

# RENTAL AGREEMENT

This Agreement made in duplicate this \_\_\_ day of \_\_\_\_\_, 2018.

Between: RED DEER LAKE UNITED CHURCH (RDLUC)  
96187 Hwy 22X West  
Foothills, AB T1S 2R9  
Phone: (403) 256 3181  
Fax: (403) 398-0584

And: name  
Contact Person:  
Business: Other:

Red Deer Lake United Church hereby grants to the client the use of space in our building as set by the conditions listed below:

Facilities Required:

Date(s) Required:

Special Requirements:

Rental Rate	\$
Damage Deposit	
Total Rental Fee	\$

Payment is due 7 days prior to the event.

## Terms & Conditions

**PAYMENT TERMS:** The \$100.00 DAMAGE DEPOSIT is also considered a reservation deposit and must accompany a signed copy of this agreement in order to guarantee the booking. The RENTAL FEE must be paid in full, by cash or cheque, on the day of the event. The DAMAGE (reservation) DEPOSIT will be returned within one week after the event, pending a satisfactory inspection of the facilities used.

**CANCELLATION:** If the renter cancels the event and notifies RDLUC 30 days prior to the scheduled event, the DAMAGE (reservation) DEPOSIT will be refunded immediately. If less than 30 days notice is given, the renter will forfeit the \$100.00 DAMAGE (reservation) DEPOSIT. If RDLUC, for any reason, determines that the term of this agreement conflicts with the interests or demands of RDLUC, then RDLUC may terminate this agreement, so long as written notice is given to the renter 30 days prior to the event.

**SECURITY:** The renter will also be responsible for ensuring that the facilities being used are secured at all times during their time of rental. The building is to be fully locked, with the security alarm on, when not in use.

**CONDITIONS:** The renter must attend the function, and be responsible for the actions of their guests. The renter must read and agree to the following conditions:

1. Smoking is not permitted in the building, nor is confetti permitted inside the building.
2. Alcoholic beverages are permitted on the premises with restrictions (see Serving of Alcoholic Beverages Policy). The renter is responsible for obtaining a Liquor License and submitting to the office at least two weeks in advance of the event.

3. Fire regulations determining the number of people attending a function must be adhered to. The RDLUC sanctuary maximum capacity is 350 persons. Exit doors must be clearly marked, clear of obstructions, and unlocked.
4. Unless RDLUC is providing set-up and tear-down services, the renter will be responsible for arranging all RDLUC furniture and equipment as required, as well as returning same to where it was found. The renter agrees to leave the premises in a clean, presentable condition, including tidying washrooms. Garbage must be bagged and removed to the outside storage bins. The kitchen and all utensils must be cleaned. Excess food must be removed from the building. Clean up must be completed by 8:00am the following morning. Cleaning, if required, will be charged at \$50.00/hour.
5. The renter agrees to assume full responsibility for any damage caused by their action or neglect, and to make full restitution.
6. Renters are allowed use of designated rented spaces only.
7. If the renter has been granted permission to operate an RDLUC sound system, the renter must supply competent audio operators, and they must comply with RDLUC operating instructions.
8. CHR-Approved Kitchen: If the rental agreement includes the use of the lower kitchen, it is required that a Kitchen Supervisor be booked for orientation for the use of this facility.

**INDEMNITY, INSURANCE AND LIMITATION OF LIABILITY**

1. The user group shall indemnify Red Deer Lake United Church in respect to any claim for damage or injury while the user group has the use of the premises.
2. Red Deer Lake United Church assumes no responsibility or liability of personal injuries, belongings or equipment of the user group whatsoever.
3. Red Deer Lake United Church carries insurance, but it does not and cannot protect the user group.
4. All renters must carry \$2,000,000 General Liability and \$1,000,000 Tenant Legal Liability. In addition, Red Deer Lake United Church must be added as an additional insured. If the event will be serving alcoholic beverages, a \$5,000,000 party alcohol liability policy must be secured. The user group's insurance provider must give 30-days written notice of cancellation or material changes.
5. A Certificate of Insurance must be received in the church office prior to the event date.

I WITNESS WHEREOF this agreement has been duly executed by an authorized signing authority representing the parties:

Client Signature: \_\_\_\_\_  
 Name (print): \_\_\_\_\_  
 Title: \_\_\_\_\_

RDLUC Signature: \_\_\_\_\_  
 Name (print): Colleen Micklethwaite  
 Title: Administrative Coordinator