

# Balmoral Community Association

20, 26553 HWY 11 Red Deer County, Alberta T4E 1A5

NW-18-38-26-W4

403-347-6688

## Booking Information:

Date of Event: \_\_\_\_\_ Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Group Name (Lessee): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Damage Deposit REFUND Info: Full Name for Damage Deposit Refund Cheque: \_\_\_\_\_

Complete Mailing Address to Return Damage Deposit: \_\_\_\_\_

**\*\*Capacity of Balmoral Community Hall is 65 People as per fire regulations\*\***

**Initial:** \_\_\_\_\_

## Fee Structure:

Damage Deposit	\$250
Lost or Un-Returned Key	\$150
Booking Fee – Non-Refundable	\$35
Half Day – 4 Hour <i>*Mon-Thurs Only</i>	\$50
Full Day – Non-Member	\$250
Full Day – Balmoral Community Member	\$150
Cleaning Fee	\$40/hour

## Payment

1. **Signed Rental Agreement, Rental Fee and Damage Deposit is due upon booking to hold your date.**
2. Damage Deposit will be returned by cheque once the hall has been cleaned and keys put back in the lockbox as per rental agreement. *\$35 will be kept regardless as a booking fee.*
3. EMT (Email Money Transfer) is preferred method of payment however, we do also accept a Cheque \*Note: In order to accept a cheque – the cheque must be in our account cleared 10 days prior to your rental.
4. After the function and upon inspection of the facility and property by a representative of Balmoral Community Association, the damage deposit will be returned by cheque. **The damage deposit WILL NOT be returned if the RCMP is called during your rental.**

**Cleaning – Please leave the hall in the same condition as you received it!**

1. The chairs and tables should be cleaned and stacked where they were found in the same condition you received. \*Please ensure that fire exits, janitor closet and furnace room doors are not blocked.
2. Wash and put away all hall utensils and serving dishes. Wipe down counters, fridge, stove, sink, microwave and cooler (when used).
3. Remove all garbage to the outdoor dumpster on the North side of the hall. Please replace garbage bags in the cans (bags are located in the cleaning closet).
4. Please ensure that the outside areas are clear of all garbage – including cigarette butts, gum and signage.
5. Recyclable cans and bottles should be taken with you – please do not put them in the garbage.
6. All food items, trays, etc. brought to the hall should be removed after your event. **All other food supplies on the property belong to the Balmoral Community Association and ask you to provide your own.**
7. Hard Floors must be properly swept and mopped. Carpets are to be vacuumed.
8. BOTH Bathrooms must be cleaned and garbage emptied. **Toilets are to be left clean and lids left up. *\*Note: We are on a septic system and does not support tampons, female products, diapers, paper towels, etc.***
9. Turn down thermostat/heat to 17.5c.
10. All lights to be turned off, upon leaving and locking up. KEY back in lockbox.
11. You are expected to leave the hall and grounds in the same condition you have received it in. Should you not there will be a cleaning fee of \$40/hour to bring it up to the same standard.

**Quiet Time**

**Quiet time is at 11pm.** The Lessee will comply with the Red Deer County Noise Bylaw limiting noise which may be of concern to any nearby residents. Any outdoor activities are to be moved inside by 11pm.

***\*The damage deposit WILL NOT be returned if the RCMP is called during your rental.***

**Locking Up**

The Lease ends at midnight on the same day on which you have rented. Ensure all hall is CLEAN, LIGHTS OFF and DOORS LOCKED.

