

Inglewood Community League
Appendix A: Hall Rental Details

Event Date: _____

Name of Renter/Organization: _____

On-Site Authorized Representative: _____

Address of Renter: _____

Phone Number(s): _____ Email: _____

Driver's License No. Or Other

Government Issue Identification: _____

Payment Details: _____

Event Contact Name/Cell Number: _____

Event date: _____

Time Premises Will Be Vacated: Start Time: _____ End Time: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy Load is _____)

Alcohol Served?	No	Yes
Food Served?	No	Yes
Admission Charged?	No	Yes
Will Security Be Present?	No	Yes

If Yes, Security Company Name & Contact Number

Other Rental Conditions: _____

Room Requested	Room Cost Per Hour	Number of Hours	Total
Community League Member Discount (Membership # _____)			
Total			
GST (GST # _____)			
TOTAL RENTAL FEE – DUE AT TIME OF BOOKING			
Damage Deposit			
Key Deposit (\$100.00 of the damage deposit noted above will serve as a key deposit. If keys are damaged or lost or not returned when premises are vacated. This amount will be forfeited and deducted from your damage deposit)			
TOTAL DEPOSIT – DUE AT TIME OF BOOKING			

All amounts due may be paid by cash, bank draft or money order payable to **THE INGLEWOOD COMMUNITY LEAGUE**.

- ✓ Damage Deposit Received:
- ✓ Rental Fee Received:
- ✓ Certificate of Insurance Received:
 - Insurance Company: _____
 - Policy Number: _____
- ✓ Liquor License or Special Event License (If Applicable):
 - Name on Liquor License: _____
 - Liquor License Number: _____
- ✓ Keys Picked Up

This information is being collected in accordance with the Digital Privacy Act and will be used for the purposes of renting a Community League Hall. Information collected will be retained for a period of 60 (sixty) days after rental. Information may be shared with members of the Edmonton Police Service if required as a result of their attendance at the Community League Hall with respect to this event but is protected by the privacy provisions of the Digital Privacy Act. If you have questions about the collection, use or disclosure of the personal information provided on this form, contact THE COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues.

Inglewood Community League
Appendix B: Rental Cleaning and Damage Report

Name of Group: _____
 Name of Representative: _____
 Event Date: _____

Hall Rental Inspection Checklist

	<u>Before Event</u>	<u>After Event</u>	<u>Damage/Notes</u>
Hall is clean, tidy, and in good repair.			
Decorations have been removed. No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.			
Walls are clear of visible marks, sticky-tack, painter's tape or string.			
Damage to walls from previous rentals noted here.			
Floors are swept and washed.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Bar area is clean.			
Kitchen surfaces, appliances and floors are clean.			
Dishes, cutlery, etc. are stored in designated spaces.			
	#Glasses _____ #Plates _____ #Mugs _____ #Cups _____ #Saucers _____ #Utensils _____ #Forks _____ #Knives _____ #Spoons _____	#Glasses _____ #Plates _____ #Mugs _____ #Cups _____ #Saucers _____ #Utensils _____ #Forks _____ #Knives _____ #Spoons _____	
Food, beverages and containers removed.			
Bathroom fixtures and floors are clean.			
Garbage containers empty and garbage put into Bin in parking lot.			
Outside premises clean and free of litter.			
Key to hall received/returned.			

Final checkout

- Washrooms, stairwells, and kitchen have been checked for stray guests and belongings.
- Lights are turned off and windows are shut.
- Doors are locked.

Cleaning Supply List

To be supplied by THE COMMUNITY LEAGUE: To be supplied by Renter:

- Garbage bags
- Dish soap
- Dish cloths
- Toilet paper
- Broom
- Mop
- Bucket

- _____
- _____
- _____
- _____
- _____

Deposit Payout Report	
Damage Deposit Collected	\$
Key Deposit Collected	\$
➤ Less Deductions Noted On Report And Detailed Here:	
	\$
Key Deposit Retained (If Applicable)	\$
Cleaning Charge (If Applicable)	\$
Total Deductions From Deposits	\$
Amount Returned	\$

I hereby agree with the above-noted report regarding the condition of Inglewood Community League Hall on

_____.

(Date of Rental)

Hall Rental Coordinator (print name)

Renter (print name)

Hall Rental Coordinator (signature)

Renter (signature)