplies/ catering) contact information:**  
Mavis Hallman (403) 935-4221

**HALL RENTER CHECK LIST:**

**Lessee:**

**Town:**

<b>Upon arrival</b> switch heat control in kitchen to 'occupied'	
Sweep	
Vacuum	
Wash Floors	
Wipe all tables	
Put tables back according to diagram	
Stack chairs	
Place chairs back to sides according to diagram	
Pick up & bag <b>all</b> garbage (incl. pieces on carpet too large to vacuum)	
Take <b>all</b> garbage out & place in bins provided outside in front parking lot	
Put new garbage bags in bins	
<b>Prior to leaving</b> switch heat control in kitchen to 'unoccupied'	
Turn off <b>all</b> lights	
Ensure doors are locked	
Set alarm	
Return key to Town office with completed check-list (mail slot in back door)	

- **DO NOT DRAG THE CHAIRS/ TABLES ACROSS THE FLOOR AS THIS CAN DAMAGE THE SURFACE OF THE FLOORING.**
- **DO NOT USE STAPLES, TACKS OR SCOTCH TAPE ON WALLS OR CEILING (masking tape & sticky tack only)**
- **FAILURE TO COMPLETE THE ABOVE CLEANING MAY CAUSE THE FORFEITURE OF ANY OR ALL OF THE DAMAGE DEPOSIT**

**Please list any deficiencies/ damage/ or problems:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Town Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

- CLEANING EQUIPMENT IS IN THE BROOM CLOSET IN THE KITCHEN.
- CLEANING PRODUCTS ARE UNDER THE SINK.
- GARBAGE BAGS PROVIDED IN LABELED DRAWER.

**KITCHEN RENTER CHECK LIST:****Lessee:****Town:**

	<b>Upon arrival</b> switch heat control in kitchen to 'occupied'	
	Clean stove/ oven/ grill	
	Clean sinks	
	Clean & put away all dishes/ utensils used	
	Complete inventory list & attach	
	Clean dishwasher	
	Clean all counter tops	
	Sweep	
	Wash Floors	
	Pick up & bag <b>all</b> garbage (incl. pieces on carpet too large to vacuum)	
	Take <b>all</b> garbage out & place in bins provided outside in front parking lot	
	Put new garbage bags in bins	
	<b>Prior to leaving</b> switch heat control in kitchen to 'unoccupied'	
	Turn off <b>all</b> lights	
	Ensure doors are locked	
	Set alarm	
	Return key to Town office with completed check-list (mail slot in back door)	

- **DO NOT USE STAPLES, TACKS OR SCOTCH TAPE ON WALLS OR CEILING (masking tape & sticky tack only)**
- **FAILURE TO COMPLETE THE ABOVE CLEANING MAY CAUSE THE FORFEITURE OF ANY OR ALL OF THE DAMAGE DEPOSIT**

**Please list any deficiencies/ damage/ or problems:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Town Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

- |  |
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| <ul style="list-style-type: none"> <li>• CLEANING <u>EQUIPMENT</u> IS IN THE BROOM CLOSET IN THE KITCHEN.</li> <li>• CLEANING <u>PRODUCTS</u> ARE UNDER THE SINK.</li> <li>• GARBAGE BAGS PROVIDED IN LABELED DRAWER.</li> </ul> |
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## IRRICANA COMMUNITY HALL KITCHEN INVENTORY LIST

<b>Item</b>	<b>Quantity</b>	<b>Used</b>	<b>Returned</b>
Coffee Cups – Yellow	44		
Coffee Cups	263		
Saucers (white)	96		
Saucers (mosaic)	67		
Saucers (brown ring)	156		
Oval 12" Platter Plates	68		
Dinner Plates	447		
Side Plates	380		
Bowls (yellow)	12		
Custard Cups	5		
Pudding Cups (3" brown ring)	56		
Dessert Bowl (4" brown ring)	302		
Sugar Bowl (brown ring)	34		
Creamer (brown ring)	26		
Knives	213		
Forks (dinner)	209		
Forks (dessert)	333		
Spoons (soup)	114		
Spoons (tea)	357		
Pickle Dishes	16		
Salt Shakers	47		
Pepper Shakers	50		
Water Jugs (plastic)	6		

<b>Item</b>	<b>Quantity</b>	<b>Used</b>	<b>Returned</b>
Coffee Urns	3		
Coffee Pots (glass)	6		
Baking Sheets (large metal)	3		
Electric Knife	1		
Electric Can Opener	1		
Electric Griddle	1		
Multi-Chef deluxe (?)	1		
Strainer	1		
Steam Tray Unit	1		
Microwaves	2		
Cheese Slicer	1		
Pie Server	1		
Bread Knife	1		
Serrated Knife	2		
Bottle Opener	1		
Lighter	3		
Oven Mitts (pairs)	3		
Bussing Tables w/plastic tray/garbage	3		
Fans (floor)	2		
Stool (counter)	1		
Dust Mop	1		
Magnetic Broom	1		
Dust Pan	1		
<b>Item</b>	<b>Quantity</b>	<b>Used</b>	<b>Returned</b>





Sieve	1		
Paring Knives	6		
Strainer	1		
Salad Bowls	2		
Roasting Pans – Large	2		
Roasting Pans – Small	2		
Cutting Boards	2		
Plastic Clips	3		
Aluminum Pot	1		
Aluminum Stock Pot	1		
Aluminum Brazier	1		

**Comments:**

Signed:

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Town: \_\_\_\_\_ Date: \_\_\_\_\_