



Hall Rental Policies & Procedures

Richmond Knob Hill
Community Association
Box 86031, 2106 33 Ave SW
Calgary, AB T2T 6B7

1. Cancellation policy is as follows, Full refund 30 days or more before an event minus \$50 nonrefundable admin fee, Half refundable 15-29 days prior to the event, No Refund Less than 14 days prior to the event.
2. The renter is responsible for all damages to the Hall and its contents for the duration of the rental period. The renter is also responsible for the behavior of all guests while entering, occupying or leaving the Hall. Residential complaints due to noise, or any public disturbance caused by the behavior of the renter or his/her guests will be subject to a damage deposit fee at the discretion of the Richmond Knob Hill Community Association (hereafter known as RKHCA).
 - a. The damage deposit will be forfeited in whole if the Calgary Police or Bylaw Service is required to attend the hall during the rental period.
 - b. RKHCA will deduct from the damage deposit the cost of repair, restoration or replacement of item(s) damaged or missing.
3. Set up, clean up and take down are the responsibility of the renter during the rental period time.
 - a. The renter agrees to leave the Facility in the same condition it was in at time of taking occupancy, Failure to do so will result in a 1 hour minimum cleaning fee (\$50) based on the extra time required by the cleaners and will be deducted from the damage deposit. If the cost of cleaning or damages exceeds the damage deposit, the renter will be invoiced.
 - i. Wiping down tabletops and Putting away all tables and chairs or any other equipment used during the rental period.
 - ii. To sweep, mop or spot clean floors after the event depending on what's required.
 - iii. To remove all garbage and place it in the outside dumpster. The garbage must be placed directly into the dumpster and not on the ground.
 - iv. Wiping down all counter tops, and appliances used during rental.
 - v. All dishes in the kitchen are washed properly and put back where they were found.
 - vi. Removing all beverage and food from fridges and personal decorations from walls (Please remove tape as well)
 - vii. Make sure washrooms are tidy (ie: no debris left on floors or counters) and toilets are flushed.
 - b. The renter agrees to not enter the facility until time allocated as indicated on the contract.
 - c. Ensuring all windows and doors are securely Closed and locked and the lights are all turned off.



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- d. Decorations- Any decorations used inside and/or outside the RKHCA Hall must not leave any visible marks when removed. Push-pins, staples, nails, masking tape, duct tape and extra sticky tape must not be used. Allowable items are blue "Stick'um", painters tape or string to hang items from existing fixtures. Failure to remove all decorations, including all materials used to attach them, within the rental time booked or use of prohibited fastening materials will result in an additional labour charge of not less than \$50.00.
4. If no damages are incurred the damage deposit will be returned within 7 business days.
 5. RKHCA Strongly recommends The renter to provide proof of Third Party Liability Insurance coverage for protection of them and their guests against bodily injury or property damage arising from their activities in renting the Hall.
 - a. The renter agrees to save, indemnify and to hold RKHCA harmless from any legal liability for bodily injury or property damage arising by, or as a result of, the use and occupancy by the renter of the Hall, including claims arising from the dispensing of alcoholic beverages. When Alcohol is consumed or provided third party insurance is strongly recommended.
 - b. The renter further agrees to waive any right to recover against RKHCA for loss or damage incurred to CKE property during the terms of this agreement. Community Association insurance does not extend coverage to third party facility (renters). The renter is responsible for their own actions as well as those attending their event. It is the responsibility of the renter to place their own protection.
 6. The renter agrees to abide by Alberta Gaming and Liquor Commission (AGLC) regulations and comply with conditions specified in any liquor permits.
 - a. The renter agrees to provide RKHCA with any original liquor licenses prior to the event, and to post the liquor license where clearly visible in the rented room. Failure to provide the liquor license will result in the renter not being able to serve alcoholic beverages.
 - b. No alcohol is allowed to be brought in the hall prior to rental agreement time as stated in contract.
 - c. All alcoholic beverages are to cease being served one hour prior to the end of the rental period or at latest at 1:00 a.m.
 - d. Alcoholic beverage distribution is restricted to the RKHCA Hall only. No liquor is allowed in the playground, ice rink or surrounding areas including sidewalks, park and parking lot.
 - e. Staffing, arrangement, operation and sale/distribution of food and drink are the responsibility of the renter.



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7. Safety Guidelines

- a. No smoking is permitted in or on the building premises, and no smoking is permitted within 5 meters from any doorway, window or air intake.
- b. No open flame candles are permitted to be used inside the building (ie. No ambiance candles, sparklers or demonstration of flammable liquids) household birthday candles are allowed.
- c. The renter agrees to monitor the volume of music played during the rental agreement period and to ensure noise does not exceed community bylaw standards and that the neighborhood residents are not disturbed.
- d. The Calgary Police Service, Calgary Fire Department personnel and RKHCA Directors have the authority to enter the Hall and conduct occupant load 97 counts during the rental period to ensure the renter is staying under max occupancy load and that the Hall is not overcrowded, there are no blocked exits, and there are no activities which may be hazardous to the occupants of the facility or the Hall itself.

8. The renter shall be responsible for the codes provided as well as for the security of the Hall associated with the use of such codes.

- a. The renter agrees to not enter the facility until time allocated and is to leave in a timely fashion as indicated on the contract.

9. Maximum capacity of the facility is 90 seated and 100 standing.

10. RKHCA reserves the right to terminate this agreement at any time, before or during the agreement period, if the renter is not complying with the terms and conditions herein.



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