

The Lions Club of Bearspaw  
25240 Nagway Road  
Calgary, AB  
T3R 1A1



## HALL RENTAL AGREEMENT & GENERAL CONDITIONS

(SEND COMPLETED FORM AND CHEQUES TO ATTENTION OF LIONS TREASURER)

I, We \_\_\_\_\_ as agent for (group name) \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone: \_\_\_\_\_

(hereinafter called "the Tenant") hereby apply to rent the Bearspaw Lions Hall (hereinafter called "the Hall") from The Lions Club of Bearspaw (hereinafter called "the Club") subject to the following General Conditions, for the purpose of: \_\_\_\_\_ (hereinafter call "the Function") on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ plus reasonable time for setup and cleanup.

I/We agree to pay and attach: cheque No. \_\_\_\_\_ for the rental fee of \$ \_\_\_\_\_ + cheque No. \_\_\_\_\_ for damage deposit of \$ \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Tenant requests use of Dept. of Health approved kitchen yes \_\_\_\_\_ no \_\_\_\_\_

Proposed event is to serve liquor: yes \_\_\_\_\_ no \_\_\_\_\_ Tenant's Initial \_\_\_\_\_

*If 'yes', read and act on **GENERAL CONDITIONS, Items 1.1 and 1.2***

### GENERAL CONDITIONS

If the Function is to serve and/or sell liquor, it must be licensed by the Alberta Liquor Control Board. It is mandatory for the Tenant to obtain at their own expense the item as listed under 1.1 The Tenant must act on and purchase Host Liquor Liability Insurance or Party Liquor Liability Insurance as stated in paragraph 1.2.

- 1.1 Proper Function Liquor License and abide by all regulations contained therein.
- 1.2 The Lions Club of Bearspaw does not have Tenants Legal Liability Insurance. In the event that a business or individual renting the Hall desires this special coverage for the a/m Function, they can purchase Tenants Legal Liability Insurance by contacting PAL Insurance at <http://www.palcanada.com/images/stories/forms/alberta/partyalcoholss.pdf> to complete the Special Events Application form or phone Bill Jeffray, Renfrew Insurance (403) 261-3900 or (403) 299- 1002 or phone Neil Hogg, Toole Peet Insurance (403) 245-1177 or (403) 245-1106 or an insurance broker of your choice.

**In the event the Function is to serve liquor, the Tenant must purchase, (same website or phone numbers as above) at its sole cost and expense, Liquor Liability Insurance or Party Alcohol Liability Insurance (value \$2,000,000) and arrange that a copy be forwarded to The Lions Club of Bearspaw, seven (7) days prior to the Function. The**

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**Tenant agrees that the insurance policy referred to herein will name The Lions Club of Bearspaw as “Additional Named Insured”.**

**Insurance Co. Name \_\_\_\_\_ Policy No. \_\_\_\_\_ Tel \_\_\_\_\_**

For your information only, the Liquor Permit must be obtained first, in order to include Permit number with purchase of Host Liquor Liability Insurance (Liquor Permit Number must appear on Insurance Policy to be valid). The Liquor Permit can only be purchased on weekdays at least three days before the event.

- 1.3 It is the Tenant’s responsibility to have supervision and security mechanisms in place from the beginning to the end of the event in order to: maintain control of the Function; restrict uninvited persons to the premises and to be responsible for any incidents arising involving Liquor or any other condition which could lead to a possible Liability. Note: The stairwell and basement area are strictly out of bounds and Tenant must ensure that entry to this area is supervised.
- 1.4 Liquor, Beer or Wine purchased under the above ALCB Permit number shall be the only liquor served and consumed within the building premises. Any Bearspaw Lions Club Member has the authority to inspect the progress of this Function, and may terminate the said Contract at any time for any Liquor violations, fire code violations or any unlawful activities taking place on Club property.
- 1.5 Kitchen Use- if the Tenant has requested and paid for ‘full hall use’, the kitchen will be cleaned and professionally sanitized at the expense of the Hall, ready for the Tenant’s use. If the Tenant has rented the ‘hall only, kitchen locked’ and later requests to enter the kitchen, the Tenant will be charged the full cost of cleaning and sanitizing the kitchen.
- 1.6 Tenant must abide by the capacity limit for the Hall of 120 persons
- 1.7 This Rental Application may not be considered for acceptance by the Club unless received by the Club at least two weeks prior to the proposed Function date. Rental fee and damage deposits will be returned if cancellation by the Tenant is made in writing prior to fourteen days of the rental date.
- 1.8 Upon notification to the Tenant at the address stated above, the Club reserves the right to cancel this agreement prior to the date of the Function if it has been determined that the hall is being used for an illegal purpose. Rental fee and deposits paid shall be returned and the Club shall not be liable for any loss or damage.
- 1.9 The Club shall not be liable for any damage to or loss of personal property brought onto the premises by the Tenant, his agents, guests or Members who attend the Function.

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- 1.10 The Tenant shall return all areas of the property and premises (including the kitchen) back to the general conditions of cleanliness and repair in which it was found. Please refrain from smoking within the building and using confetti etc. All refuse must be placed in garbage bags (provided) and placed outside on the front entrance way or in the galvanized metal garbage container. Table tops to be cleaned, tables and chairs to be returned to designated areas as found or as directed by the Club. If dish sanitizer is used, please follow directions as posted. Kitchen counter tops and sinks must be left clean. Floors to be left clean of debris, and if liquid spillage has occurred, use the *kitchen bucket/kitchen mop* only to clean – use no soap.
- 1.11 The Tenant agrees to protect, defend, indemnify and save the Club harmless from all claims, actions and proceedings including any costs and expenses incurred by the Club, thereby for any loss, damage or injury, including death, to any person or persons and to property, arising in connection with the Function as a result of any act or omission of the Tenant or their members, officers, employees, agents, contractors, invitees, guests or any person who attends the Function.
- 1.12 All costs incurred to repair any damages to the premises incurred as a result of any act or omission by the Tenant or his members, officers, employees, agents, contractors, invitees, guests or any person who attends the Function shall be determined by the Hall Manager in its sole discretion and deducted from the damage deposit. Any costs higher than the damage deposit will be payable by the Tenant upon demand.

I have read this application and hereby agree to all of the conditions set out and, in particular, hereby covenant and agree that I am personally, jointly and severally responsible and obligated to pay all charges due the Club in accordance with the conditions together with the Tenant. I further acknowledge and agree that breach of any of the conditions may result in the termination of the right to use the premises at the discretion of the Club.

Tenant's Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_ Dated this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_

In consideration of the covenants and agreements made by this Applicant, I hereby accept this Application on behalf of the Club.

Initials/ date of Hall Manager: \_\_\_\_\_

**Examples of withheld deposits:**

- |   |                                |
|---|--------------------------------|
| Storage room unorganized, unclean: \$50   | Holes in walls: \$100 per hole |
| Dishes not washed, cleaned: \$200   | Garbage left in kitchen: \$50  |
| Tables/chairs not returned and stacked on stage to: \$200                             |                                |
| High temperature sterilizer plugged with food particles: \$200                        |                                |
| Use of nails, staples, tape on walls or floors: \$200                                 |                                |
| Missing table cloths, dinner utensils, wine glasses, chairs, tables: cost of item x 5 |                                |

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