

Rental Agreement

Readymade Community Centre

Please **print, complete, and sign pages 1-3** of this Rental Agreement **and return** to the Readymade Community Association as specified on page 6

THIS AGREEMENT made this _____ day of _____, 20_____

BETWEEN:

Readymade Community Association

&

(Print Facility User Name)

(Facility User's Address)

Please (✓) preferred contact number and provide **two alternate numbers** (please include someone other than the facility user)

() Phone _____ (mobile home work)

() Phone _____ (mobile home work)

() Phone _____ (mobile home work)

BOOKING DATE(S): _____

SCHEDULE "A"

*To complete the following section, please refer to the **Rental Rates** document found in Appendix I and on Readymade Community Website.

Option 1: Hourly Rental	
DESCRIPTION	CHARGES
Rental Details (full facility, etc.) _____	
_____ hours @ \$ _____ / hour	\$ _____
Option 2: Half Day or Single Full Day Rental	
Circle Rental Length: ½ day full day	
Rental Details (full facility, etc.) _____	\$ _____
Option 3: Multiple Day Rental	
_____ full day package	\$ _____
Optional Extra Time per Hour: Arranged Prior to Final Payment	\$ _____
SUBTOTAL	\$ _____
G.S.T.	\$ _____
TOTAL CHARGES	\$ _____
BOOKING DEPOSIT (50% of Total Charges)	\$ _____
*Additional 3.5% if Use of Credit or Debit	\$ _____
BALANCE OWING (Booking Deposit subtracted from Total Charges)	\$ _____
*Additional 3.5% if Use of Credit or Debit	\$ _____

The booking period shall:

commence on _____, 20____ at _____ A.M./P.M.

and end on _____, 20____ at _____ A.M./P.M.

Booking Coordinator Notes:

Payment can be made by:

- Cheque (payee Readymade Community Association)
- Cash
- Debit/Credit (an additional 3.5% processing charge per use)
- E-transfer (made to readymadeca@gmail.com) **Please include your name and booking date in the message.**

**Cheque preferred for damage deposit

ACKNOWLEDGMENT AND ACCEPTANCE OF OBLIGATIONS AND AGREEMENTS:

I (We), _____ *[please print name(s)]*, the user(s) of the Readymade Community Centre on the dates specified above, have read and agree to all conditions as outlined in the OBLIGATIONS OF THE USER on pages 4 and 5, and the ADDITIONAL AGREEMENTS on page 6 of this Rental Agreement.

Sign: _____

Date: _____

INDEMNITY

The User assumes the entire responsibility and liability for losses, expenses (including legal expenses on a solicitor and his own client basis), damages, demand and claims based on any injury or alleged injury to persons (including sickness and death) or damage or alleged damage to property (whether such property be the property of the Readymade Community Association or property of third parties) sustained or alleged to have been sustained, in any way connected with the use of or proximity to the Facilities and Services by the User, its employees, agents, servants and invitees. The User agrees to indemnify and hold harmless the Readymade Community Association, its agents, servants and employees from and against the same and from any against any and all damages, demands, claims and expenses (including legal expenses on a solicitor and his own client basis) made by any third party against the Readymade Community Association arising directly or indirectly from any injury or damage or alleged injury or alleged damage of other matter relating to this Agreement. The User further agrees to defend any suit or action brought against the Readymade Community Association, its agents, servants or employees, or any of them arising out of activities to collect or attempt to collect any monies properly due to the Readymade Community Association pursuant to the Agreement.

OBLIGATIONS OF THE FACILITY OWNER

1. Readymade Community Association shall make available the Facilities and provide the Services on the Event Date at the times, at the price and in the manner specified in Schedule "A"

OBLIGATIONS OF THE USER

The user shall:

