

## BALZAC COMMUNITY HALL RENTAL AGREEMENT

Payments may be made via e-transfer to [balzachallpayments@gmail.com](mailto:balzachallpayments@gmail.com) or cheque (dropped off in the Hall mail slot or mailed): Balzac Community Hall Association, 10075 TWP Road 262, Balzac AB T4B 2T3. Please ensure you advise the Hall Manager of your payment(s).

Please review the attached appendix for access instructions as well as expectations/instructions for the care and condition of the Hall after your rental. Please ensure any necessary set up and post rental tear down/clean up falls within your rental times.

1. Maximum capacity of the Hall is 225 people. It is a non-smoking facility.
2. The premises are not to be used for any purpose other than as designated above. Rental is for the Main Floor of the Hall unless other arrangements have been made for the addition of the Basement and/or Cookhouse. If so, that will be indicated above.
3. The cancellation policy requires 90 days notice to receive a refund of the damage deposit. If cancellation occurs within 90 days of the rental date the Renter will forfeit the damage deposit unless another rental is subsequently booked on that date.
4. If liquor will be on the premises during the rental period Party Alcohol Liability (PAL) along with the appropriate AGLC liquor license must be acquired by the Renter and it is the sole responsibility of the Renter to abide by the requirements of both.
  - The renter must supply a copy of both the insurance and the license to the Hall Manager no later than two weeks prior to the rental to receive access to the Hall.
  - The insurance must carry a minimum 2 million in liability coverage and ***BOTH Balzac Community Hall Association and Rocky View County*** are to be named as “additional insured” on the liability insurance.
5. The Renter and their attendees must abide by the Rocky View County Noise Bylaw:  
<https://www.rockyview.ca/bylaws>  
Any issues with excessive noise will be given ONE warning (in the case of a Hall representative responding). If the issues continue after the warning, the rental will be shut down immediately by a representative of the Hall and/or RCMP in attendance and will result in forfeiture of the full deposit.
6. Please note that directives from Alberta Health Services regarding COVID-19 supersede any provisions in the Balzac Community Hall Rental Agreement. All Renters are responsible for the activities of their attendees remaining in compliance with current COVID-19 public health measures.  
Current AHS COVID-19 Public Health Measures:  
<https://www.alberta.ca/covid-19-public-health-actions.aspx>
7. No decorations are to be affixed to the walls or ceiling in the Hall – scotch/duct tape, pushpins, stickpins, tacks, and sticky tack are prohibited as they peel paint off the walls or leave holes. Use of pre-existing hooks, nails etc. or free-standing designs are welcome. No open flame candles, confetti (paper or foil) or straw/hay bales. Tablecloths must be used for crafting/paints etc.

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8. Rental of the hall includes use of:

- 20 – five-foot diameter round tables – these seat 8 at each table
- 13 – 8-foot-long rectangular tables
- 26 – 6-foot-long rectangular tables
- 4 – 4-foot-long rectangular tables
- 225 chairs – no highchairs – this number may be slightly lower due to damages
- Warming/prep kitchen with fridge – 100 cup coffee percolator
- Bar area with fridge, deep freeze, sinks, ice tub and serving counter

The Hall does not provide plates, cutlery, glassware, pots, pans, linens, decor, event staff, etc.

9. Additional services such as such as set up of tables & chairs, decorating, bartenders, caterers, DJs (audio/visual), post-rental clean up, etc. are not provided by the Hall and would need to be arranged externally. The Hall Manager can provide recommended vendors for some services that are familiar with the space if you would like to check availability, rates and potentially hire help for these details.

10. The premises are to be left in the same condition as prior to the rental and per the post rental expectations/instructions outlined in the appendix.

11. Damage deposit refunds will be processed within two weeks of the rental at the discretion of the Hall Manager and the Executive of the Balzac Community Hall Association. After completion of the rental the Hall will be assessed by a representative prior to the next rental. Any applicable cleanup, overtime charges and/or damage fees will be deducted from the damage deposit. If a gross violation of the Rental Agreement has occurred, the damage deposit will be forfeit in full.

Please be advised that the facilities are used at the Renter’s own risk. The Balzac Community Hall Association assumes no responsibility for the Renter, their attendees, or their conduct.

The Balzac Community Hall Association reserves the right to enter all functions at the Balzac Community Hall without additional notice.

This Rental Agreement (including the documents referred to herein) constitutes the entire agreement among the Parties and supersedes any prior understandings, agreements, or representations by or among the Parties, written or oral.

**I/we acknowledge and confirm that I/we have read the Rental Agreement and the provided appendix and referenced County & Provincial guidelines in full and will comply with all terms and expectations contained within. I/we acknowledge that failure to do so may result in forfeiture of the damage deposit, in part or whole.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

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### POST RENTAL EXPECTATIONS/INSTRUCTIONS FOR RENTERS

- Please ensure any tables, chairs and additional items are returned to their original location: - Extra chairs should be put back on the stage (blue)/in the storage closet between the washrooms (black/red)
  - Rectangular tables should be placed back under the stage
  - Extra round tables should be returned to the storage closet next to the bar
  - 16 tables are to be left out in neat rows of 4 by 4 with 8 chairs around each table

**Please DO NOT stack the chairs back on the tables, leave them on the floor – thank you -**  
Anything else that has been moved must be put back in its original spot (piano, buffet, etc)
- **All counters and tables MUST be wiped clean.** Any spills in the fridges/freezer must be wiped up – Please check for spills on the window sills and walls
- All decorations (and anything used to place/adhere them) must be removed
- All hard floors must be swept, check the stage floor as well – If they are excessively dirty with spills they must be wet mopped (mops are located in the storage closet to the left of the bar)
- Check the washrooms for any extreme messes that need to be cleaned up
- Kitchen/Bar:
  - The stove exhaust fan must be turned off - the switch is on wall behind and to the right of stove
  - The gas to the stove and ovens must be turned off
  - The stove and ovens must be left clean
  - The coffee pots must be left clean
  - The sinks should be rinsed and clear of debris
- Garbage:
  - All garbage is to be removed from all garbage cans (kitchen, bar, main hall, bathrooms) and placed in the large enclosed vertical black bin on south side of hall around the corner of front entrance **Any garbage placed in this bin must be in a garbage bag and tied shut**
    - **Cardboard** is no longer accepted by the landfill and **must be removed from the premises** by the renter (cardboard left on site will incur a \$50.00 deduction from the damage deposit)
- Ensure any garbage/bottles/cigarette butts on the Hall grounds are cleaned up and the parking lot is left neat and tidy
- **All lights & fans** must be turned off (kitchen, bar, main hall, stage, washrooms, entrance, basement hallway/meeting room)
- **All doors** must be completely **closed, latched and locked**
- **Return door key to key safe bottle, insert it back into lock head until it clicks, scramble the dials to lock the key safe and close the door to protect the wheels.**

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