

Parkland Village Community Centre Guidelines, Rules & Regulations

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

Agreement for Renting the Hall

1. Hall Use Guidelines and Reservations

- Hall rentals are accepted on a first-come, first-served basis.
- PVCC may cancel or change a rental if needed for its own activities.
- PVCC has the right to refuse or cancel a rental at any time for any reason.
- Renters must be at least 25 years old to rent the hall.
- The hall cannot be rented for bachelor/bachelorette parties or after-grad parties.
- Renters do not have exclusive access to the outdoor areas, including the playground.

2. Renter Responsibilities

- Renters **must follow the entry and exit times** as agreed upon. If they stay beyond the allowed time, extra charges will apply.
- **If alcohol is served, the renter must get a valid liquor license** and provide a copy to the PVCC Rental Coordinator before the event. This can be sent by email or delivered in person. If this is not done, the rental will be canceled.
- **If alcohol is served or if high-risk activities** (like bouncy castles or sports events) are planned, the renter must obtain **Host Liquor Liability Insurance or Special Events Liability Insurance** with at least \$5,000,000 in coverage. The insurance must list Parkland Village Community Centre and Parkland County as additional insured parties. A copy must be sent to the PVCC Rental Coordinator before the event. If this is not done, the rental will be canceled.
- The hall has a maximum **capacity of 150 people** at any time. Renters will be responsible for any fines if this rule is broken.
- Renters must follow all fire, safety, health, and liquor laws, as well as Parkland County regulations. Noise levels must not exceed 55 decibels between 10 PM and 9 AM.
- Renters cannot sublet or transfer their rental to another person or group without written permission from PVCC.
- If there is inappropriate behavior by the renter or guests, PVCC may cancel the event immediately without a refund. Inappropriate behavior includes, but is not limited to:
 - Blocking exits, doors, stairways, or hallways.
 - Damaging or destroying any part of the hall or its property.
 - Creating unsafe conditions for guests, volunteers, or staff.
- Renters must remove all their equipment and belongings before leaving the hall.
- Renters are responsible for the hall from the moment they enter until they leave, including setup and cleanup days.
- The hall must be left in the same condition it was found. Any cleaning or repairs needed due to the renter's use will result in a deduction from the damage deposit.
- Renters are responsible for the actions of all guests and participants during the rental period, including setup and cleanup times.
- The person listed on the rental agreement is responsible for keeping access codes private.
- Any misuse of the hall or breaking of rules may result in the loss of the damage deposit. If additional costs exceed the deposit, the renter must pay the extra amount.
- Fireworks are not allowed inside or outside the hall.
- Renters must bring their own disposable supplies such as napkins, plates, cups, and cutlery.
- Fire extinguishers can only be used in real emergencies. If used for any other reason, the renter must pay the cost to refill or replace them.

Confetti, rice, and similar materials are not allowed inside or outside the hall.

- Tables and chairs are not allowed outside the hall.
- Appliances, including the coffee machine, must not be moved from their original location.

3. Damage Deposit

- A damage deposit must be paid when booking the hall.
- If there is no damage and no extra cleaning is needed, the deposit will be refunded within 30 business days after an inspection.
- If any damage occurs, repair or replacement costs will be deducted from the deposit.
- If the hall is not cleaned properly, a cleaning fee of \$150 per hour will be deducted from the deposit.
- If damage or cleaning costs exceed the deposit amount, the renter must pay the extra amount.

4. Termination of Agreement

- PVCC may cancel the rental if liquor laws, hall policies, or Alberta Liquor Control Board regulations are not followed.
- The renter is responsible for any accidents, injuries, or property damage that happen during the rental period.
- PVCC is not responsible for lost, stolen, or damaged personal property.
- If the renter cancels the booking, a \$25 administrative fee per rental day will be charged. If cancellation occurs within 30 days of the event, PVCC may keep the entire damage deposit.

Rental times are as follows:

- Weekend rental: Access begins at 5 PM on Friday, and the hall must be vacated by 2 PM on Sunday.
- Daily rental: Access begins at 8 AM, and the hall must be vacated by midnight. On Sundays, the hall must be vacated by 2 PM.
- Hourly rentals will be arranged with the Rental Coordinator and must follow all hall rental policies.

5. Cleaning Rules and Responsibilities

- If the hall is not cleaned properly, cleaning fees will be deducted from the deposit.
- All decorations must be removed, and **no duct tape, nails, or staples should be used on walls. Painter's tape is allowed**, and hooks are provided for decorating.
- Confetti, rice, and similar materials are not allowed inside or outside the hall.
- All bottles and cans must be removed from the hall and its grounds unless stated otherwise.
- Smoking and vaping are not allowed inside the hall. The renter is responsible for any fines or cleaning costs if this rule is broken. Smoking is allowed outside in designated areas with proper disposal of cigarette butts.
- Tables and chairs must be cleaned, free of tape or paper, and stacked neatly in the storage room.
- Floors must be swept and mopped using the cleaner provided by PVCC. Bleach should not be used.
- Bathrooms must be cleaned, and garbage must be emptied.
- Kitchen surfaces, appliances, coffee makers, coolers, and refrigerators must be cleaned.
- The dishwasher must be drained properly after use. If the drain plug is lost, the renter must replace it at cost.
- No food or beverages should be left in the refrigerator or cooler.
- All garbage must be taken out to the PVCC garbage bin in the parking lot.
- Recyclables must be removed unless otherwise noted.
- All doors must be locked, and all lights must be turned off before leaving the hall.
- The outside area must be cleaned and free of debris.
- Any damage must be reported immediately to the Rental Coordinator.

After the event, a PVCC representative will inspect the hall using a checklist. If three or more issues are found, a deduction from the deposit will apply.

Failure to follow these rules may result in losing part or all of the damage deposit.