

1. Booking & Eligibility

- Hall rentals are booked on a first-come, first-served basis.
- Parkland Village Community Centre (PVCC) reserves the right to refuse, cancel, or reschedule any booking if the facility is required for Community Centre activities or for any other reasonable circumstance.
- The person signing the rental agreement must be 25 years of age or older and must remain responsible for the event.
- The hall cannot be rented for:
 - Bachelor or bachelorette parties
 - After-grad parties
 - Any event considered unsafe or inappropriate
- Outdoor spaces, including the playground, remain open for public use and are not included with hall rentals.

2. Rental Responsibilities

The renter is responsible for the hall from the time they enter until everyone has left the property.

The renter agrees to:

- Follow the booked rental times, including setup and cleanup.
- Vacate the building by the agreed end time.
- Keep access codes confidential.
- Supervise all guests, vendors, contractors, and participants.
- Ensure all guests follow these rules.
- Leave the hall clean and in the same condition it was received.
- Report any damage immediately.
- Additional rental time may be charged if the building is not vacated on time.

Rentals cannot be transferred or sublet without written approval.

3. Alcohol, Insurance & High-Risk Activities

If alcohol will be served:

- A valid Alberta liquor licence must be provided before the event.
- Proof of **\$5,000,000** Host Liquor Liability or Special Event Liability Insurance is required.
- The policy must name the following as Additional Insured:
 - **Parkland Village Community Centre**
 - **Parkland County**
- Failure to provide the required licence or insurance before the event will result in cancellation of the booking.

Insurance is also required for high-risk activities such as:

- Bouncy castles
- Sporting tournaments
- Other activities identified by PVCC

4. Occupancy & Safety

The maximum occupancy of the hall is 180 people.

The renter must comply with:

- Alberta Fire Code
- Alberta Health regulations
- Alberta liquor laws
- Parkland County bylaws
- All applicable provincial and federal laws
- Noise must be kept to a reasonable level and not exceed 55 dB between 10:00 p.m. and 9:00 a.m.

The renter is responsible for any fines resulting from violations.

5. Prohibited Activities

The following are not permitted:

- Fireworks
- Smoking or vaping inside the building
- Confetti, glitter, rice or similar materials
- Nails, screws, staples or duct tape on walls or ceilings
- Moving appliances or coffee equipment
- Taking tables or chairs outside
- Blocking exits or emergency access
- Misusing fire extinguishers except during an emergency
- Any activity that creates an unsafe environment
- PVCC may immediately end an event without refund if unsafe, illegal or inappropriate behaviour occurs.

6. Decorations

Decorations are welcome provided they do not damage the building.

Please remember:

- Painter's tape may be used.
- Existing wall hooks may be used where available.
- All decorations must be removed before leaving.
- No decorations may damage walls, ceilings or fixtures.

7. Cleaning Requirements

The hall must be left clean before departure.

- **Main Hall**
 - Sweep and mop floors.
 - Wipe tables and chairs.
 - Remove tape and decorations.
 - Return tables and chairs to their designated storage area.
- **Kitchen**
 - Clean all counters
 - Wash and wipe appliances.
 - Empty refrigerators and coolers.
 - Drain the dishwasher after use.
 - Replace all kitchen items where they belong.
- **Bathrooms**

- Empty garbage containers.
- Leave washrooms tidy.
- **Garbage**
 - Place all garbage in the outdoor PVCC garbage bin.
 - Remove recyclables unless otherwise instructed
 - Remove all personal belongings.
- **Before Leaving**
 - Turn off all lights
 - Lock all exterior doors.

Ensure the property is clean, secure and ready for the next renter.

8. Damage & Damage Deposit

A damage deposit is required for every booking.

Following the rental, PVCC will inspect the facility.

The damage deposit will be returned within 30 business days provided:

- No damage has occurred.
- No excessive cleaning is required.
- All rental conditions have been met.

The renter is responsible for:

- Repair or replacement of damaged property.
- Cleaning costs beyond normal use.
- Any costs exceeding the damage deposit.
- Excessive cleaning will be charged at **\$150** per hour.

9. Cancellations

If the renter cancels:

- A \$25 administration fee per rental day will be deducted.
- Cancellations made within 30 days of the event may result in forfeiture of the damage deposit.

PVCC may cancel or terminate a booking if:

- Hall policies are violated.
- Required permits or insurance are not provided.
- Illegal or unsafe activities occur.
- Liquor laws or facility regulations are not followed.

10. Liability

The renter accepts full responsibility for:

- All guests attending the event.
- Any injuries, accidents or damages occurring during the rental period.
- Any damage caused to the facility or surrounding property.

PVCC is not responsible for lost, stolen or damaged personal property.

11. Final Inspection

A PVCC representative will complete a post-event inspection.

Damage deposit deductions may be made for:

- Damage to the facility or equipment
- Missing items

Excessive cleaning

- Failure to follow these rules
- Additional rental time required due to late departure

Failure to comply with these rules may result in partial or complete forfeiture of the damage deposit.