

**LYNNWOOD COMMUNITY HALL RENTAL AGREEMENT  
BETWEEN: Lynnwood Community Hall (the "Licensor") and Licensee**

**Licensee Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Community Membership Number** \_\_\_\_\_

In consideration of the following covenants, the parties agree as follows:

**Purpose:** The Licensee will use the "hall" for the purpose of:

\_\_\_\_\_

**Rental:** The Licensee will rent the hall on \_\_\_\_\_  
from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

**Rental Fees and Damage Deposit:** Effective April 1, 2015:

- 4 hour rental: \$125.00 with \$125.00 damage deposit
- All day rental and weekend evening rental : \$200.00 with \$200.00 damage deposit
- Weekend rental (Friday evening from 5pm-Sunday at noon): \$350.00 with \$350.00 damage deposit
- Edmonton Community Short Term Hall Rental Insurance (and Liquor License if applicable) **must** be purchased and shown to the hall representative prior to keys being provided.
- Cancellation of contract without a full **30** day to Hall Representative forfeits security cheque.
- Licensee must be a resident of Lynnwood for at least 6 months and have a **valid/current** community league membership
- A sound system is also available to be rented for an additional \$50.00 per event/function.

If no damage has been caused and all cleaning is done as required, the damage deposit cheque will be shredded (the cheque can also be returned to the licensee upon request upon signing of the contract). The Licensee assumes all responsibility for all damage to the hall interior (including contents) and exterior (excluding hall grounds) caused by any person in attendance during hall use by the Licensee. The Licensee agrees to pay for any necessary repairs, services, and materials which may be required to fix any damages. Any such repairs will be arranged at the option of the Licensor and will be billed directly to the Licensee. If repair costs are greater than the damage deposit the Licensee agrees to pay all such costs immediately upon receipt of the invoice. Delinquent accounts more than 30 days will go to collection.

**Liability:** The Licensee will indemnify and save harmless the Licensor and its directors, officers, agents, employees, contractors, representatives, volunteers, successors, or assigns from all losses, claims, actions, causes of action, costs and expenses (including the cost of a solicitor – client basis) that the Licensor may sustain, incur or suffer at any time, to the extent that the same are based upon, arise out of, or occur by reason of any negligent act or omission or willful act of the Licensor or any person for whom the Licensee is legally responsible by having them attend the event. The Licensor will not be responsible for any loss or damage to any equipment or personal property of any kind owned or used by the Licensee. The Licensee hereby waives all rights of recourse against the Licensor with regard to any and all loss or damage to equipment rented or taken into the premises.

**Decorations:** The Licensee will not place decorations on painted surfaces using staples, duct tape, tacks or nails. **Only masking tape/painters tape may be used.** Confetti in or around the hall is **not** permitted. The Licensee will remove the decorations without permanent damage to the hall.

**Alcohol:** A Liquor Permit must be purchased by the Licensee and posted in the hall while alcohol is being served. The liquor permit must be shown to the hall representative before the keys are provided.

**Noise:** There will be no noise outside the hall after 11 pm.

**Custodial:** The Licensee will leave the hall in the same condition that it was in when first occupied, without limiting the foregoing, the following must be done before security will be returned. Cleaning rates are \$30/hour if not completed by Licensee. Cleaning supplies are located in hall.

- Floor swept in main hall and kitchen
- Floor mopped in hall and kitchen
- Garbage taken out to bin (which is locked and must be relocked after use)
- Bathrooms tidy
- Scuff marks removed from floor with damp cloth
- Tables and chairs cleaned and put back into storage
- All lights out (lights left on deemed at \$20 charge)

**Keys:** The Licensee will vacate the property at the end of their designated time as stated above and return keys to hall rental representative's home or as per instructed.

Security payment of \$\_\_\_\_\_ received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Hall payment of \$\_\_\_\_\_ due prior to the keys being released to the Licensee. Signed and made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Lynnwood Representative

\_\_\_\_\_  
Licensee Signature