



sitlerpm@gmail.com

COMMERCIAL RENTAL AGREEMENT

PO Box 1291
Camrose, AB T4V 1X3
(780) 678-6674

Elks Hall Rental Agreement 4702-50th Ave, Camrose AB

The Elks is not liable for any personal injury incurred while renting the premises. If you purchase your own liability insurance a copy must be provided prior to the release of keys.

Lessee Initials: _____

Lessor Initials: _____

Agreement between Elks Hall and:

Name: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Commencing this _____ day of _____ 20_____

We, the undersigned lessees, agree to rent the Elks Hall at 4702 50th Avenue, Camrose, AB in accordance with the terms and conditions shown.

Date(s) of Rental: _____ Type of Function: _____

Alcohol at the Event: Yes _____ No _____

If there is alcohol at the event, then a copy of the liquor license is required prior to release of the keys.

Main Floor \$ _____

Basement \$ _____

Full Building \$ _____

Other \$ _____

Deposit:

There is a \$250.00 security deposit to be paid prior to release of keys and will be refunded if the hall is clean and there are no signs of damage. This deposit is fully refundable if notified within 30 days of rental date, otherwise a cancellation fee of \$50 will be charged if cancelled under 30 days.

Rental:

The rental charge in the amount of \$_____ will be due and payable when the keys are picked up. The earliest keys can be picked up is 1 day prior to rental.

Rules:

- Decorating for weddings, dances, birthdays etc. must be approved by a representative of the Elks Hall.
- There shall be no food consumed in the upstairs area unless approved by a representative of the Elks Hall.
- When the premises are rented, the lessee must supply party alcohol liability insurance to the leasing agent one week prior to the event. If insurance is not produced, this contract becomes null, and void and the deposit will not be returned.
- No confetti, rice or sparkler like confetti is to be used in any part of the building.
- The Hall **will not** be rented out for Stag or Stagette parties.
- Basement rental with kitchen facilities includes use of dishes, warming trays, stove, dishwasher, and fridge.
- Tables are to be wiped clean, stacked, and put away. If they are dirty, you will be charged accordingly. Tables are not to be vandalized in any way or the lessee will be responsible for the cost of repainting.
- Chairs are to be stacked 8 high, bar facilities are not part of the Hall rental, however arrangements can be made with a representative of the Elks Hall. Chairs are not to be vandalized in any way or the lessee will be charged for the cost of repainting/repairing/replacement of said chairs.
- Catering is available through the Royal Purple.
Please contact Irene (780)678-4041 or,
Marion (780)679-7665
- Lessee is responsible for any damage directly or indirectly because of neglect or misuse of the hall rental.
- Lessee is responsible for any belongings and/or merchandise brought into the hall. The Elks Hall is not responsible for anything lost, stolen or damaged.
- All garbage to be placed in the Elks dumpster and all recycling is to be taken to Centra Cam to be recycled.
- Wi-Fi password: TELUSE10FYUtVd2a9B
- If your event is booked on a Saturday and/or Saturday evening, the facility must be vacated and cleaned by 2:00 AM.

Building Previewed: Yes _____ No _____ Previewed with: _____

Copy of Driver's License or Photo ID: Yes _____ No _____ Attached: _____

Any special conditions or agreements:

Signature of Lessee

Signature of Lessor

Date

Date

ELKS HALL CLEANING CHECKLIST

****please no cardboard in the bin****

UPPER LEVEL

KITCHEN

- Wipe all surfaces and faces of cupboards
- Wipe out fridges (inside and out)
- Sweep and mop floors
- Take all garbage out to the bin

BATHROOMS

- Clean/disinfect toilets
- Wipe vanity and sinks
- Shine mirrors
- Sweep and mop floors
- Take all garbage out to the bin

DANCE FLOOR / STAGE AREA

- Take down and dispose of all decorations
- Take all garbage out to the bin
- Sweep and mop floors

LOWER LEVEL

KITCHEN

- Wipe all surfaces and faces of cupboards
- Wipe out fridges (inside and out)
- Wipe stoves (inside and out)
- Clean all dishes and put away
- Wipe down coffee bar
- Sweep and mop floors
- Take all garbage out to the bin

BATHROOMS

- Clean/disinfect toilets and urinals
- Wipe vanity and sinks
- Shine mirrors
- Sweep and mop floors
- Take all garbage out to the bin

DINING AREA

- Wipe down all tables and chairs
- Take down and dispose of all decorations
- Take all garbage out to the bin
- Sweep and mop floors