THE PIONEER'S LODGE - RENTAL AGREEMENT

Located at 4324-46A Avenue in Parkvale
Phone: (403) 346-3643 – *voice mail only*

MAILING ADDRESS

Parkvale Community Association – Pioneer's Lodge
4324 46A Ave, Red Deer, AB T4N 6T7

TODAY'S DATE: _____ **EVENT DATE:** _____

NAME OF RENTER _____ **CONTACT PERSON:** _____

ADDRESS: _____ **TELEPHONE:** _____

_____ **E-MAIL:** _____

_____ **BOOKING PAYMENT:** Cheque #: _____ E-Transfer ☐

TYPE OF EVENT: _____ Cash ☐ Other: _____

TIME IN: _____ **NOTES:** KEY # _____

TIME OUT: _____

DESCRIPTION	RENTAL FEE	# OF DAYS OR HOURS	AMOUNT DUE ON BOOKING
FACILITY RENTAL:			
Daily Rate (8 am – 11 pm)	$250.00		
Parkvale Resident with valid PCA Membership (once per year only)	$200.00		
Hourly Rate (Monday to Thursday) Min. 3 hrs	$30.00/hr		
EQUIPMENT RENTAL:			
Big Screen TV & Sound System (on request)	$50.00		
Piano & Motorized Projection Screen	N/C		
DAMAGE DEPOSIT: Due upon booking or no later than 2wks before event. **Paid by cash or** cheque.	$250.00		
		TOTAL DUE:	

Booking fees will be fully refunded if cancellation notice is received 14 days prior to the date of event otherwise it will be forfeited.. **Rental Fee will be forfeited in the case of a NO SHOW.**

The renter is responsible for all damage expenses including those that exceed the damage deposit. A minimum of $50 will charged if cleaning services are required.

Tentative bookings will be held for 14 days.

E-transfer payments accepted at pioneer.lodge.reddeer@gmail.com except for damage deposits – see chart.

I have read the Terms and Conditions of this Rental Agreement and understand that I will be held personally responsible for any breach of contract.

Renter Signature _____ Date _____

PCA Representative Signature _____ Date _____

DISCLAIMER: The Parkvale Community Association takes no responsibility for accidents or injuries incurred on the premises or be held responsible for lost and stolen items left on site. Initial: _____

MAXIMUM CAPACITY:

Maximum legal capacity is 85 persons for sit-down events and 100 for stand-up gatherings.

TERMS AND CONDITIONS:

1. **No alcohol, no smoking and no candles** permitted on property. No exceptions. **Initial here:** _____
2. This hall **can not be used** for any political rallies. It **can not** be used as a regular weekly faith-based services. **Initial here:** _____
3. **Rental Fee will be forfeited in the case of a NO SHOW. Initial here:** _____
4. Renters must leave the lodge as it was found: clean and in good order;
5. Coffee urns must be cleaned and stored in designated space;
6. Dishes must be cleaned and returned to designated cupboards as shown with photos.
7. Wipe all tables and counters. Clean spills in ovens, microwave, and refrigerator;
8. Tables and chairs to be returned to designated areas;
9. Vacuum and mop floors. Brooms, mops, vacuum are in kitchen closet;
10. Thermostat (on North wall) set by management. **Not to be tampered with**.
11. Windows and blinds closed;
12. Garbage bags placed in outside dumpster. Additional bags are in cupboard by sink;
13. Turn lights off;
14. Lock front & back door with key;
15. Gates closed (front and back);
16. Return key as per instructed.

GENERAL INFORMATION:

Dishes and Cutlery:

- Dishes and cutlery are provided and should be put back as shown on photos on cupboard doors.

Coffee Urns:

Use regular or coarse grind coffee – the fine grinds will clog the filter, flood the basket and cause problems. There are three coffee urns:

- 1 x 60 cup urn (use 4 cups of regular or course ground coffee)
- 2 x 100-cup urn (use 6 cups of regular or course ground coffee)

Tables Available:

- 10 tables 72"x30" (seats 8)
- 10 tables 48"x30" (seats 4)

HOW TO MAKE A BOOKING AND COLLECT KEY TO LODGE:

1. Check availability on online calendar (www.parkvale.ab.ca for availability. Complete Online Form or leave a voice mail at 403-346-3643. Rental Coordinator will get back to within 24 hours during week days.
2. Following confirmation of availability and suitability, booking will be held for 2 weeks awaiting contract and payment.
3. Return completed Rental Agreement and Full Rental Fee to the address above or make arrangements with Rental Coordinator. Cheques are payable to Parkvale Community Association. E-mail payments are also accepted.
4. Rental Coordinator will meet you at the start time indicated on your Rental Agreement to open the door and provide facilities usage instructions including how to return key.
5. Damage Deposit due upon booking or no later than 2 weeks prior to booking. Cheque payment by cash or cheque which will be, destroyed or returned following inspection of premises by Coordinator.

Your signature acknowledges that you have read the Terms and Conditions of the Rental Agreement, and you understand that you will be held personally responsible for any breach of contract and damages.

Signature _____ Date _____