

# Town of Stettler Community Hall Rental Checklist

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>Cost</u>
Heat/Air Set Back to Room Temp			\$25.00
Stove and Oven Off			\$25.00
Fans off			\$5.00
All doors closed and locked			\$25.00
Evidence of Smoking inside building			\$100.00

Please check the items listed below as these items are subject to fines

	Cleaned		COST	Damaged	
	YES	NO			COST
Dressing Rooms/ Stage Area Cleaned			\$20-100		
ALL Garbages Emptied			\$50.00		
Chairs Put Away-Stacked 7 high			\$20-\$100		
Tables/cleaned and put away			\$20-\$100		
Sinks/cleaned and wiped			\$25.00		
Walk in cooler-Cleaned			\$50.00		
Stoves/Ovens/Microwave Cleaned			\$20-\$100		
Grease Traps Cleaned out			\$40.00		
Pop canisters/change empties			\$20		
Buffet Table Cleaned/Stored in storage room behind door			\$30.00		
ticket room cleaned			\$10		
Dishes Cleaned/Put away			\$20-\$100		
Counter tops cleaned			\$30.00		
Bar Area Cleaned			\$25.00		

**All decorations and debris removed from floors,walls, ceiling (tacks, pins, tape)**

		\$20-\$100	
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Last Minute Check

Stage	<input type="checkbox"/>	Main Hall	<input type="checkbox"/>	Bar	<input type="checkbox"/>	Coatroom	<input type="checkbox"/>
Dressing Rooms	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Bathrooms	<input type="checkbox"/>	Entryway	<input type="checkbox"/>

\*\*Please leave out any tables or chairs that are broken and notify office when returning key if anything needs repaired.

\*\*Any damage done will be assessed on an actual time and materials basis and will be billed accordingly. The Town of Stettler is not responsible for items left behind.

# Community Hall Rental Rules and Regulations

1. The hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. The applicant will be responsible for setting up as well as take down. All tables must be cleaned prior to putting away and tables and chairs must be returned to their original location.
3. The applicant must have the hall cleaned up **before 8 am** the following day of their rental.
4. All garbages must be emptied and taken to dumpster outside and recycables removed.
5. No unauthorized alcohol shall be permitted in the hall.
6. (i) Consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Alberta. The permit must be posted in a conspicuous place in the Hall during the event.  
(ii) Insurance for any event involving alcohol must be purchased by the user .
7. Exit doors shall remain unblocked at all times
8. No exposed candles may be used
9. Use of confetti inside the hall is prohibited.
10. Ensure all lights are turned off and all doors are securely locked when leaving
11. The lessee agrees that use of the Hall beyond the period stated on the application(i.e. next morning clean-up) may result in an additional charge
12. The Town of Stettler accepts no responsibility for any items left in the hall by lessee, or guests.
13. Private functions are responsible for their own coffee, tea, etc. and the hall does not provide sharp knives or wine glasses.
14. You must use hooks provided for hanging decorations or blue sticky tac
15. The Stettler Community Hall is **NON SMOKING**

# Town of Stettler Community Hall Rental Agreement

Between the Town of Stettler and the Applicant(s)

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

**Applicant information:**

Name (Individual/Organization) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate Phone# \_\_\_\_\_

Event Type \_\_\_\_\_

Rental Date \_\_\_\_\_

Rental Fee	3 day Rental Friday to Sunday	\$950.00	<input style="width: 80%;" type="text"/>	<b>Damage/Booking Deposit</b>
	1 day rental includes kitchen and bar	\$650.00	<input style="width: 80%;" type="text"/>	(to be paid when booked)
	Meetings and funerals kitchen included	\$425.00	<input style="width: 80%;" type="text"/>	Weddings/Banquet \$ 500.00 Meeting \$ 150.00
	Multi day rental for retreat ect no kitchen or bar	\$300.00	<input style="width: 80%;" type="text"/>	Set up day \$250.00
	Corkage (1.75/person)		<input style="width: 80%;" type="text"/>	
	Out of Town Commercial	\$650.00	<input style="width: 80%;" type="text"/>	
	Liquor Dispenser Deposit	\$100.00	<input style="width: 80%;" type="text"/>	
	Total		<input style="width: 80%;" type="text"/>	Plus GST <b>Due when returning keys</b>

The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. The information will be used to process the booking application and for municipal operations. If you have any questions about the collection or use of this information please contact the Secretary Treasurer of the Town.

The Town of Stettler provides the minimum sound equipment required for any given event. This is to help keep rental costs at an affordable level. If you require more equipment for your event, please ask contact our local music stores or equipment rental companies.

1. The RENTER and also the individual signing this application agree to be responsible for and to pay on demand to the Town: a) all rents payable, and b) any damage caused by the renter or guests during the rental period to the building or its equipment.
  
2. The loss of personal effects and injury to the renter(s) or third parties are not the responsibility of the Stettler Community Hall or the Town of Stettler. The RENTER expressly covenants and agrees that during its use of the said premises and equipment that it will indemnify and save harmless the Stettler Community Hall and the Town of Stettler from and against any and all liability claims resulting from injury or damage to any person, persons or property. This includes any liability claims resulting from the consumption or serving of alcohol on the premises.

3. The RENTER is responsible for all special licenses, permits and insurance where required. The renter is advised to consult with their insurance agent to ensure that they are adequately covered should a claim arise.
  
4. The RENTER agrees to be responsible for set up and removal of tables, chairs and equipment. The RENTER agrees to leave the facility in good order
  
5. The tables, chairs, or any supplies or equipment in the hall are not to be loaned or rented out. Nor are they to be removed from the building
  
6. Decorations may be put on the walls using special hooks provided. Please restrict the use of fun tack to a minimum. No tape, staples or duct tape is to be used.
  
7. All food, personal belongings, liquor, and decorations are to be removed from the hall by 8 am the following morning or sooner when required
  
8. In the event of cancellation of your event, the Town of Stettler will withhold \$150 of your damage deposit until that date is rebooked
  
9. You must obtain a cleaning check list when picking up the keys. Anything left uncleaned, not properly stored or damaged will be subject to a charge as listed on the sheet. Damage will be assessed at actual cost of materials and labor.
  
10. **All camping in the Community Hall parking lot is subject to overflow camping at \$14.00/night/trailer. If you are plugged in to the hall utilities, the fee is \$26.00/night/trailer. These fees must be collected by the renter or paid at the Stettler Recreation Centre at 6202-44 ave.**

**In affixing my signature, I hereby agree to comply with all regulations listed**

Renter \_\_\_\_\_

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