

**CAPILANO COMMUNITY LEAGUE (CCL)
HALL RENTAL AGREEMENT
10810 54 STREET**

Name of Lessee or Group: _____
Contact Person: _____ Phone:(day)_____ (eve)_____
Date of Function: _____
Type of Function: _____
Time Request to Enter Hall: _____
Time of Function: _____
Number of People: _____
Hall Rental Fee: _____ Date Received: _____
Damage Deposit Fee: _____ Date Received: _____
Rental Deposit Fee: _____ Date Received: _____
Misc. Rental Fee: _____ Date Received: _____
Cleaning Fee: _____ Date Received: _____
League Member Y_____ N_____ Membership No. _____

Amount Due: _____ **(due when keys are picked up)**

1. All cheques are made payable to **CAPILANO COMMUNITY LEAGUE**
2. Rental Deposit fee is required to reserve the requested date. Deposit is to be paid within 10 days of booking. Rental Deposit is 1/2 of Hall Rental Fee.
3. Balance of Hall Rental Fee and the Damage Deposit are required when Lessee receives hall keys.
4. The Lessee will provide a photocopy of their valid Alberta Driver's licence before they receive the keys. If the Lessee does not hold a valid Alberta Driver's licence, a co-lessee must be named on the agreement and a copy of their licence must be provided.
5. The damage deposit shall be held by the CCL and may be applied by CCL in such amount as is necessary to provide for:
 - (a) Repairing any damage or loss to the property and contents caused by the Lessee or guest of the Lessee.
 - (b) Cleaning the property and contents if the Lessee vacates leaving it in any condition other than clean and damage free.
 - (c) The Lessee is responsible for any damage/cleaning costs in excess of the damage deposit amount. The damage deposit or balance of the same shall be returned to the Lessee within fourteen (14) days after rental date.
 - (d) Loss of hall keys.
6. The Lessee will comply with all safety, fire, health and liquor regulations.
7. The Lessee will not sublet, assign or re-rent the property without the consent of CCL.
8. CCL reserves the right to access the property at anytime during the time of the function.
9. \$30.00 fee levied against any NSF cheque. Any NSF cheque will void the contract.
10. In the event of a cancellation, a minimum of four weeks (4) notice prior to the function is required or the rental deposit will be forfeited. A \$25.00 administration fee will also be levied.

HALL RENTAL WAIVER

Capilano Community League assumes no responsibility whatsoever for any and all injuries or damages to person or property, however caused, including all claims arising out of the dispensing of alcoholic beverages. Without limiting, the generality of the foregoing, the Lessee is fully responsible for any and all damages to the CCL and its contents, however caused (with the exception of damages caused by natural forces) while the property and contents are in the Lessees care, custody and control.

Lessee's Signature

Date

**INSPECTION FORM
CAPILANO COMMUNITY LEAGUE (CCL)**

Lessee Name: _____

Rental Date: _____

Damage Noted Prior to Rental

Damage Noted After Rental

(Funds will be withheld)

KITCHEN:

Floors _____

Walls _____

Fridges/Coolers _____

Stove _____

Counters _____

BATHROOMS:

Floors _____

Walls _____

Counters _____

MAIN HALL:

Floors _____

Walls _____

Tables/Chairs _____

Rug _____

All Doors _____

MAIN ENTRY:

Floors _____

Walls _____

COMMENTS:

(An inspection will be done prior to the event as well as after the event.)

Damage Deposit Paid _____

Amount to be deducted from Damage Deposit _____

Amount of Damage Deposit Refund _____

Lessee's Signature

Date

CAPILANO COMMUNITY HALL – CLEANING CHECKLIST

- Take down all decorations including tape and fasteners
- Sweep floors
- Clean floors if sticky or muddy
- Vacuum carpet, lobby, kitchen and bathroom
- Wipe stoves, sinks, counters, coolers and refrigerator clean
- Wipe tables and put tables in storage room, stacking top to top, legs to legs.
- Stack chairs and return to storage room.
- Remove all food, beverages, decorations and belongings from the hall.
- Empty all garbage and place in garbage bin outside
- Ensure all doors are locked upon leaving the premises