Bentley Community Hall - Information Package

Please read carefully. (subject to change)

General Information

The Bentley Community Hall is located at **4921 50th St.** It includes a large hard wood flooring area, a ladies and men's washroom, and a stage. There is a small kitchen area upstairs with some counter space, refrigerator/freezer, coffee machine, and two wash-up sinks. The basement has two stoves, fridge, plenty of counter space, along with four wash-up sinks, pot sink and a chest freezer. Rentals can include all or part of the facility.

There are ample parking areas surrounding the Hall for all types of events. The Hall is located within walking distance of downtown, shopping, churches, library, local museum, eating establishments, bars, gas station, postal outlet, convenience stores, and campground.

All persons using the B.C.H. facility must complete a rental agreement and have the **total rental fee**, including the damage deposit, **paid in advance** of the function date. Community Hall renters are welcome to do a walk-through the facility with a board member prior to their function.

Removal of any Hall equipment from within the Hall is STRICTLY PROHIBITED. Any supplies/equipment required beyond those currently at the Hall are the responsibility of the renter.

Renters assume all risk for the security of the facility and for any loss or personal injury, and accept full responsibility for the behavior of all guests/patrons/employees attending their function.

Booking Policy – Damage Deposit/Extra Billing

The full amount of the rental fee and damage deposit is required to confirm the booking date(s) and is payable directly to: Bentley Community Hall. Should another renter inquire about the same date(s), the first rental fee received will be honored, so booking as far in advance as possible is recommended. **The full damage deposit is required at least TWO (2) WEEKS PRIOR TO THE SCHEDULED FUNCTION DATE(S)** and will be deposited directly into the B.C.H. bank account. It is not subject to GST. Extra billing could result if costs are incurred by B.C.H. that exceed the value of the damage deposit. Following an inspection of the facility by the proper authority for any damage, negligence, extra cleaning required, missing items, etc., any or all of the deposit being refunded will bre returned to the renter within three weeks of the rental date (s).

Cancellation of Facility Use

Notification of cancellation should be given as early as possible. The rental fee, **LESS** a **$25** administration fee, will be refunded.

Key Release

A key to the facility will be released to the authorized renter prior to the reserved date **only** if both the **rental fee and damage deposit** have been paid in full. The key is to be return promptly.

If all outside doors are not locked a $50.00 penalty fee will be charged. If the key is not returned promptly the damage deposit will be kept.

Decorations

Due to the significant damage that can be caused by decorations, they are not allowed to be tacked to any walls, scotch tape can be used on the walls provided that it is removed and does not damage the wall. NO tape shall be put on the floor inside the facility. No decorations shall be hung from the ceiling, there are hooks on the wall that can be used for decorations. Unenclosed candles are not allowed. If evidence indicates that this rule has not been adhered to, a portion of the damage deposit may be withheld.

Tables and chairs

There are tables and chairs upstairs and downstairs. The Bentley Hall has 158 burgundy chairs and 20 rectangular tables upstairs, and 78 green chairs and 10 round tables downstairs. Please do not drag any tables or chairs across the floor as it may result in damage to the floor and thus the loss of your damage deposit. If you are planning to accommodate a larger group, you will want to consider acquiring additional tables and chairs from another source. UNDER NO CIRCUMSTANCES are any of the tables and/or chairs to be removed from the inside of the building.

Set-up/Clean-up

The renter is responsible for all of the set-up, take-down and general clean up of the facility immediately after completion of the function unless arrangements have been made with B.C.H. ahead of time.

Vacating the Premises

The facility can be rented daily from 7:00am until 3:00am, and it is essential that the facility be vacated by the completion time as stated on the contract or there will be additional charges. Daily renters must **vacate the premises by 3:00am or an additional day may be charged**.

Board Access

Any board member has the right to inspect the facility during any event to ensure regulations are being met.

Serving Alcohol

The serving of alcohol is allowed for events held in the Bentley Community Hall **provided** that all Alberta Liquor Control Board rules and/or regulations for the private resale of alcohol are adhered to. Acquiring necessary liquor permits is the responsibility of the renter. Failure to comply with the provincial liquor laws may result in loss of the right to use the facility. Private resale permits and ALCB rules/regulations for private resale of alcohol can be obtained from a liquor store or you can contact the Alberta Gaming & Liquor Commission at (780) 447-8600 or www.aglc.gov.ab.ca.

ALL supplies are the responsibility of the renter.

EXTRA HOST LIABILITY INSURANCE when serving alcohol is REQUIRED and is the responsibility of the renter.

Responsibility and Insurance

The renter is responsible for not only the organization of the event, but also is responsible to ensure that all rules and regulations are followed from the event's start to its completion as stated in the contract. Conduct/behavior/actions of all those attending the function are the responsibility of the renter. If the renter does not normally carry liability insurance coverage, he/she should obtain the appropriate insurance coverage specifically for the booking/event. Extra liability insurance is the responsibility of the renter.

The **Town of Bentley** requires a "Special Events Permit" be filed in some cases and is the responsibility of the renter. Check with the town office at (403) 748-4004.

The renter shall indemnify and save harmless the Bentley Community Hall, its agents, employees and volunteers, from and against claims, demands, losses, damages, actions, suits or proceedings by third parties that arise out of a private booking of the facility.