**\*The Key is to be placed back into the lockbox (located: on exterior next to door) prior to leaving the hall for the evening. Should the key be lost or not returned there will be a \$150 deducted from your security deposit.**

**Insurance**

**Will you be serving Liquor / Alcohol at the party / function?**     Yes     No    *\*Check One*

The Lessee must obtain the required: Liquor License, Insurance, PAL (Party Alcohol Liquor) Insurance Liability if alcohol will be on the premises/grounds of the Balmoral Community Hall Association. Alberta Liquor License [www.aglc.ca](http://www.aglc.ca)

*Our Insurance Company has imposed these conditions on our rental agreements:*

If Alcohol is to be consumed, I will provide a **Certificate of Insurance Confirming Host Liquor Liability Insurance** is in place for a minimum of **\$2,000,000** for the event, **adding Balmoral Community Association as the additional Insurance.**

The Lessor shall have the authority to cancel any event in the facility and have the authority to remove, or have removed, any person from the facility if the lessor, acting reasonably determines that this agreement has been breached, by the lessee or the facility will not or may not be used for the purpose identified or the lessee is not complying with the Alberta Liquor Board and/or the Red Deer County Noise Bylaw.

**Liability**

The Lessee expressly agrees that during the use of the Balmoral Community Hall, it will indemnify and save harmless said community hall from and against any liability whatsoever resulting from injury or damage to any person(s), or property due to or because of it or its servants, employees, agents, worker or another guest.

The Lessee is responsible for all their guest and their actions.

**Smoking**

- 1. No Smoking inside the facility
- 2. Please ensure that the smokers use the area outside and all cigarettes butts are placed in the receptacles provided.

**General Rules**

- 1. No tacks, pins, staples, tapes or other attachments used on walls.
- 2. No use hot tubs / soft tubs equipment
- 3. No overnight camping is allowed whatsoever!
- 4. No off-road vehicles are allowed on Community ground or within the Subdivision
- 5. No Outdoor Fires
- 6. No Candles
- 7. No Confetti

**Cancellations**

All cancellations must be made and submitted in writing to [BalmoralHallRental@gmail.com](mailto:BalmoralHallRental@gmail.com)

All cancellations must be a **minimum of 4 full weeks** prior to your booking day. \*Note: Your Rental Fee will be kept however, your damage deposit will be returned.

**As the party renting the Balmoral Community Association Hall, I am responsible for the safety of the users at the facility during the dates covered by the rental agreement. The lessee will operate in his/her event in a safe and prudent manner. For the rental, the lessee is solely responsible for the surface clean up at the end of the evening including tables, chairs, kitchen, bathrooms and floors. Not Limited to the outdoor area including signage. The Cleaning and putting away of equipment shall be done within the time frame of the rental.**

I, \_\_\_\_\_ have read the conditions and regulations set out by The Balmoral Community Association. I acknowledge receipt of these conditions and regulations as stipulated above, and agree to abide by them.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Balmoral Rep: \_\_\_\_\_

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

# Balmoral Community Hall Cleaning Check List

Cleaning closet is located in hallway next to bathrooms

\*Brooms, Mop and Pail, Vacuum, Cleaners, Garbage Bags, Disposable Gloves

- ✓ **Tables and Chairs** to be returned to same location as found - along West wall
- ✓ **Floors Swept and Mopped** including kitchen and bathrooms
- ✓ **Garbage** removed to outside dumpster and new bags back in cans
- ✓ **Recyclables** should be taken with you
- ✓ **Kitchen to be Cleaned** - wash and put away any hall utensils and serving dishes. Wipe down counters, fridge, stove, sink and microwave. \*The paper plates, disposable cups and cutlery belong to the Association, we ask that you bring your own.
- ✓ **All Food Items** brought to the hall should be removed / taken home when you leave
- ✓ **Bathrooms are to be Cleaned** - toilets, urinal (including wall, if required), sinks and floor. **Toilets are to be left clean and lids left up.** *Note: We are on a septic system and does not support tampons, female products, diapers, paper towels, etc.*
- ✓ Ensure **Outdoor Area** is garbage free including cigarette butts and any extra signage
- ✓ **Turn down thermostat 17.5C**
- ✓ **Turn off all Lights**
- ✓ **Lock Door and Windows** - be sure to double check, including the back door
- ✓ **Key back in lockbox**

## Quiet Time @ 11pm Check Out @ 12 Midnight

Alberta Gold Taxi 403-341-777

Associated Cab 403-343-3300

Driver Take Home 587-377-0111

20, 26553 HWY 11 Red Deer County

**Absolutely NO CAMPING**

\_\_\_\_\_ Initials