

GENERAL HALL RENTAL GUIDELINES

Please read carefully

1. GENERAL INFORMATION

- a. The *General Hall Rental Guidelines* apply to all rentals at Ardrossan Memorial Hall.
- b. Renter shall review the rental contract and abide by the terms and conditions.
- c. LIQUOR IS NOT PERMITTED ON THE PREMISES without the permission of ARAS and Hall access will not be provided without copies of *both* INSURANCE AND LIQUOR PERMIT. *These requirements are non-negotiable.*
 1. **HOST LIQUOR LIABILITY INSURANCE** for a minimum of \$2 Million must state as *Additional Named Insured* both (Ardrossan Recreation & Agricultural Society) **ARAS** (“facility operator”) and **Strathcona County** (“facility owner”).
 2. **LIQUOR LICENSE PERMIT** to be posted at the event. See contract for full details.
- d. Failure to abide by the guidelines, rental agreement and terms and conditions will result in the request to vacate premises with no refund, full loss of damage/cleaning deposit and no further rental opportunities.
- e. Hall bookings are only confirmed and secured after the rental deposit and damage/cleaning deposit is received. No interest will be paid to renters on deposits.
- f. FULL PAYMENT OF RENTAL FEE is required a minimum thirty (30) days prior to the event date (or at time of booking if within thirty days). Only forms of payment accepted are: cheque or bank draft. CASH WILL NOT BE ACCEPTED. NSF cheques will incur an additional \$27.00 fee.
- g. CANCELLATION FEE as per contract.
- h. ARRIVE NO EARLIER THAN and VACATE PREMISES NO LATER than the times indicated on the Rental Agreement; otherwise additional charges will be levied at regular hourly rates.
- i. All items brought on the premises are done so at the so risk of the Renter. ARAS is not responsible for loss or damage of Renter’s or its attendees’ belongings.
- j. DAMAGE/CLEANING DEPOSITS will be refunded in whole or in part within 30 days after the rental date. In the event the hall is not cleaned as per the terms and conditions that accompany the Rental Agreement, A CLEANING FEE OF \$50.00 PER HOUR and an ADMINISTRATION FEE OF \$50.00 will be levied against the damage/cleaning deposit. ARAS and Strathcona County reserve the right to seek legal remedy for damage or cleaning charges that may exceed the damage/cleaning deposit and to recover costs associated with such remedy.
- k. OCCUPANT CAPACITY in the Premises shall not exceed the number of people as per the MAXIMUM OCCUPANT LOAD CARD posted in the Hall.
 - a. MAIN FLOOR: Seated: 140; Seats and Tables, 110; Dining and Beverage, 88.
 - b. BASEMENT: Seated: 124; Seats and Tables, 98; Dining and Beverage 76.
- l. SETTING UP/TAKING DOWN TABLES AND CHAIRS is the responsibility of the Renter.
- m. CLEANUP – a reasonable amount of cleanup is required by the Renter. Garbage must be cleared from tables and floor. Garbage and must be taken to the appropriate container outside. Tables must be wiped. Spills on the chairs and floors must be wiped/mopped, rugs vacuumed. Cleaning equipment and instructions are at the bar/storage area. Decorations must be removed at the end of the function.
- n. Hall Rental Agreements, terms and conditions, guidelines, and rates are reviewed and revised annually and are subject to change.