

Rental Agreement #2020 _____

Date Booked: _____

Rental Agreement for use of Devon Pioneers 73 Club (P73 Club) Centre
29 St Lawrence Ave Devon, AB 780-987-4822 or 780-720-3493 (Nadine)
Devonp73club@gmail.com

Agreement: P73 Club and _____ Phone _____

Email address _____

Type of function _____ Estimated # attending _____

Date of Event _____ Time of Event: _____ to _____

Set-up time (if required) _____ Key pick up & Walk thru Date and Time: _____

Clean up required immediately after event. Thank-you.

Expected time that event and cleanup will be completed: _____

Rental Rates:

() \$50 Booking Fee to hold a date more than 6 months in advance. **This is non-refundable if rental does not occur but will be credited toward the rental charge on event day.**

() Damage deposit (\$250) required 3 months prior to event PAID _____ Rect/trans# _____

() Daily Hall rent due: \$300 PAID _____ Rect/trans.# _____

() Church/Charity Daily Hall Rent Due: \$175 PAID _____ Rect/trans# _____

() Hourly Rate \$50/Hr (min. 2-hr) Rent Due: _____ PAID _____ Rect/trans# _____

() Bereavement \$150 PAID _____ Rect/trans# _____

() P73C Member \$150 PAID _____ Rect/trans# _____

() Damage and clean-up stacking costs are minimum \$40/hour if not completed. To be withheld from damage deposit. Withheld \$ _____

() \$50 Cancellation fee

(X) \$20 Covid Sanitizing Fee

Liquor: Yes [] No [] Renter must get own liquor license and is responsible for all activities surrounding compliance and consumption.

The Renter has read and agrees to all the terms as listed on two (2) pages _____ (initial)-

Renter: PRINT NAME AND/OR GROUP for **REFUND CHEQUE Or MONEY TRANSFER PAYABLE TO:**

Mailing or Email Address for refund _____ Town: _____

Postal Code: _____ Phone # _____ /cell # _____

Renter Signature _____ ON BEHALF OF _____ Date _____

Hall Manager Signature on behalf of Lessor _____

____ (initial) Renter agrees to leave premises as found and assumes all risk and responsibility for loss or personal injury.

____ (initial) The Renter agrees to be responsible for set up and removal of tables, chairs and equipment

____ (initial) the Renter is responsible for all special licenses, Permits and insurance where required. The Renter is advised to consult their insurance agent to ensure that they are adequately covered should a claim arise.

____ (initial) any liquor permits required must be in name of Lessee. Lessee must provide own bartender and is responsible for all guests.

Refund Date : _____ Amt. _____ Chq or transaction # _____

****THIS PAGE FOR RENTER TO be given copy of****

___(initial) The Renter will follow the latest Covid rules and legislation as set up by the Federal, Provincial and municipal government

___(initial) The Renter agrees to leave the facility in good order.

___ (initial) The Renter will be responsible for all activities on the property during the rental of the hall. That notwithstanding, if at any time during the function there is a violation of liquor license, hall capacity, fire or health regulations, the Lessor has the right to terminate the function immediately. Appropriate authorities will be contacted if necessary.

EVENT INSURANCE IS STRONGLY RECOMMENDED

In an Emergency call 911 the address is 29 St Lawrence Ave Devon, AB

ALL FUNCTIONS ARE NON –SMOKING. Absolutely No Smoking allowed. Use only cigarette butt disposal outside away from the doors.

The facility must be left in the same, or better than, the condition it was found in.

No tape, pins, or nails are to be used in walls or ceiling. Hooks are provided for decorating

Any damage caused, or failure to clean as result of use, will be assessed by the Hall Manager, or their appointee, in a completion inspection. Any costs to repair damage to facility or equipment, or additional cleaning costs will be deducted from the deposit. Any excess damage or cleaning above the damage deposit amount ARE THE RESPONSIBILITY OF THE RENTER. If no damage or additional cleaning is required, and the key has been returned, the deposit will be **refunded within seven (7) days**

POST EVENT CLEAN UP CHECKLIST:

___The Renter agrees to leave the facility in good order.

___Chairs are stacked SEVEN high

___Small tables are stacked on the rolling pallet

___Large tables are stacked on rolling trolley and returned to storage area

___Make sure All windows are closed

___If kitchen is used, stove top/oven, cupboards, sink and floors must be wiped. Use of dishes, cutlery, etc. require proper sanitation in dishwasher and return to proper locations in cupboard. Dishwasher requires pre-heating to 150 F. Thank you

___Coffee urns must be rinsed out and wiped before being put away

___Curling floor is to be swept and mopped with mild soap and water only

___Main floor is swept then damp mopped. No water is to be applied to the floor directly and all spills need to be wiped up quickly

___Check and ensure all garbage can bags, including those in all bathrooms are collected and placed into the black garbage bins outside south exit fire door. Ensure door is pulled closed completely, then turn deadlock. **Double check please.**

___Ensure stove, coffee maker, oven, dishwasher are wiped and shut off.

___Check and Flush all toilets, and the Urinals

___Ensure ALL interior and exterior lights and both hall fans and bathroom fans are turned OFF; double check bathroom lights are off

___Also ensure the automatic door is set to the mid-point as that is the OFF position. DO NOT PROP DOOR OPEN WHEN AUTOMATIC OPENER IS ON. The door can be set to OPEN to keep door open without being propped open.

___Please ensure that ALL doors and emergency exits are locked and double checked as you leave. You place the building and others at risk if doors are not locked.

ABUSE OF PREMISES OR MEMBERS WILL NOT BE TOLERATED

Booking information is collected under the Authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act, and will be used to process the rental agreement only.

Your booking is “CONFIRMED” when agreement is completed, signed and damage deposit has been paid in full.

***Renter can keep these Projector Instructions
for your convenience.***

**DEVON PIONEERS 73 CLUB
EPSON PROJECTOR INSTRUCTIONS
Projector – EPSON 2150 - EB5E 8091**

Turn computer On

Connect to P73 Wi-Fi

Shaw 49C9F0 Password 251171049045

Download to computer EasyMP Network Projection free software from Internet.
This can be done before you even get to the hall.

Click on EasyMP Network Projection to open it.

Turn Projector On with White Remote (point at projector)

Your Computer screen should show on the movie screen.

If you want to project sound.....

Plug the single prong wire hanging from top cupboard into your headphone jack on the side of your computer.

Turn Bose speaker on using the Black Remote (light should come on).

Click on your presentation.

Adjust volume with Black Remote.

EPSON HELP LINE 1-800-637-7661