



Community Complex Rental Agreement

Contact Information:

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

Function Information:

Type/Name:		Expected #of attendees:
Date:	Event Time (Start-End):	
Will you need additional time to set up/clean up? (Two-hour FREE set-up/take-down time)		☐ Yes: _____ ☐ No
Will liquor/alcohol be served at the function?		☐ Yes ☐ No
<i>*A copy of the Liquor License is required prior to gaining access to the building</i>		
Will you be using:	☐ Tables & Chairs	☐ Microphone

Rental Option:

Rental Option	Rental Fees	Amount
☐ Gym, max. 478 people capacity (43 tables and +/- 235 chairs)	\$90.00 for 3 hours or less \$30.00 per additional hour (3-10 hours) \$300.00 for 10 hours or more	
☐ Kitchen	\$100 per booking	
☐ Upstairs Meeting Room, max. 60 people capacity ((5 tables, 30 chairs)	\$30.00 per hour for up to 5 hours, maximum booking time 8 hours (last 3 hours free of charge)	
☐ Downstairs Rooms (2), max. 30 people capacity	\$30.00 per hour for up to 5 hours, maximum booking time 8 hours (last 3 hours free of charge)	
☐ Janitor (mandatory)	\$100.00 per booking for the gym, including kitchen and bathrooms \$75.00 per booking for the upstairs Meeting Room or the 2 downstairs rooms, including kitchen and bathrooms.	

	\$50 per booking for the upstairs Meeting Room or the 2 downstairs rooms, including bathrooms	
	Subtotal	
	GST	
	Total Due	
	Security Deposit	\$200.00 cash or cheque Date:

RENTAL CONDITIONS

1. The Renter agrees to pay a refundable security deposit of CAN \$200.00.
2. The Renter agrees to pay the total rental fee no later than 24 hours prior to the event.
3. The booking is not confirmed until this rental agreement is signed and returned with the security deposit.
4. The Renter agrees to:
 - ▯ . Set up and take down all decorations, all tables, and all chairs.
 - ▯ . Wipe down all tables and chairs.
 - ▯ . Sweep/vacuum all floors, clean any spills, empty all trash cans, clean up any litter and remove any garbage and brought items from the premises.
 - ▯ . Complete a Clean-Up Checklist with a Town representative.
5. If cancellation or no-show occurs within 48 hours of the booked start time, the security deposit will be retained in full.
6. Security deposit refunds will be issued to the Renter within 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 and comply 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 accessing the building.
10. The Renter agrees that there is no smoking or vaping permitted in public places under Provincial Legislation.
11. The Renter agrees that no animals of any kind are permitted access to the Community Complex, except for accredited service dogs.
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 of 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

I received a copy of Schedule “C” of the Community Complex Use Policy (No. 02-08), which you can see in full on our website

☐ **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 reason 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 or 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:	

Notes: