



1. Graminia Hall Use Guidelines and Reservations

- 1.1. Graminia Hall rentals are on a first come, first served basis.
- 1.2. Any rental of Graminia Hall may be superseded by the needs of the Graminia Community League (GCL).
- 1.3. GCL has the right to revoke or refuse permission to use the HALL at any time for any reason.
- 1.4. GCL will not rent the HALL to anyone under the age of 18 years.
- 1.5. GCL reserves the right to refuse rental of the HALL to anyone under the age of 25 years if alcohol is to be served.
- 1.6. GCL will not rent the HALL for bachelor/bachelorette parties or after grad parties.
- 1.7. GCL cannot provide exclusive use of the surrounding premises and playground during the rental.

2. Renter's Responsibilities

- 2.1. The Renter will have use of the HALL and Properties as follows:
 - a. For a weekend rental, access is granted by 5:00 pm Friday and the Renter must vacate the HALL and Properties by Sunday at 5:00 pm.
 - b. For daily rentals, access is granted by 8:00am and the Renter is to vacate the HALL and Properties by midnight*.
 - c. Access to the HALL for special hourly rentals is to be agreed upon between the Renter and HALL Rental Coordinator and the Renter must comply with the Rental Terms and Conditions.

NOTE - A Sunday rental from September through May, the Renter is to vacate the HALL and Properties by 5:00pm.
- 2.2. The Renter may not sublet, assign, or re-rent the HALL or Properties.
- 2.3. The Renter MUST obtain Special Event Insurance with a minimum of \$5,000,000 (five million) coverage. The name of the Renter on the Certificate of Insurance MUST be the same as the name on the Rental Contract. Graminia Community League and Parkland County must be named as "Additional Named Insured" on the Certificate of Insurance and a copy of the Certificate of Insurance must be provided to both before the rental date. Failure to do so will result in termination of the rental agreement. Instant Risk Coverage (IRC) is available through RMA Insurance for individuals who rent facilities from Parkland County or Community Associations, or you may use your own provider. The RMA IRC portal is available at <https://rmamember.insantrc.ca/login> .
- 2.4. If alcohol will be present at your function, whether sold, provided free, or self-served, it MUST be declared on your insurance application to receive valid insurance for your event.
- 2.5. If alcohol is to be sold or provided free at the function, a valid liquor license MUST be obtained in the name of the Renter. A copy of this license MUST be provided to the GCL Hall Rental Coordinator before the rental date, and it must be posted during the function. Failure to do so will result in termination of the Rental Agreement.

- 2.6. Anyone serving alcohol **MUST** have a Bartending Certificate. A copy of this Certificate must be provided to the GCL Hall Rental Coordinator before the rental date. Failure to do so will result in termination of the Rental Agreement.
- 2.7. Smoking is **NOT** permitted inside the HALL as per the **Alberta Tobacco Reduction Act**. Cannabis consumption - whether smoked, vaped or otherwise is **NOT** permitted inside the HALL. The Renter shall be deemed responsible for anyone smoking or vaping tobacco or cannabis in the HALL and will be responsible for any fines, damages or cleaning expenses arising from such. Tobacco and Cannabis use is permitted outside the HALL so long as proper disposal of butts is enforced. Cigarette butt disposal units are located at the front of the HALL along the west deck railing and on the patio on the east side of the HALL.
- 2.8. As per the Fire Marshall's regulations, the Renter **MUST NOT** have more than the maximum capacity (100) in the HALL at one time. The Renter will be responsible for any fines incurred should an official inspection occur during the rental.
- 2.9. The Renter will comply with all Safety, Fire, Health, Liquor, and Parkland County regulations. This includes the noise bylaws which state that between 10pm and 9am the noise level, including music, should not exceed 55 decibels.
- 2.10. The Renter is **FULLY** responsible for the HALL and Properties from the beginning of their rental period until the end of their rental period. This includes dates and/or times used for set-up and clean-up of their function(s) at the HALL. The Renter **MUST** ensure that the HALL is left in the same condition in which they found it upon their first entry. Failure to do so **WILL** result in deductions from the Damage Deposit.
- 2.11. The Renter is **FULLY** responsible for the actions of all individuals attending the function being held at the HALL for the duration in which the Renter occupies the HALL. This includes dates and/or times used for set-up and clean-up of their function(s) at the HALL. GCL assumes **NO** liability whatsoever for any injuries to persons or damage to their properties in the HALL during this time.
- 2.12. Inappropriate behavior on the part of the Renter and/or event participants will result in the immediate cancellation of the rental event at the discretion of the GCL Executive, or Hall Rental Coordinator, without refund of any rental fees. Inappropriate behavior includes, but is not limited to, the following:
 - a. The destruction of exits, doorways, stairwells, or passageways.
 - b. Willful destruction of, or damage to the GCL facilities, properties and/or equipment.
 - c. Perceived danger to the participants, guests, volunteers and/or staff.
- 2.13. The keys are the responsibility of the Renter. Keys **MUST** be returned to the key lock box. Failure to do so **WILL** result in deductions from the Damage Deposit.
- 2.14. The basement is off limits and not to be used under any circumstance.
- 2.15. Fireworks are **ABSOLUTELY NOT PERMITTED**.
- 2.16. Proper use and care must always be exercised while in the HALL and while utilizing the HALL property, including playground equipment.
- 2.17. Use of HALL fire extinguishers are strictly prohibited for any non-emergent purposes including, but not limited to, extinguishing fire pit fires. If fire extinguishers are used, all costs to refill or replace them will be deducted from the Damage Deposit.

- 2.18. The Renter will not attach or hang any materials or items from the ceiling, windows, or floors. Masking tape, tacks, nails and/or staples are not permitted. Hooks are provided for decorating use.
- 2.19. The Renter must supply their own plates, cups, cutlery, etc. as well as any other supplies required. The HALL has very limited kitchen supplies that the Renter may use.
- 2.20. NO confetti, rice, etc. is to be thrown inside or outside of the HALL.
- 2.21. The appliances including the automatic coffee machine shall NOT be moved from their original position.

3. Damage Deposit

- 3.1. Damage Deposit MUST be paid no later than 14 days prior to the rental date.
- 3.2. If there is no damage to the HALL or properties, or any additional charges incurred, the Damage Deposit will be refunded within **10 business days** upon the return of HALL keys and a satisfactory inspection of the HALL.
- 3.3. Deductions from the Damage Deposit will be incurred if any damage whatsoever (except by natural forces) occurs to GCL HALL and/or properties, equipment and/or contents while the Renter occupies it. This includes dates for setting up and cleaning up from the function.
- 3.4. Deductions will be made from the Damage Deposit AT COST for repairs and/or replacement of any damaged property. The remaining balance of the Damage Deposit will be returned as soon as possible upon completion of repairs or replacement.
- 3.5. Deductions from the Damage Deposit will be incurred if, upon inspection by a GCL representative, the HALL and Properties are not deemed to be cleaned satisfactorily. Cleaning charges will be deducted from the Damage Deposit at a rate of \$100 per hour of required cleaning. Any remaining balance of the Damage Deposit will be returned as soon as possible upon completion of cleaning.
- 3.6. Deductions from the Damage Deposit will be incurred if all GCL keys are not returned at the completion of the rental.
- 3.7. Deductions will be made from the Damage Deposit AT COST for replacement of keys and/or locks if required.
- 3.8. ANY ABUSE OF PRIVILEGES WILL RESULT IN THE FORFEITURE OF THE DAMAGE DEPOSIT. ANY ADDITIONAL CHARGES OVER AND ABOVE THE \$500.00 DAMAGE DEPOSIT WILL BE THE RESPONSIBILITY OF THE RENTER.

4. Termination of Agreement

- 4.1. GCL reserves the right to terminate this agreement if the Renter does not comply with the Liquor Control Act, the regulations under said Act, as well as the policies of the Alberta Liquor Control board and/or the RCMP.
- 4.2. If the Renter cancels this agreement more than 30 days prior to Rental Date(s), all monies paid shall be refunded minus an administrative fee of \$25 per rental day booked. If the Renter cancels this agreement within 30 days of the Rental Date(s), GCL reserves the right to retain the entire Rental Fee.

5. Overage Fees

- 5.1. Weekend rentals: The Renter agrees to vacate the HALL and Properties, including RVs and tents, by 5:00 pm on Sunday, unless an alternate time has been agreed upon and noted between the Renter and HALL Rental Coordinator. Failure to vacate the HALL and Properties by 5:00 pm or at an agreed upon alternate time will result in an overage charge of \$125. The overage charge will be deducted from the Damage Deposit.
- 5.2. Daily rental: The Renter agrees to vacate the HALL and Properties by midnight or at an agreed upon and noted alternate time between the Renter and HALL Rental Coordinator. Failure to vacate the Hall and Properties by the agreed upon time will result in an overage charge of \$125. The overage charge will be deducted from the Damage Deposit.

