



**RENTAL AGREEMENT**  
**( Due signed with confirmation/deposit )**

**RENTOR**

Glamorgan Community Association  
4207 41 Avenue S.W.  
Calgary, Alberta  
T3E 1G2  
Office: (403) 246-8218  
Office Fax: (403) 240-1394  
info@myglamorgan.ca

**RENTEE**

Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Organization/Group: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Purpose: \_\_\_\_\_

Room(s) Rented: \_\_\_\_\_ Number of People: \_\_\_\_\_

*FEE AGREEMENT*

**Rental Cost:** \$ \_\_\_\_\_ + GST \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Confirmation Deposit Amount:** \$ \_\_\_\_\_ (deduct)

Date paid: \_\_\_\_\_

**Additional Fees:**

Linen \$ \_\_\_\_\_ + GST \$ \_\_\_\_\_ \$ \_\_\_\_\_

Non-Alcohol Event Staff \$ 75.00 \$ \_\_\_\_\_

Corkage 15 % \_\_\_\_\_ +GST \_\_\_\_\_ \$ \_\_\_\_\_

Barbecue \$ 50.00 + GST \$2.50 = \$52.50 \$ \_\_\_\_\_

Kitchen \$50.00 + GST \$2.50 = \$52.50 \$ \_\_\_\_\_

Sound System \$50.00 + GST \$2.50 = \$52.50 \$ \_\_\_\_\_

Drink Tickets @ \$5.25ea. x \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ + GST \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Balance owing:** \$ \_\_\_\_\_

**Date paid:** \_\_\_\_\_

Security/Key Deposit:

Amount: \$ \_\_\_\_\_ **CASH** Date paid: \_\_\_\_\_

Returned to rentee:

Amount: \$ \_\_\_\_\_

Rentee signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Security deposits are paid by the Rentee in **cash** and are held until the Wednesday following the rental. It is returned in its entirety provided there is no damage and/or breach of contract. If security deposit is not picked up **within 30 days** of rental it will be deposited and become property of Glamorgan Community Association.*

*Initial* \_\_\_\_\_

## CONDITIONS OF RENTAL AGREEMENT

- Booking is confirmed on receipt of confirmation deposit. Balance of Rental fee and security deposit (**CASH**) are payable prior to the rental date. The confirmation deposit is non-refundable unless cancellation notice is provided 90 days prior to rental and an alternate rental is contracted.
- The Rentee is responsible for any loss or damage to property occurring during the rental period. All fixtures, lights, ornaments, trophies, chairs, tables, kitchen equipment, cutlery, dishware are the property of the hall and are not to be removed. Any and all contents of the hall shall remain in the hall. Missing or broken contents are the responsibility of the Rentee. The Rentee agrees to pay additional charges for any broken or missing contents. Security deposit shall be applied in part or in whole to any expenses incurred by the Rentor as a result of damages or loss to the facilities/equipment during the period that the Rentee was responsible for same. The security deposit is required in cash prior to the rental and shall be returned in full upon satisfactory inspection of the facilities and no breach of contract.
- All alcohol consumed on the premises is to be purchased through the Glamorgan Community Association bar. No outside liquor is allowed on the premises (including parking lot). Glamorgan Community Centre reserves the right to ensure the Rentee is fulfilling the 'Bar Services Agreement' commitment. ANY breach of the "Bar Services Agreement" will result in 100% loss of security deposit.
- The Rentee is responsible for all users, guests, persons in relation to the use and occupancy of the property. The Rentee is charged with the responsibility of supervision. **Parent(s) or Guardian(s) must supervise youth and their activities.** If Rentee wishes to obtain insurance they must do so at their own expense.
- The Rentee will adhere to all current "City of Calgary "Non-Smoking Policy" and "Noise Bylaw" as well as all Municipal, Provincial and Federal laws related to the use and occupancy of the property. As the community centre is located in a residential area and out of courtesy to residents, **music must end by 1:00 a.m.** The **Centre must be vacated by 2:00 a.m.** **SMOKING IS NOT ALLOWED IN THE BUILDING** per City of Calgary Bylaw 57M92.
- **The number of guests and hours rented may not exceed that given on Page 1 of the Rental Agreement.**
- The Hall must be cleaned and vacated the day of the rental. Next-day clean up is not an option. This also applies to caterer's equipment etc. This includes removing garbage and recycling to the outdoor bins provided.
- The Rentee must adhere to all "Rules and Regulations" and "Closing Instructions" which form part of this lease agreement (attached).

