

## **ALRA Renting and Policies Agreement**

*Please read the following carefully:*

*Booking is confirmed upon receipt of full payment, including rental and damage deposit. There is **NO REFUNDS OR CANCELLATIONS**.*

### **The Hall**

- Proof of being an Arbour Lake Resident is **required** for the resident rate.
- The Renter is responsible for all users, guests, persons in relation to the use and occupancy during their event. Parent(s) or Guardian(s) must supervise all youth activities. **The Renter (person that signs the contract) must remain at the hall for the entire event and must arrive at the hall 10 minutes before the rental check in time to complete the check in process.**
- **THERE IS NO LAKE OR PATIO ACCESS**
- ALRA reserves the right to have a representative inspect the function at any time of the event. The Renter agrees that the ALRA may, through a representative, have removed from the premises any person(s) who have caused damage or nuisance or have failed to comply with any provision of the Liquor Contract Act.
- **All exits must always be clear!**
- The Hall Kitchen is **NON-COMMERCIAL**. Cooking of food is **NOT** permitted in the Hall kitchenette at any time. Prepared food can be kept warm in the oven or cool in the fridge. **Personal cooking appliances including portable BBQ's and deep fryers are NOT PERMITTED.**
- **NO OPEN FLAME CANDLES** are allowed. All candles must be enclosed in glass or metal. (Only Birthday Candles are allowed on birthday cakes)
- No tacks or tapes (painters' tape is permitted) are to be used for hanging decorations on the walls. **ABSOLUTELY NO CONFETTI, GLITTER, SPARKLES, SILLY STRING, FOG or SMOKE MACHINES.**
- **The hall is monitored by 24-hour video surveillance.**
- The Renter agrees to adhere to the maximum hall capacity stated in the facility.
- **NO BOUNCE HOUSES, FOG/SMOKE MACHINES**

## **Bylaws and Regulations**

- **If alcohol is served; there will be an additional \$25/hr. charge to have a staff member monitor the event** It is also the responsibility of the Renter to have an AGLC liquor license, and party alcohol liability insurance. A copy of each must be provided to ALRA at least 7 days prior to the rental. **If we do not receive the copies of the license and insurance in the 7 days, we will be cancelling your booking with NO refund.**
- The Renter is responsible for securing the insurance for the event. The Renter should discuss the insurance for the event with a home broker first, if they do not provide the Party Alcohol Liability Insurance coverage, then you can contact ‘**PAL Insurance Company**’ at **(403) 261-3900** or can be reached through email at **palcanada.com**. When securing the insurance, Arbour Lake Residents must be listed as the “additional insured” under the policy.
- The Renter will adhere to all current City of Calgary noise Bylaws, the community no smoking regulations, and all Municipal, Provincial and Federal laws related to the use and occupancy of the property. If playing music, noise levels should be kept at a reasonable level, that does not interfere with ALRA operations in the office or lake facility.
- **NO ALCOHOL CAN BE CONSUMED OUTSIDE OF THE BUILDING**
- There is **NO SMOKING** in the ALRA hall, and all property surrounding the outside of the building, as well as the parking lot. Smokers will be required to go outside of the parking lot gates **NO EXCEPTIONS!** The renter will be charged for any fire or building alarms because of their negligence during or following their rental.

## **Damage Deposit**

- Damage deposit is set at \$400; this payment **must** be put on a credit card.
- The renter is responsible for any loss or damage to the property occurring during the rental period. All fixtures, lights, chairs, kitchen equipment are the property of the ALRA, and hall are to not to be removed. **ANY AND ALL CONTENTS OF THE HALL SHALL REMAIN IN THE HALL.** Missing or broken contents of the hall are the responsibility of the Renter to reimburse. Damage deposit shall be applied in part or whole to any expenses incurred by the ALRA because of any damages or losses to the facility and equipment.

- Forfeit of the Renters damage deposit will be applied for failure to comply with the conditions of the rental agreement. The Renter is responsible for any other charges that could be incurred (i.e., fees incurred by Noise By-Laws, Fire or Police Dept. dispatch alarms.)

## **Clean up**

- **Everything, including the tape must be removed** at the end of the event. The entire deposit will be forfeited, and any charges will be billed to the Renter if tape or strings are left on the wall or ceiling. The hall must be cleaned and vacated at the specified time stated in the hall contract, including clean up time. **Any additional time will be charged at \$100/hour.**
- All garbage must be placed in the garbage bags provided and removed from the facility at the end of the rental. Garbage bags must be placed in the **GREEN DUMPSTER** at the North end of the parking lot
- Bottles and cans may be left in a bag in the kitchen for recycling, or you may take them home with you. Any bottles and cans left outside must be picked up.
- Recyclables such as paper, cardboard, plastic jugs, foil, glass jars etc. are to be recycled in the blue bins. Recyclables must be clean and dry. Recycling bins are provided in the blue bins next to the dumpster.
- Basic clean-up, including washing of tables and chairs, sweeping, and mopping the floor must be completed by the designated time on the contract.
- All tables and chairs must be returned to their appropriate storage area, according to the instructions on the wall.
- Please ensure that you sweep before mopping, to ensure all garbage is picked up.
- Please **DO NOT** add any soap to the mop bucket, only use water when mopping the floor.
- Additional fees will be charged if the Hall has not been cleaned and the building is not left as it was at the beginning of the rental. **EXTRA CLEANING CHARGE OF \$100/HOUR**