1. upon signing this Agreement, pay to the Readymade Community Association the Booking Deposit; **one-half of the total rental charges.**
2. pay any outstanding balance owed to the Readymade Community Association **at least seven days prior to the booking date** and **provide the damage deposit amount** preferably in the form of a cheque or cash. Any alternative method of payment may lead to a delay in the processing of refunds.
3. use the Facilities and the Services only for the purposes of the event.
4. vacate the premises no later than the time specified in the Facility Rental Agreement. If the facility user vacates the premises **later than the specified time**, the facility user shall be considered in violation of this agreement and shall be liable for **additional charges.**
5. obtain, produce and post all necessary licenses, permits (including but not limited to permits issued by the Alberta Liquor and Gaming Commission), insurances, and authorisations necessary to permit the use of the Facilities for the Event and shall carry out all activities reasonably necessary to maintain such licenses, permits, insurances, and authorisations in good standing;
6. abide by and shall cause its agents, servant, employees and invitees to abide by and comply with all laws, bylaws, rules, and regulations of every municipal, provincial, federal or other competent authority or of the County of Lethbridge which in any matter relate to or effect the Facilities or the use thereof.
7. be responsible for its own set up and take down prior to and after the event.
8. return the Facilities to the Readymade Community Association upon the completion of the Event in the condition which it was found prior to this Agreement. **Refer to APPENDIX 2 Checklist for Cleanup** **If the booking party, to the satisfaction of the Association, does not clean the Facility, costs to the Association for clean up shall be deducted from the damage deposit. Any clean up costs exceeding the deposit shall be paid by the booking party.**
9. **participate in both a pre-event and post-event walkthrough with the Booking Coordinator. The timing for the post-event walkthrough and key return will be arranged beforehand with the Booking Coordinator. If an event concludes between 10 p.m. and 2 a.m., the post-event walkthrough must be scheduled for the following day.**

11. no vehicles (including RV's, campers, etc.) are to be parked on any grassed area anywhere on the Readymade Community Association property at any time or for any reason. **\$100.00 + cost of any damage will be deducted from the damage deposit.**
12. decorations to be fastened to the provided tack strip, wires, and sound diffusers. Any deviations from the above must be pre-approved by the Readymade Community association.
13. not use, maintain, or allow any open flame devices within the rented premises, including but not limited to candles, open-flame stoves, or any other equipment capable of producing an open flame. Violation of this clause may result in immediate termination of the rental agreement and any associated penalties or liabilities. **EXCEPTION: open flame devices may only be used to maintain heat for chafing dishes.**
14. **only use contained propane firepits outside the facility premises. The use of any wood-burning fire devices is strictly prohibited.**
15. hay/straw bales may not be used in the building or on the grassed area immediately surrounding the building. **All bales used on the sports field or picnic area must be removed upon the conclusion of the facility rental.**

Cancellation Policy

Booking deposit will be forfeited unless the cancellation is confirmed at least:

Hourly and Daily bookings: 30 days prior to booked date

Package bookings:

2 full day: 90 days prior to booked date

3 full day: 120 days prior to booked date

4 full day: 120 days prior to booked date

In the case of a cancellation, the refund (if applicable) will be paid to the person who paid the booking deposit, regardless of who signed the agreement.

ADDITIONAL AGREEMENTS

1. Use of the Facilities shall be confined the area(s) stated on Schedule "A". All changes must be made prior to the booking date.
2. The facility will be inspected after the event, in the presence of the Renter, for any damages. A thorough inspection of the facility, rental items, etc. will occur **within 7 days of the completion** of the event. Once the Readymade Community Association is satisfied that there are no damages, the damage deposit cheque will be rendered void. In the event that there are damages, see next:
3. The Damage Deposit may be applied to any charges, expenses, damages, indemnities, or taxes properly due and payable to the Readymade Community Association.
4. The Readymade Community Association shall not be liable for any theft, loss or damage of, to or from the persons or property of the User, its agents, employees, servants or invitees, howsoever caused.
5. If any term of this Agreement is breached, the Readymade Community Association shall have the right to terminate this Agreement forthwith without any notice whatsoever and require the User to vacate the Facilities forthwith and any charges for the use of the Facilities and for the provision of the Services shall be in no way reduced or abated and the User shall remain liable for the full amount thereof.
6. Notwithstanding any provision contained herein to the contrary, the Readymade Community Association has the right to terminate this Agreement at any time whatsoever if, in the opinion of the Readymade Community Association, the performance or continued performance of this Agreement would or could result in damage to the real or personal property of the Readymade Community Association or if to allow such performance or continued performance of this Agreement would otherwise be dangerous or unsafe.
7. Should the Readymade Community Association be rendered incapable of performing its obligations hereunder by reason on any statute, law, order or regulation or for any other reason beyond its reasonable control, the Readymade Community Association shall be relieved from the fulfilment of such obligations and the User shall not be entitled to any compensation whatsoever.
8. The User has inspected the Facilities and has satisfied itself that the Facilities are suitable for the Event and that there have been no promises, representations, warranties or undertakings given by the Readymade Community Association with respect to the Facilities or Services except as are expressly set forth herein.
9. All no shows (users who do not show up to use the facility they have booked) will be charged the regular rental rate. Suspensions of further bookings may occur.

