



Community Complex Rental Agreement

Contact Information:

Name:	Phone:	Email:		
Address:		Province:	Postal Code:	Resident? Y/N

Function Information:

Type/Name:		Expected #:
Date:	Time (Start-End):	
Will you need additional time to set-up/clean-up?		<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No
Will liquor/alcohol be served at the function?		<input type="checkbox"/> Yes <input type="checkbox"/> No
*Copy of Liquor License required prior to gaining access to the building		
Will you be using?	<input type="checkbox"/> Tables & Chairs	<input type="checkbox"/> Microphone

Rental Option:

Rental Option	Rental Fees	Amount
<input type="checkbox"/> Gym	\$90.00 under 3 hours \$30.00 per hour (3-10 hours) \$300.00 after 10 hours	
<input type="checkbox"/> Kitchen	\$100.00 per booking	
<input type="checkbox"/> Janitor (Mandatory)	\$75.00 per booking	\$75.00
	Subtotal	
	GST	
	Total Due	
	Security Deposit	\$200.00

RENTAL CONDITIONS

1. The Renter agrees to pay a refundable security deposit of \$200.00.
2. The Renter agrees to pay the total rental fee no later than 4:00 P.M.
3. The booking is not confirmed until this rental agreement is signed and returned with the security deposit.
4. The Renter agrees to:
 - a. Set up and take down all decoration and all tables and chairs.
 - b. Wipe down all tables and chairs.
 - c. Sweep all floors, clean any spills, empty all trash cans, clean up any litter and remove any garbage and brought items from the premises.
 - d. Return the completed Cleaning Checklist to the Town.
 - e. Report any damages to the Town office.
5. If cancellation or no show occurs within 48 hours of booked start time, the security deposit will be retained in full.
6. Security deposit refunds will be issued to the Renter thirty (30) days after the function.
7. The Renter agrees to use appropriate materials that do not cause damage such as removing paint or puncturing holes when attaching decorations or objects to the wall.
8. The Renter agrees that all events involving liquor must be supported by a valid liquor license in accordance with the Alberta Gaming, Liquor and Cannabis Act.
9. The Renter agrees to provide a copy of the liquor license to the Town office prior to receiving keys.
10. The Renter agrees that all events involving liquor comply will with the Alberta Gaming, Liquor and Cannabis Act.
11. The Renter agrees that there is no smoking or vaping permitted in public places under Provincial Legislation.
12. The Renter agrees not to allow more individuals than the capacity allows.
13. The Renter agrees to keep all exit doors unblocked at all times.
14. The Renter agrees that any incidents of violence or injury to any person must be reported to the RCMP immediately.
15. The Town will not accept responsibility for any theft or loss to contents and equipment incurred by the Renter.
16. The Renter agrees to all rules and regulations as outlined in the Town of Nobleford Community Complex Use Policy, as attached, and shall govern this rental agreement

Received copy of Policy 02-08 (Community Complex Use) and Schedule "C"

☐ **Yes**

☒ **No**

I, (Please print) _____ (the Renter) have read, understand, accept and agree to abide by the rental conditions and Policy 02-08 (Community Complex Use) while renting the Town of Nobleford's Community Complex. The Town of Nobleford reserves the right to withhold the security deposit for any reasons stated above. I hereby release the Town of Nobleford and any of its employees of any liability regarding the use/rental of the Community Complex, except due to the fault of negligence of the Town.

Signature

Date

Town of Nobleford Approval

Date

FOR OFFICE USE ONLY

Date Rental Paid		Rental Amount Paid	
Date Damage Deposit Received		Date Damage Deposit Released	
Key Number		Keys Returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes 			