

# Sedgewick Community Hall Rental Agreement

**PLEASE READ ENTIRE CONTRACT BEFORE SIGNING**

Lessee Contact Name: \_\_\_\_\_

Organization/Event: \_\_\_\_\_

Facility Section(s) to be used: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (cell): \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **AGREEMENT:**

I (we) \_\_\_\_\_ (hereafter known as Lessee) hereby agree to lease the Sedgewick Community Hall from the Sedgewick Community Hall Association (hereafter known as the Lessor) for the sum of \$\_\_\_\_\_ + Damage Deposit(Equivalent to Rent) of \$\_\_\_\_\_ on the following dates for the function as noted below in agreement with the terms and conditions set forth in this contract.

Payment can be made by cash, cheque or e-transfer

Alcohol will be served \_\_\_\_\_ (initial) - **Pal Insurance document must be presented.** Capacity total of **205**.

Alcohol will NOT be served \_\_\_\_\_ (initial) – Insurance requirements *may* be waved at Lessor’s discretion.

## Terms:

- **Booking is not confirmed until rent & damage/security deposit is received.**  
Damage deposit will be equivalent to rent. All security deposits will be refunded by mail after the hall is cleaned by LESSEE and inspected by LESSOR or designate, no later than 30 days following the function.
- Lessee agrees to **return the key** to the town office drop box following the event.
- Access is limited only to areas rented as listed above.
- Ensure all fire exits remain free and clear of debris and remain accessible.
- A cancellation fee of 50% applies if the cancellation is within less than 2 weeks of the scheduled event. Refunds for cancellations will be at the sole discretion of the Lessor.
- Lessee must vacate the premises at the end of the contracted time.
- Lessee is responsible for all fees required by The Society of Composers, Authors and Music Publishers of Canada (SOCAN).
- The Lessee will obtain any necessary permits, insurance and licenses for staging of the event from the Regulatory Boards and Authorities. **During the use and occupation of the said premises, the Lessee will identify and save harmless the Lessor and the Town of Sedgewick from and against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the said premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its associates, agents, employees, workers or volunteers. Copy of a Certification of Liability Insurance is required. PAL insurance is available for special occasions.**
- The Lessee will provide copies of any said necessary permits, insurance or licenses required, to the lessor no later than 2 days prior to the event.
- The Lessee agrees to be held totally responsible for ALL the costs of repairing the facilities and/or replacing lost or damaged equipment. In addition the Lessee agrees to pay all associated costs for unsatisfactory clean up, and/or for violation of any conditional term as noted herein this contract. The Lessee acknowledges the hall capacity is 250 and that it is the Lessee's responsibility to ensure that there is **NO SMOKING** in or adjacent to this facility.
- The Lessee will not permit any actions, which may be deemed a nuisance, annoyance or contrary to any Municipal, Provincial or Federal regulations.
- The Lessor must approve of any affixing of decorations or displays. All furniture, fixtures and the like that are brought on the premises are done so at the sole risk

of the Lessee. The Lessor is not responsible for loss or damage resulting there from.

- The Lessee is responsible for ensuring all items in the Post-Event Checklist are completed to receive a full damage deposit refund.
- The Lessor reserves the right to evict, cause to be moved and refuse further bookings or admissions to persons or groups causing willful damage or ignoring the above regulations.

If your event includes the serving of food, the Hall Board requests that your function "GO GREEN". Please use our dishes and high speed dish washer for your event.

### Rental Rates Schedule

Day Use (no kitchen use) -----	150.00 Incl GST
Hall Use (includes kitchen and sound system use) -----	375.00 Incl GST
Fundraisers & Charitable Organizations -----	250.00 Incl GST
Weekend (includes Friday, Saturday & Sunday) -----	550.00 Incl GST
Funerals -----	150.00 No GST
Meeting Rate (3 hours or less) -----	50.00 Incl GST
Meeting Rate (1 hour) -----	25.00 Incl GST

**Payment made to:**

Sedgewick Community Hall Association  
Box 129  
Sedgewick, AB T0B 4C0

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Lessor Signature \_\_\_\_\_ Date \_\_\_\_\_