<u>THE FACILITY IS TO BE LEFT IN THE BEST POSSIBLE CONDITION</u>

Failure to comply with any and all of the stated conditions will result in forfeiture of all or part of the damage deposit and/or extra charges.

This facility is for the community's use and is run by volunteers.

Thank you for doing your part to ensure that your conduct and the care you give to it will allow the facility to continue to be used and enjoyed by others.

If you have any questions about the use of the facility, please ask. We would be pleased to address your concerns ahead of time.

If you have any ideas on how to make the facility more user-friendly please feel free to let a B.C.H. committee member know so it can be considered.

We appreciate your support and hope the facility serves your needs.

I/WE HAVE READ THROUGH, UNDERSTAND, AND AGREE TO THE BENTLEY COMMUNITY HALL CONDITIONS LISTED IN THE INFORMATION PACKAGE AND TO THE TERMS OF THE RENTAL AGREEMENT AS OUTLINED BELOW.

CHECK LIST BEFORE LEAVING

Renter must ensure the following has been completed or may incur extra charges.

Cleaning supplies are under the sink in kitchen. Mop and bucket are to be left in the kitchen area. Dish rags and towels are the responsibility of the renter

IF DOING YOUR OWN CLEAN-UP **It is your responsibility to see that:**	**IF YOU HAVE B.C.H CLEAN (cost is your damage deposit)** **You still must ensure that the following is done:**
✓ All personal items, including any liquor, are removed. Make sure to take only what is yours (no BCH items).	✓ All personal items, including any liquor, are removed. Make sure to take only what is yours (no BCH items).
✓ Tables are washed, chairs cleaned, and all are stacked neatly in their place as per instructions.	✓ Tables are washed
✓ All **floors swept, and washed**, including **washrooms, entrance, kitchen**, etc. ✓ Doors to washrooms are left **OPEN**	
✓ Garbage, including all paper, bottles, plastic cans etc. is picked up from all areas (entrance, main hall, washrooms, kitchen etc.) and put into garbage bags. **Garbage is to be taken out and placed in the garbage bin by back alley.**	✓ Garbage, including all paper, bottles, plastic cans etc. is picked up from all areas (entrance, main hall, washrooms, kitchen etc.) and put into garbage bags.
✓ Extra lights turned off	✓ Extra lights turned off
✓ Thermostat is to be turned down **NO** lower than **16**°.	
✓ REPORT concerns/problems promptly to the B.C.H. committee representative	✓ REPORT concerns/problems promptly to the B.C.H. committee representative
✓ Return the key promptly	✓ Return the key promptly

Make sure to vacate by your contract time so as not to incur extra charges.

Bentley Community Hall

Rental Agreement

Contact Name: _____

Mailing Address: _____

Telephone Number: _____(res.) _____(wk.) _____(cell)

Date(s) of Function: _____

Type of Function: _____

Will ensure full payment of the rental fee to hold the above date and will pay any extra costs, including the Damage Deposit two weeks prior to my function.

Notification of cancellation should be given as early as possible. The rental fee, **LESS** a **$25 administration fee**, will be refunded. Decision of the association is final.

Will accept loss of the FULL damage deposit if the key is not returned right after the event's completion or if the key is assumed lost.

Will report a lost or stolen key to the Bentley Community Hall Association as soon as it is evident that it has been lost/stolen. Contact the B.C.H. booking representative.

Will accept responsibility for the conduct/behavior/actions of all those in attendance.

Will ensure payment of any and all extra charges that exceed the amount of the Damage Deposit which may result due to overtime usage or costs resulting from misuse/abuse.

Will obtain all necessary permits and licenses, as well as extra host liability insurance is alcohol is served.

Will be responsible for security of the building while in use and for the securing of the facility when unsupervised during the term of the rental agreement.

Private Events (charging admission or not open to public):

_____Half Day - Main Floor: 5 hr $75.00
_____Full Day - Main Floor: 10 hr $150.00
_____Half Day – Downstairs: 5 hr $75.00
_____Full Day – Downstairs: 10 hr $150.00
_____Half Day - Whole Hall: 5 hr $125.00
_____Full Day - Whole Hall: 10 hr $200.00

Cheque #

Public Events (free to all members of the community):

_____Half Day - Main Floor: 5 hr $50.00
_____Full Day - Main Floor: 10 hr $100.00
_____Half Day – Downstairs: 5 hr $50.00
_____Full Day – Downstairs: 10 hr $100.00
_____Half Day - Whole Hall: 5 hr $75.00
_____Full Day - Whole Hall: 10 hr $150.00

Cheque #

Damage Deposit $300 for ALL events:

_____

Cheque #

IN A CASE WHERE ANY OF THE ABOVE TERMS OR ANY OF THE CONDITIONS OF THE BCH INFORMATION PACKAGE WERE NOT ABIDED BY, THE BCH ASSOCIATION RESERVES THE RIGHT TO WITHOLD ALL OR A PORTION OF THE DAMAGE DEPOSIT.

I, _____(signature), the signee on behalf of _____ group/organization lessee, agree to the above terms.

Date: _____

APPROVAL:

BCH Representative _____ (signature)

Date: _____