**The Glamorgan Community Association reserves the right to cancel any event in the above facility and have the authority to remove, or have removed, any persons from the facility if it is felt that any part(s) of this agreement were broken or that the facility is not being used for the purpose for which this agreement is intended. Forfeit of the Rentee's Security Deposit will be applied for failure to comply with the conditions of this Rental Agreement. It is the Rentee's responsibility to read and understand the terms of this agreement.**

**I HAVE READ, UNDERSTAND and agree to ALL CONDITIONS ABOVE**

RENTEE \_\_\_\_\_

Date \_\_\_\_\_

RENTOR \_\_\_\_\_  
GLAMORGAN COMMUNITY ASSOCIATION

Date \_\_\_\_\_

## RULES AND REGULATIONS

- ⇒ **ALL EXITS** must be **KEPT CLEAR AT ALL TIMES (no tables or chairs in doorways)**
- ⇒ **No open flame candles allowed.** All candles must be in brandy type glass or “floating” candle.
- ⇒ **Absolutely no pets in the buildings, courtyard or skating rink.**
- ⇒ **No tacks, staples, nails or tapes are to be used for hanging decorations.** Hooks are provided on the beams in the Main Hall and around wall areas. . We can advise you on other methods of setting up decorations if required. **ABSOLUTELY NO CONFETTI or RICE in hall or parking lot . This includes table confetti.**
- ⇒ In the event that any additional cleaning must be completed due to confetti or rice, there will be a \$150 service charge.
- ⇒ Absolutely NO water tables, sand boxes, fog machines, cotton candy machines, sparklers, bounce houses in the building.
- ⇒ All equipment, supplies, food, beverages, decorations and personal property brought into the hall must be removed at the end of the function. Any items or food left will be discarded.
- ⇒ Glamorgan Community Association reserves the right to take photographs of the space prior to any function. All photographs will be used for promotional purposes and are the property of the Association.
- ⇒ The key(s) for the Community Centre must be returned at the end of the event as per ‘Closing Instructions’. **\$75.00 will be deducted from the Security Deposit for the cost of replacing a lost key and re-keying if required.**
- ⇒ Additional fees will be charged if the facility has not been cleaned as per ‘Closing Instructions’ and as per discussions. Extra cleaning charge will be a minimum of \$50.00 per hour.
- ⇒ Rentee must remove all garbage and recycling to the outdoor bins.
- ⇒ If a problem with arming/disarming the alarm occurs due to rentee error resulting in a security company ‘guard’, police or fire department being sent to the premises, **a MINIMUM \$75.00 charge will be levied to cover these expenses.**
- ⇒ **A \$35.00 fee will be applied to all Non-Sufficient Funds (NSF) cheques written by the Rentee returned to the Community Association.**

**I HAVE READ, UNDERSTAND and agree to ALL RULES AND REGULATIONS ABOVE**

RENTEE \_\_\_\_\_

Date \_\_\_\_\_

RENTOR \_\_\_\_\_  
GLAMORGAN COMMUNITY ASSOCIATION

Date \_\_\_\_\_

Additional COVID-19 terms for rentals are noted below.

1. For in-person meetings at the Facility with our General Manager there is a limit of one person per meeting. Please do not bring other people, or children to this meeting. Wearing a mask in the facility while meeting is mandatory.
2. RENTER shall ensure their gathering follows the current Government of Alberta (GOA) COVID-19 regulations and guidelines. These can be found on the website <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>.
3. In order to assist AHS with contact tracing, The RENTEE will be responsible for collecting the names and contact information for all attendees. The ASSOCIATION will provide forms to facilitate this. This information will only be requested by Alberta Health Services if a potential exposure occurs onsite. The records will be kept for 2 weeks, then destroyed.
4. Due to the requirements of physical distancing, the maximum total capacity of the premises for the purposes of the RENTEE's use is 44 for Main Hall, 12 for the Seminar Room and 12 for the Conference Room. The RENTEE agrees to ensure that this capacity is not exceeded.
5. If food is desired, RENTEE shall ensure businesses or groups who provide the food follow the Food Regulation and Food Retail and Foodservices Code and existing occupational health and safety requirements.
  - a. The RENTEE may offer buffets and self-service options only if facilitated and overseen by a commercial caterer who holds a food handling permit in accordance with the Guidance for Restaurant, Cafés, Pubs and Bars.
  - b. Attendees may bring their own food and beverages (non alcoholic only) which should not be shared between households.
  - c. Any food served must be in compliance with Alberta Health Services and Government of Alberta COVID-19 guidelines.
6. RENTEE shall bring in all supplies and equipment required for their event, the ASSOCIATION will not have any supplies or equipment available to use. Tables and chairs are provided by the ASSOCIATION.
7. If the RENTEE is offering a program to the public, the RENTER shall submit a plan on how they are keeping attendees safe, and ensure it follows GOA COVID-19 Guidelines including but not limited to screening, physical distancing, hand hygiene and respiratory etiquette, disinfecting, and plans should a participant develop symptoms. This plan must be submitted to the ASSOCIATION 2 weeks prior to their start date.

