

**Yellowbird East Community League Hall Rental Agreement  
Appendix 1**

Contact: [yellowbirdcl@outlook.com](mailto:yellowbirdcl@outlook.com)

**Capacity**

Dining & Beverage	154
Non Fixed Seats	246
Non Fixed Seats & Tables	194

**Event date:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ Number Attending \_\_\_\_\_

**Room Requested:** Hall \_\_\_\_\_ Boardroom \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Contracted rental time are to be strictly adhered to by the person(s) renting the hall  
Breach of contract will result in charges applied and restricted future use of the hall.**

Rental Fee _____ (due 30 days prior)	Deposit Fee _____ (due with Key pick-up)
DATE PAID _____	DATE PAID _____

Alcohol Served?	No	Yes	AGLC Liquor or Special Event License _____
Food Catered	No	Yes	Name & # _____
Will Security Be Present?	No	Yes	Name & # _____
YECL Membership	No	Yes	# _____

Name of Renter/Organization: \_\_\_\_\_

Event Contact Name/Cell Number): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Address of Renter: \_\_\_\_\_

**Rental Check List:**

**DATE** \_\_\_\_\_

Copy of Insurance  
Copy of License  
Pay Damage Deposit  
Pick Up Keys

**DATE:** \_\_\_\_\_

Keys Returned  
Deposit Refunded

***The renter agrees to follow all Government of Alberta and City of Edmonton public health orders and bylaws during the rental. Failure to fully comply may result in your rental being cancelled or shut down.***

**RENTER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Short Term Facility Rental Insurance**

Coverage \$2,000,000 General Premises and Host Liquor Liability.

<https://fosterpark.ca/quote/facility-rental>

**OR**

<https://duuo.ca/event-insurance/>

**RATES:**

		<b>MEMBERS</b>	<b>NON-MEMBERS</b>
Hall <b>Weekend</b>	<b>9am-1am</b>	\$550	\$600
Friday only	Half Day(6pm-1am)	\$350	\$400
	No hourly Rates		
Hall <b>Weekday</b>	<b>9am-1am</b>	\$450	\$500
Hall <b>Weekday</b>	<b>9am to 5pm</b>	\$350	\$400
Mon-Thurs only	Hourly (3hr min)	\$ 70/hour	\$ 80/hour
Boardroom	<b>9am-1am</b>	\$250	\$300
Boardroom	<b>9am-5pm</b>	\$200	\$250
Mon-Thurs only	Hourly (3hr min)	\$ 40/hour	\$ 50/hour

Damage Deposit is equal to rent rate.

**Hall Rental Agreement**  
**Appendix 2: Cleaning and Damage Report**

	<u><b>Before Event</b></u>	<u><b>After Event</b></u>	<u><b>Damage/Notes</b></u>
Hall is clean, tidy, and in good repair.			
Decorations have been removed. No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.			
Walls are clear of visible marks, sticky-tack, painter's tape or string.			
Floors are swept.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Bar area is clean.			
Kitchen surfaces, appliances and floors are clean.			
Dishes, cutlery, etc. are stored in designated spaces.			
Food, beverages and containers removed.			
Bathroom fixtures and floors are clean.			
Garbage containers empty and garbage put into Bin in parking lot.			
Outside premises clean and free of litter.			
Key to hall received/returned.			

**Final checkout**

- ☐ Lights are turned off and windows are shut.
- ☐ Doors are locked

## Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D.

**Between:**

\_\_\_\_\_  
(hereinafter referred to as "THE COMMUNITY LEAGUE")

-and-

\_\_\_\_\_  
(hereinafter referred to as "THE RENTER")

THE COMMUNITY LEAGUE owns and operates a Community League Hall, located at \_\_\_\_\_,  
Edmonton, Alberta

-and-

THE RENTER wishes to use the premises for the purposes described in Appendix 1.