NOTE - For Sunday daily rentals from September through May: The Renter agrees to vacate the HALL and Properties by 5:00pm or at an agreed upon and noted alternate time between the Renter and the HALL Rental Coordinator. Failure to vacate the HALL and Properties by the agreed upon time will result in an overage charge of \$125. The charge will be deducted from the Damage Deposit.

6. Camping

- 6.1. For daily rentals, RV and tent camping is NOT permitted.
- 6.2. RVs and tents are permitted along the chain-link fence line at the rear of the HALL along Graminia road.
- 6.3. Emergency Response Units, should they be required, MUST have clear access to the HALL. It is the responsibility of the Renter to ensure the front and rear HALL entrances/exits are not blocked by RVs or vehicles.
- 6.4. There is one wood burning fire pit available for use. **Individual wood burning pits are NOT permitted.**
- 6.5. Use of the fire pit is done so at Renter's own risk. ALL current fire bans MUST be adhered to. The Renter must supply AND REMOVE firewood.
- 6.6. All fires MUST be extinguished prior to leaving the HALL. GCL owned fire extinguishers located in the HALL are NOT to be used to extinguish fire pit fires. A Damage Deposit deduction will be charged to remove debris from the fire pit area and to remove firewood left on GCL Property.

7. Cleaning Rules and Responsibilities

***Cleaning supplies are in the closet beside the back door.**

- 7.1. Deductions from the Damage Deposit will be incurred if, upon inspection by a GCL representative, the GCL HALL and Properties are not deemed to be cleaned satisfactorily. Cleaning charges will be deducted from the Damage Deposit at a rate of \$100 per hour of required cleaning. Any remaining balance of the Damage Deposit will be returned as soon as possible upon completion of cleaning.
- 7.2. All decorations MUST be removed from walls and doorways and disposed of properly.
- 7.3. Tables and chairs MUST remain inside the HALL. Tables and chairs are to be free of tape and/or paper, cleaned, and stacked neatly in the storage room.

- 7.4. ALL floors are to be swept and mopped. DO NOT use bleach. Use the cleaner provided to you by GCL.
- 7.5. All carpeted areas are to be vacuumed and any stains incurred during rental MUST be removed.
- 7.6. Both bathrooms' sinks, mirrors, toilets, and floors are to be cleaned. Garbage containers are to be emptied and washed.
- 7.7. Kitchen countertops, sinks, appliances, coffee pots, cooler and refrigerator are to be cleaned.
- 7.8. Dishes must be washed, dried, and put away in the proper locations.
- 7.9. The kitchen dishwasher must be drained. After a wash cycle finishes, there will be a small amount of water remaining at the bottom of the dishwasher. To drain the remaining water, open the dishwasher, remove the trays, and pull out the cylindrical plug located at the bottom left of the dishwasher. Allow the water to drain completely. Be sure to replace the plug and trays. If the plug is not replaced and is lost, the replacement cost WILL be deducted from the Damage Deposit.
- 7.10. The cooler is to be turned off and the coffee maker is to be unplugged.
- 7.11. NO food or beverages are to be left in the cooler or refrigerator.
- 7.12. The Barbecue may be used but MUST be booked prior to the rental. It MUST be kept at a safe distance from the building to not damage the siding. If used, the Barbecue MUST be cleaned out. A Damage Deposit deduction will be charged to clean the Barbecue. GCL does NOT provide propane or a propane tank. Both the Barbecue and shed MUST be locked and secured prior to leaving the HALL.
- 7.13. The stereo system must be placed back in tote, returned, and secured in the storage room.
- 7.14. All garbage containers, including outside playground garbage, are to be emptied. Garbage is to be disposed of in the GCL garbage bin located in the parking lot.
- 7.15. ALL bottles/cans and recyclables are to be removed from the HALL and Properties, unless otherwise noted.
- 7.16. ALL lights and fans are to be turned off and windows closed before leaving the HALL. ALL doors are to be locked and secured.
- 7.17. Outside grounds must be cleaned up and free of debris.
- 7.18. ALL damage MUST be reported immediately to the Hall Coordinator
- 7.19. The HALL and Properties must be cleaned according to this list. Upon completion of the rental, a GCL Representative will conduct an inspection of the HALL and Properties. If there are 3 or more infractions noted on the inspection, a deduction from the Damage Deposit will be held back according to Clause 7.1.

Failure to comply with the Terms and Conditions listed above WILL result in the Renter forfeiting a portion of, or ALL their Damage Deposit.