By signing below, the RENTER acknowledges having read the contents of this agreement.

RENTEE: \_\_\_\_\_

DATE: \_\_\_\_\_

RENTOR: \_\_\_\_\_  
GLAMORGAN COMMUNITY ASSOCIATION

DATE: \_\_\_\_\_

# BAR SERVICES AGREEMENT

Must be signed for EVERY event.

Rentee Name: \_\_\_\_\_

Function Date: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Type of function: \_\_\_\_\_

Cash bar provided by GCA: \_\_\_\_\_ or Non-alcohol event: \_\_\_\_\_

It is understood that liquor services in the Glamorgan Community Association will be provided by Glamorgan Community Association only, and that any of breach of liquor regulations (having alcohol other than supplied by GCA in the building) will result in 100% of the security deposit being withheld by Glamorgan Community Association.

**GCA reserves the right to charge rentee \$75.00 to cover the costs of having a staff person on site for non-alcohol events.**

Bar to open at: \_\_\_\_\_ Close at: \_\_\_\_\_

*Glamorgan Community Association will pay the cost of bartender(s) provided the sales for an event exceeds \$1000.00 . Rentee will pay \$15.00 per hour(per bartender) if the minimum sales are not met. Bartenders hours for rentee fee (if applicable) include ½ hour prior to opening and ½ hour after closing bar.*

Special requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If GCA is running a cash bar, the Rentee is permitted 2 bottles (750 ml) of wine per 8 adults for functions including a meal. A receipt for this expense as well as the wine must be provided to Glamorgan Community Association prior to the event. Receipt and unopened wine will be returned to rentee after event if requested. Glamorgan Community Association charges a 15% corkage fee + GST on wine. Homemade wine is not permitted as per Alberta Gaming and Liquor Commission License. **For special bar needs the GCA reserves the right to charge a 15% gratuity on all liquor sales; this includes pre-purchased drink tickets. Corkage and unused drink tickets are non-refundable***

Rentee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bar Staff Use Only
BBQ Tools Returned _____
Screen Returned _____



## **Bar Service Agreement Addendum**

1. All liquor service is provided by the Glamorgan Community Association (GCA). The Glamorgan Community Association will pay the cost of bartender(s) provided the liquor sales for the event exceed \$1000. Rentee will pay \$15 per hour **per bartender** if sales are under \$1000.00. Bartender(s) hours for Rentee fee if applicable include 1/2 an hour prior to opening and 1/2 hour after closing bar. For functions of less than 100 guests 1 bartender is required unless otherwise requested by Rentee. Functions with greater than 100 guests may require 2 bartenders.
2. The GCA reserves the right to charge a 15% gratuity on all liquor sales for "special needs bars" eg. Host bar, drink tickets etc.
3. A Rentee is permitted to bring in 2 bottles (750ml) of wine per 8 adults for a function **with meal**. The wine and receipt from purchase must be brought to the GCA office on the day of key pick up. GCA will charge a corkage fee of 15% plus gst of the purchase price to stock the wine into the bar and open/serve at Rentees request during the function. Homemade wine is NOT permitted. Unopened wine will be returned to the Rentee at the end of the function.
4. Corkage and unused drink tickets are NON-REFUNDABLE.
5. Drink prices range from \$4.25 to \$5.75 each. Price list is posted in bar.
6. Types of Bars -
  - a) Cash Bar - guests pay full price for their drinks
  - b) Host Bar - host pays full price for all drinks
  - c) Toonie Bar - guests pay \$2 per drink. Host pays the difference between cash received from guests and total ring out (difference of \$2 and the full price of drinks) at the end of the function.
  - d) Combination Bar - a combination of the above - details to be discussed with GCA staff
7. We (GCA) are governed by the Alberta Liquor Act. It is not our role or responsibility to attach a copy of the AGLC Legislation to our rental agreement. There is also responsibility on the part of the Rentee to be informed as well. Under the current Legislation there is an entire section devoted to roles and responsibilities of Licensees (the GCA) and the purchaser of the liquor (Rentee).