

**PLEASE READ THE ENTIRE CONTRACT BEFORE SIGNING**

Lessee Contact Name: \_\_\_\_\_

Organization/Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (Hm): \_\_\_\_\_ (Wk): \_\_\_\_\_ (Cell): \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Agreement:**

I (we) \_\_\_\_\_ (hereafter known as the Lessee) hereby agree to lease the Sedgewick Community Hall from the Sedgewick Community Hall Association (hereafter known as the lessor) for the sum of \$ \_\_\_\_\_ + Damaged Deposit of \$ \_\_\_\_\_ on the following dates for the function as noted below in agreement with the terms and conditions set forth in this contract.

Alcohol will be served \_\_\_\_\_ (Initial) - **Pal Insurance document must be presented.**

Alcohol will NOT be served \_\_\_\_\_ (Initial - Insurance requirements *may* be waived @ Lessor's discretion)

Dates Required	Facility Sections to be used	Description of Activity	Hours of Occupancy	# Participants

**Terms:**

- Total fee required **2 weeks** prior to the event date. The key may be picked up at the town office the day prior to the event. Lessee agrees to **return the key** to the **town office the next business** day following the event.
- Access is limited only to areas rented as listed above.
- Ensure all fire exits remain free and clear of all debris and remain accessible.
- A cancellation fee of **50%** applies if cancellation is within less than 2 weeks of the scheduled event. Refunds for cancellations will be at the sole discretion of the Lessor.
- **A booking is not confirmed until a damage/security deposit is received. Damage deposit will be equivalent to rent.** All security deposits will be refunded by mail after the hall is cleaned by LESSEE and inspected by LESSOR or designate, no later than 30 days following the function.
- The lessee must vacate the premises at the end of the contracted time. Lights, kitchen exhaust fan and air conditioning are to be turned off and entrances to be secured and locked when leaving. **(Winter month's heat to be set at 12°C.)** One thermostat is located by the south east wall by the stage; the other thermostat is in the cloakroom.
- Lessee is responsible for all fees required by The Society of Composers, Authors and Music Publishers of Canada (SOCAN)
- The lessee will obtain any necessary permits, insurance and licenses for the staging of the event from the Regulatory Boards and Authorities. **During the use and occupation of the said premises, the Lessee will identify and save harmless the Lessor and The Town of Sedgewick from and against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the said premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its associates, agents, employees, workers or volunteers. Copy of a Certificate of Liability Insurance is required. PAL insurance is available for special occasions.**
- The lessee will provide copies of any said necessary permits, insurance or licenses required, to the lessor **no later than 2 days prior** to the event.
- The Lessee agrees to be held totally responsible for **ALL** the costs of repairing the facilities and/or replacing lost or damaged equipment. In addition the Lessee agrees to pay all associated costs for unsatisfactory clean up, and/or for violation of any condition or term as noted herein this contract. The Lessee acknowledges the hall capacity is **250** and that it is the Lessee's responsibility to ensure that there is **NO SMOKING** in or adjacent to this facility.
- The Lessee will not permit any actions, which may be deemed a nuisance, annoyance or contrary to any Municipal, Provincial or Federal regulations.
- The Lessor must approve any affixing of decorations or displays. All furniture, fixtures and the like that are brought on the premises are done so at the sole risk of the Lessee. The Lessor is not responsible for loss or damage resulting there from.

**In Case of an Emergency call Public works on call # 780-384-3911 it is forwarded to on-call personnel**

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**Conditions:**

The **Lessee is responsible** for the following duties after function.

**Hall - Rough Cleaning Required**

- a) All tables cleared, wiped clean and stacked on the table movers.
- b) Chairs are to be stacked in piles of 6 and then distributed equally along the north wall. Use of the chair mover is required to prevent dragging across the floor.
- c) Hall floor and stage (if used) are to be swept using the large floor duster on the hardwood. In the event there is spillage on the hardwood floors, they are to be damp mopped. The carpet is to be vacuumed. Kitchen & bathroom floors to be damp mopped as well. Toilets to be checked
- d) All refuse is to be collected, bagged, and then placed in the bins outside the hall south exit. This includes garbage in the washrooms.
- e) Cleaning of the immediate area (outside) in front of the Hall is the responsibility of the Renter (cigarette butts etc).

The Lessee may hire the hall caretaker to rough clean the hall (cost will be janitors hourly wage)  
 This MUST be arranged prior to the event and a cheque is to be issued to the caretaker when the key is picked up.  
 (Chairs & Table must still be stacked)

Failure to return the furniture to the said locations will result in an additional charge to the renter!

**Kitchen - Is to be left as it was found. Lessee is responsible** to see that the **caterers** and **bartenders** abide by the following rules and clean to the standard stated:

- a) Brown tables *ONLY* are to be used for hot food. (White tables are heat sensitive)
- b) Rinse jiggers well in cool water and drain.
- c) Kitchen floor swept and mopped.
- d) Used tea towels & dishcloths are to be put into the bin labeled 'tea towels'
- e) Wash & put away all dishes, pots and utensils
- f) All refuse from kitchen/bar area is to be bagged and placed in receptacle outside south side of building.
- g) Coolers to be shut off with doors left open.
- h) If two (2) coffee machines are to be used, *do not put both into the receptacles by the kitchen sliding doors as this will pop the breaker. Plug one into the receptacle by the microwave.*

**If your event includes the serving of food the Hall Board requests that your event "GO GREEN". Please use our dishes and high speed dishwasher for your event.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Rental Rates Schedule

Day Use (No kitchen use)-----	105.00	Incl GST
Hall Use (Includes Kitchen and sound system use)-----	315.00	Incl GST
Fundraisers & Charitable Organizations-----	210.00	Incl GST
Weekend Includes Friday, Saturday & Sunday-----	420.00	Incl GST
Funerals-----	100.00	No GST

Payment made to:

**Sedgewick Community Hall Association**  
**C/O Town of Sedgewick**  
**Box 129**  
**Sedgewick AB, T0B 4C0**



The Lessor reserves the right to evict, cause to be moved, and refuse further bookings or admissions to persons or groups misbehaving, causing a nuisance, causing willful damage or ignoring the above regulations.

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