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

### **TERMS**

1. THE RENTER agrees to pay the rental fee indicated in Appendix 1 to THE COMMUNITY LEAGUE for the use of the premises for purposes noted in Appendix 1.
2. Event cancellations must be made in writing to THE COMMUNITY LEAGUE Hall Rental Coordinator. If THE RENTER cancels this agreement more than thirty (30) days prior to the event date, THE RENTER will receive a full refund of fees paid. Cancellations made thirty (30) days or less prior to the event date will receive a refund of their damage deposit but NO refund of the Rental Fee. If for any reason THE COMMUNITY LEAGUE is unable to honour a booking, all monies paid will be fully refunded to THE RENTER.
3. THE RENTER agrees to pay to THE COMMUNITY LEAGUE a damage deposit as indicated in Appendix 1. THE COMMUNITY LEAGUE will return the damage deposit to THE RENTER within 30 days of the date of the event, or within 30 days of the termination of this rental agreement, minus any applicable deductions.

### **CONDITION OF PREMISES**

4. THE RENTER agrees to clean the premises at the end of the rental period as outlined in Appendix 2. If THE RENTER fails to comply, THE RENTER agrees that THE COMMUNITY LEAGUE may deduct the cost of cleaning from the Damage deposit. Cleaning by THE COMMUNITY LEAGUE will be charged at a rate of \$100.00 per hour.

### **DAMAGE**

5. THE RENTER agrees they are responsible for the cost of replacing or repairing any damage done to the property or the facility during their occupation of the premises. The damage deposit will be held until an inspection of the premises is completed by THE COMMUNITY LEAGUE following the event. THE RENTER's liability under this clause may not be limited to the damage deposit.
6. THE COMMUNITY LEAGUE shall not be responsible for any loss, damage or injury which may be incurred by any person during the rental period. THE RENTER shall indemnify THE COMMUNITY LEAGUE against any claim which may arise as a result of the rental, made by any person for loss, damage or injury.

### **GUESTS**

7. THE RENTER assumes full responsibility for the conduct of all people at the hall and will ensure that orderly conduct is maintained both inside and outside the hall.

8. THE COMMUNITY LEAGUE or its designate reserves the right to refuse entry to the premises or to require the removal from the premises of any person who, in the opinion of a representative of THE COMMUNITY LEAGUE, is likely to cause damage to the property of THE COMMUNITY LEAGUE or injury to others.

### **INSURANCE**

9. THE RENTER shall maintain third-party liability insurance against claims for death, personal injury, and property damage on the premises, in an amount not less than \$2,000,000. The policy should name THE COMMUNITY LEAGUE as an additional insured. Policies shall be in a form and with an insurer acceptable to THE COMMUNITY LEAGUE. THE COMMUNITY LEAGUE hall will not be available until a valid Certificate of Insurance is received.
10. THE RENTER will ensure that all third-party contractors and/or service providers (caterers, inflatables, etc.) also provide proof of coverage to the same requirement as THE RENTER.

### **LICENSING**

11. THE RENTER will ensure compliance with the conditions of their AGLC liquor license or special event license. This license will be posted in the area where alcohol will be dispensed.

### **OTHER**

12. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking occurs inside the facility.
13. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
14. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
15. Upon any violation of this agreement by THE RENTER as to the stated purpose of this event, who will be in attendance, or the consumption of alcohol, this agreement will be deemed null and void, and the entire Damage deposit will be forfeited. Further, the event may be cancelled or ordered to cease, at the discretion of THE COMMUNITY LEAGUE Hall Rental Coordinator or Designate, without refund of the rental fee. If THE COMMUNITY LEAGUE has Agent Status, that Designate may also be a member of the Edmonton Police Service.

I hereby acknowledge that I have carefully read the above, understand the conditions of rental, assume full responsibility for this event, and did receive a duplicate copy of this agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS AGREEMENT EXECUTED on behalf of:

\_\_\_\_\_ COMMUNITY LEAGUE

RENTER

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Hall Contact: \_\_\_\_\_

Print Name: \_\_\_\_\_

*(Where THE RENTER is an organization, the signature must be that of an authorized signing officer of that organization)*