

CLOVER LAWN COMMUNITY CENTRE ASSOCIATION RULES AND REGULATIONS

RENTER: Renter shall appoint a representative who shall be responsible for booking arrangements, set up and clean up times, informing the Hall Representative of specific needs and payment of rental fees. The contract must be signed and user fees paid prior to the event. All activities must be strictly supervised by an adult who will be responsible for the group and liable for the condition of the Hall during and as a result of the Hall use. If this person is replaced, the name and contact number of the succeeding person shall be made known to the Hall and a new contract signed.

TIME SCHEDULE: Prearranged hours and door opening time will be arranged between the Renter and the Hall Representative. Renter must vacate the premises by the agreed-upon time at the end of the rental.

LIQUOR RULES: Renter must obtain and post a Liquor Permit and abide by its rules and regulations.

INSURANCE: Renter must also provide proof of COMPREHENSIVE GENERAL LIABILITY (Host Liquor) INSURANCE with a limit of no less than FIVE MILLION dollars naming Leduc County AND Cloverlawn Community Centre Association as Additional Insured. Cloverlawn Community Centre Association accepts no responsibility for injury or damages resulting from liquor consumption.

FEES: A holding deposit of \$250.00 is due on booking which is not refundable in the event of cancellation. The balance is due three months before the date of the scheduled function along with a \$600.00 damage deposit on a separate cheque or internet e-transfer. The damage deposit cheque will be returned or destroyed after completion of rental and a satisfactory inspection of the hall and grounds. If rental fee is the amount of the holding deposit or less, the total amount of the rental fee is due on booking. The renter may also e-transfer the holding deposit and/or damage deposit and must leave a note in the e-transfer with the date of the rental and name of sender. In the case of an e-transferred damage deposit, the refund will be issued via e-transfer to the person who sent it.

DAMAGES: Renters shall leave the facility as they found it. This is to include equipment, rooms, bathrooms, grounds and exterior of the hall. The person(s) or organization renting the facility shall be responsible for any and all damages, breakage or loss occurring by any person attending the function and shall reimburse the Cloverlawn Community Association for any costs incurred in repairing the damage, replacing breakage or losses. Should the Renter be in default of this, they shall forfeit a portion or the entire damage deposit at the discretion of the Hall Committee and additional replacement repair costs in excess of the damage deposit will be invoiced to the Renter via the user representative.

CLEAN UP: Clean-up will take place immediately following the event, unless alternate arrangements have been made at the time of booking. This includes putting all garbage in bags into the garbage bin, sweeping the floors, mopping any sticky/muddy areas, washing and putting away all dishes, picking up all garbage outside and other items on the clean-up list. The clean-up list will be provided to the renter at the beginning of the rental. Time spent cleaning up by Cloverlawn Community Association members will be billed to the renter at \$50/hour (subtracted off your damage deposit).

Be sure not to leave any of your things behind. It is very difficult to arrange a time to return to pick up your things.

PANTRY: The community hall pantry is strictly off-limits to renters unless they are community members for 2 years in good standing. Any evidence of breaking into the pantry will result in Cloverlawn Community Association keeping the full damage deposit, plus charging the renter for any damage found within or replacement of missing/stolen items if their value exceeds the damage deposit amount.

KITCHEN: Renters are responsible for supplying their own tea towels, dish cloths, table cloths, table napkins, bar glasses, foam cups and garbage bags, etc. Any kitchen utensils needed beyond those supplied by the hall will be responsibility of the Renter. All dishes, pots and pans must be washed clean, dried and put away in the proper storage areas by the Renter. In the event the dishes, etc. are not washed clean, dried and put away, the Cloverlawn Community Centre Association will hire labour to perform the necessary tasks and will charge the costs to the Renter at \$50/hr.

MEMBERS: Please leave the hall and grounds in the same or better condition after rental, including picking up of garbage on ground, scrubbing floors, bathrooms, stoves, etc. Please put everything back in the pantry where it was before (to the best of your ability).

GENERAL: All paper, garbage, etc. must be picked up by the Renter and be place in the receptacles and/or garbage bags. Setting up, taking down and stacking of all tables and chairs in the proper storage areas are the responsibility of the Renter. Dirty or wet tables and chairs must be washed and dried. Any fixtures, appliances, etc. which are not operating correctly should be reported to the Rental Agent as soon as possible. Kitchen cupboards and stoves must be cleaned and free of grease and grime. All floors must be swept including the kitchen and bathrooms. Please flush toilets and be sure taps and toilets are not running. All windows are to be closed and locked. All outdoor garbage must be picked up and placed in bags in the garbage bin.

DAMAGE DEPOSIT REFUNDS: The hall will be inspected by the Hall Representative after each event to ensure it is left in an undamaged condition before the damage deposit is refunded.

DECORATING: Please do not touch or attach anything to the white part of the curved walls when decorating. There are small hooks/nails in the wooden arches of the walls that you may use. If you need to add another small nail into the wood, that is allowed. Do not tape things or add hooks to any of the painted walls.

CATERING: Cloverlawn Community Centre Association does not do any catering except for the functions put on by the Cloverlawn Community Centre Association. Renters are responsible for finding their own caterers. Cloverlawn Community Centre Association is not responsible or liable for any food prepared by the hired Caterer or the Renter. The hired Caterer or the Renter will responsible for the condition of the food. The renter is responsible for the cleanliness of the kitchen after the caterer has left.

GARBAGE CANS: When used outside, the garbage cans must be emptied and the bags placed in the metal garbage bin before leaving.

NOISE ABATEMENT: Please ensure that the two south doors are kept closed after 11 pm. Using outdoor stereos and vehicle stereos is not permitted.

PETS: Pets are permitted on the grounds, provided they are kept in control. Keep pets off the roads. Stoop and scoop all dog's poop, and provide a litter box for all cats. It is best to keep cats on a leash or

inside campers at all times. There are predators around, and Cloverlawn Community Association is not responsible for injury to or death of any pet.

LIABILITY: The Cloverlawn Community Association is not responsible for things beyond its control. The use of the hall and outside grounds are at the Renter's risk. Renters are ***required*** to obtain their own liability insurance when renting the hall (See "INSURANCE" section above).