

## Belgravia Community League Hall Rental Agreement

**DATE of Rental:** \_\_\_\_\_ **Time of rental:** \_\_\_\_\_

Hall User Contact Information: \_\_\_\_\_ Belgravia Community League Membership Number \_\_\_\_\_

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Rental Term  
From Date: \_\_\_\_\_  
To Date: \_\_\_\_\_

### Days and Hours of Rental

Monday: from \_\_\_\_\_ to \_\_\_\_\_  
Tuesday: from \_\_\_\_\_ to \_\_\_\_\_  
Wednesday: from \_\_\_\_\_ to \_\_\_\_\_  
Thursday: from \_\_\_\_\_ to \_\_\_\_\_  
Friday: from \_\_\_\_\_ to \_\_\_\_\_  
Saturday: from \_\_\_\_\_ to \_\_\_\_\_  
Sunday: from \_\_\_\_\_ to \_\_\_\_\_

Agreed to Fee for Rental: \_\_\_\_\_

By accepting the keys and use of the Belgravia Community League Hall, the renter agrees to the following terms and conditions:

1. The hall will be restored to the same condition it was found by the renter.
  - a. The renter agrees to restore the hall to the same condition of cleanliness it was found in. This specifically includes:
    - Sweeping and mopping of floors
    - Vacuuming of carpeted areas if required
    - Cleaning of tables, counters and sinks
    - Cleaning of range, oven and microwave ovens
    - Cleaning of bathroom counters, floors and flushing of toilets
    - Cleaning of entryways (particularly in winter)
    - Removal of garbage from site
    - Washing of walls if required and
    - Any other cleaning necessary to restore the hall to its previous condition

In the event the hall is not restored to its prior cleanliness, the renter will be billed for any cleaning costs associated with restoring the hall to its prior condition and the Belgravia Community League (BCL) also reserves the right to offset such costs against any damage deposit provided by the renter.

The renter will ensure that the stove, lights and taps are off and the windows and exterior doors are shut/locked upon vacating the premises.

The renter is responsible for any physical damage to the hall or any damage to/or loss of any equipment contained in the hall resulting from activities conducted at the hall during the rental period and the renter agrees it will indemnify the BCL for its reasonable costs of repair or replacement for such loss or damage. BCL also reserves the right to offset such costs against any damage deposit provided by the renter. (cleaning costs are assessed at \$60/hr)

- b. It is the renter's responsibility to immediately advise BCL of any concerns regarding the condition of the hall upon taking possession of the premises.***

2. The renter agrees to supervise and manage the activities at the hall and agrees that the BCL is not in anyway responsible for the supervision and management of the renter's activities.

3. The renter agrees to indemnify and save harmless the BCL from any losses, expenses, or third party claims, including legal costs it may incur in connection with the activities conducted at the hall during the rental period. **BCL requires proof of insurance prior to rental.**
4. The renter shall not use the hall unless the renter has obtained all licenses which may be required by law for such use and the renter agrees to comply with any conditions which may be imposed on such licenses. Violation of this condition may result in the loss of the damage deposit as well as any additional penalties determined by the Belgravia CL Executive.
5. The fire door located at the bottom of the stairwell will be kept closed at all times.
6. No smoking is permitted in the hall.
7. The keys will promptly be returned to the BCL designate. The renter will be liable for any expenses related to the replacement of locks or keys necessitated by the failure of the tenant to promptly return the keys within 48 hours (estimated cost \$100).
8. Deposit and Cancellation Policy: The BCL acknowledges receipt of the renter's damage deposit in the amount of \$ 500.00 . The money order will be returned without penalty if the Hall Rental manager is notified with 7 days of the event. The entire amount of the rental will be forfeited if cancelled within 24 hrs at the discretion of the Hall Rental manager. An administration fee of \$50 is applied between 2-7 days cancellation at the discretion of the Hall Rental manager.
9. **ALCOHOL POLICY:** No alcohol will be served on the premises without prior notice to the BCL and the consent of the BCL. If alcohol is served on the premises, the renter undertakes to indemnify and save harmless the BCL for any losses, expenses, or third party claims, including legal costs it may incur arising from third parties or other claims or losses associated with alcohol consumption at the hall during the rental period. (See paragraph 10).
10. The renter agrees that if it has been given permission of the Belgravia Community League for the consumption of alcohol on the premises that the renter will obtain liability insurance which insures the renter and which **names the BCL as co-insured (not merely the location of the event)** in the amount of \$2,000,000 liquor liability insurance taking place at the hall during the rental period and that it will provide satisfactory evidence of the existence of such insurance upon request of the BCL.
11. The BCL imposes the following additional conditions on the rental of the hall:

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Dated the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Print NAME: \_\_\_\_\_

Tel: \_\_\_\_\_ email: \_\_\_\_\_

**Permission for the consumption of alcohol at the premises:**

\_\_\_\_ Granted                      \_\_\_\_\_ Not Granted

Submission of liability insurance for event:

Signature of BCL representative: \_\_\_\_\_