

# Town of Stettler Community Hall Rental Checklist

Renter's Name \_\_\_\_\_

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

	<u>YES</u>	<u>NO</u>
Heat/Air Set Back to Room Temp		
Stove and Oven off		
Fans off		
All doors closed and locked		
Evidence of Smoking inside building <b>(min \$100 fine)</b>		

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

	Cleaned		COST	Amount charged
	YES	NO		
Dressing Rooms/ Stage Area Cleaned			\$20-100	
ALL Garbage Emptied			\$50.00	
Chairs Put Away- <b>STACKED 7 HIGH</b>			\$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	
No chairs stored in dressing rooms			\$20-\$100	
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	
<b>All decorations and debris removed from floors, walls, ceiling (Tacks, pins, tape)</b>			\$20-\$100	

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.**

Caretaker signature \_\_\_\_\_ Date \_\_\_\_\_

## 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 8AM** the following morning.
4. All garbage must be emptied and taken to dumpster outside and recyclables 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**