Please **print, complete, sign, and return pages 1-3** of this Rental Agreement to the Readymade Community Association using one of the following methods:

- **Email to readymadebooking@outlook.com**
- **Mail to** Readymade Community Association
Box 1523
Coaldale, Alberta
T1M 1N3

Contact Information:

Booking Coordinator

Anna Klassen

(403) 894-9456

readymadebooking@outlook.com

Readymade Community Association

Lorraine Lavoie

(403)308-8288

readymadecommunityassociation@gmail.com

Land Location and Municipal Address:

Readymade Community Centre:

SW ¼ 2-9-19 west of 4th (Land Location)

Municipal Address 90005 Highway 512 North

APPENDIX 1

Readymade Community Association -Facility Rental Rates 2023 - 2027

	2023	2024	2025	2026	2027
Hourly Rates: Meeting Room	80	85	95	110	125
Kitchen	80	85	95	110	125
Full Facility	190	205	225	250	300
Half Day: Full Facility - Includes BBQ*	1020	1080	1090	1100	1120
1 Day: Full Facility - Includes BBQ*	1320	1440	1585	1600	1625
2 Day: Full Facility - Includes BBQ*	2070	2190	2410	2500	2550
3 Day: Full Facility - Includes BBQ*	2580	2700	2970	3000	3050
4 Day: Full Facility - Includes BBQ*	3120	3300	3630	3700	3800
1 day: Outdoors plus kitchen, washrooms, BBQ	550	565	615	655	675
1 day: Outdoors plus kitchen, washrooms, no BBQ	450	465	515	530	550
Extra Time per Hour: Arranged Prior to Final Payment	140	145	160	180	180
Extra time arranged after final payment - see Full Facility Hourly Rates Above					
Local Non-Profits	50% off Regular Rates				
Damage Deposit	\$1,500				
Booking Deposit	50% of Total Booking Cost				
Additional Fee for use of Credit or Debit Card	3.5% of Amount Paid				

NOTES:

Half Day: 4pm – 2am or 8am to 4pm

1 Day: 4pm to 1 pm the next day or 8am to 2am the next day

2 Day: 4pm Friday to 1 pm Sunday or 8am Friday to 2 am Saturday

3 Day: 4pm Thursday to 1 pm Sunday or 8am Thursday to 2 am Saturday

4 Day: 4pm Thursday to 1 pm Monday or 8am Thursday to 2 am Sunday

***BBQ** must be left clean. If it is not, cleaning fees will be deducted from Damage Deposit

APPENDIX 2

CHECKLIST FOR CLEAN UP

All garbage and litter, inside and outside, must be cleaned up, bagged, and placed in the large garbage bin on the west side of the parking lot.

Main Hall

- ___ Wipe down tables
- ___ Put tables and chairs away into chair/table room
- ___ Sweep the hardwood floor (please do not mop)

Bar Area

- ___ Wipe the pass through
- ___ Wipe down the counters
- ___ Wipe wall in front of bar area
- ___ Make sure cooler is cleaned out and wiped down
- ___ Sweep and mop linoleum in bar area
- ___ Turn switch to unoccupied when you leave this area
- ___ Turn off the overhead fans
- ___ Ensure the microphone is put away

Bathrooms

- ___ Sweep floors
- ___ Mop if necessary
- ___ Wipe down counters

Kitchen Area

- ___ Put plates away in carts
- ___ Put cups in grey trays
- ___ Put glasses in green trays
- ___ Park plate, glass and cup trays in the correct locations
- ___ Wipe down counter tops
- ___ Rinse and wipe out sinks and stainless steel counters
- ___ Make sure ovens are clean inside
- ___ Wipe down the stainless steel ovens
- ___ Rinse and wipe down the stainless steel dishwasher and turn off
- ___ Wipe the pass trough
- ___ Take all food out of stainless steel fridge and wipe down
- ___ Sweep and mop linoleum
- ___ Turn switch to unoccupied when you leave the kitchen
- ___ Take all the garbage to the large garbage bin on the west side of the parking lot.

Barbecue Area

- ___ Clean the barbecue with the brush
- ___ Wipe down all stainless steel
- ___ Use stainless steel spray to shine up the front of the unit
- ___ Sweep out the area inside the shelter
- ___ Ensure the door is closed