



Bridgeland Riverside Community Association
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Rental Policies Handbook

General Information

- The Bridgeland Riverside Community Association (BRCA) Community Hall (the "**Hall**") must remain accessible to the BRCA Board of Directors and the Hall Manager at all times.
- The BRCA reserves the right to approve use of areas based on the mandated use of the building. Access may be denied in the event that the use is deemed to be inappropriate by the BRCA Board of Directors for reasons such as the activity
 1. Conflicts with the community mandate, or
 2. Conflicts with an existing Community organization program, or
 3. Is in competition with local small businesses, or
 4. Causes undue disturbance to other occupants in the building, or area residents
- The BRCA reserves the right to cancel this agreement without notice upon breach of this contract.
- A call-out fee of \$75 may be charged if the Hall Manager is called out for any reason during an event.
- The Renter must abide by all Noise, Smoking and other Bylaws along with the policies outlined in this handbook.

Booking Procedures

Booking Procedure:

- 1) Contact the BRCA Hall Manager to establish the date, time and rate for your event.
- 2) Confirm your event by completing the BRCA Rental Agreement and by paying the booking deposit.
- 3) Note: Any outstanding rental fees must be paid in full 30 days prior to the event. **Failure to provide this payment will result in the cancellation of your event and the forfeiture of your deposits.**

Rental and Booking Deposit Charges: *See BRCA Rental Rates Form*

Damage Deposit:

- 1) The booking deposit will suffice as damage deposit and will be held until after the event takes place.
- 2) The Hall will be inspected before and after the event. As long as no damage has occurred, no excess janitorial services are required, and all BRCA hall keys are turned in, the damage deposit amount will be returned to the address on the Rental Agreement via mail within (30) days following the event.
- 3) The renter is charged \$100 for each lost white, swipe key, and a charge of \$500 for each lost metal key.
- 4) The renter is responsible for leaving the Hall in its original state. In the event that damage is incurred or that extra janitorial services are required (for example, to remove decorations, dispose of garbage or complete extra cleaning) in excess of the deposit amounts, the renter will be deemed responsible and will be billed following the event.
- 5) In the event that the whole of the damage deposit is retained by the BRCA, all outstanding balances must be paid by cash or certified cheque.

Canceling a Booking:

- 1) Cancellations must be made 30 days prior to the event for deposits to be refunded.
- 2) All cancellations are subject to a \$25.00 processing fee.

General Policies:

Hall Equipment

- 1) Tables and chairs may be used as agreed upon in your contract.
- 2) Chairs, tables and equipment must not be dragged across the floor. A dolly is available to transport heavy items. If damage occurs as a result of the aforementioned, cleaning charges as outlined below will apply as well as any cost to fix the damage.
- 3) Under no circumstances will the renter move the room partition walls without the supervision of BRCA maintenance staff.
- 4) Under no circumstances can the round tables and green chairs be outside. Arrangements can be made to use the outdoor designated tables and chairs.

Food Beverages and BBQ:

- 5) Only "single-serve" utensils may be used in the facility. No grease cooking is allowed.
- 6) Food and beverages, other than BBQ meals, must be arranged through an independent caterer licensed by the Calgary Health Region.
- 7) As mandated by the Calgary Health Region, no 'home prepared' food may be served to the public.
- 8) Food items cannot be left or stored in the community centre.
- 9) Glass bottles are allowed in the Hall, but absolutely no glass bottles are permitted outside the Hall.
- 10) If renting the BBQ, the unit must be cleaned (grease burnt off etc), wiped down, and all BBQ utensils washed and returned to the BBQ. The unit must then be returned to the garage, covered, and chained to the wall with the padlock provided. The natural gas connection on the patio must have the plug replaced in top, the gas turned off at both the building and the gas outlet, and the cages locked with the padlocks provided by BRCA. (Complete instructions are located on shelf of BBQ)
- 11) No alcoholic beverages are allowed without an Alberta Liquor Control Board-approved liquor license.
Note: Alberta Liquor Control Board rules do not permit home-made wine, beer or liquor.

Alcoholic Beverages:

- 12) If alcohol is to be served an AGLC liquor license must be purchased by the renter and a copy must be submitted to the BRCA Hall Manager. A copy of the liquor license must be displayed in the hall.
- 13) If alcohol is to be served, the renter is also expected to carry some form of Liquor Liability Insurance and provide a confirmation of this insurance to the BRCA coordinator.

Promotion/Signs/Decorations:

- 14) The BRCA requires 2 business days to review and approve any public promotional or publicity materials; a draft copy of any such materials needs to be provided to the BRCA Hall Manager.
- 15) No signs or decorations shall be placed in any rooms, hallways, lobbies, or theaters without advance permission of the Hall Manager.
- 16) No signs or decorations are allowed to be attached or in anyway affixed to the building exterior;
the renter will be responsible for any damage or defacement to property.
- 17) No tape or tacks may be placed on any painted wall; a removable adhesive such as 'tack & stick' is suggested.
- 18) Confetti, rice, or the like is not allowed on BRCA premises; **an additional cleaning fee of \$125 will be applied if such materials are used.**

Animals:

- 19) With the exception of animals assisting a person with impairment, animals are not allowed in the BRCA.

Mail/Shipments:

- 20) Any mail or deliveries in respect of an event will not be accepted unless arrangements have been made with the Hall Manager at least 48 hours prior to delivery.

Special Set-ups

- 21) Storage of items or event materials in the Hall will not be permitted.
 22) Signs, banners, displays, equipment, and all other items must be removed from the Hall immediately following the event as part of your event clean-up.

Electrical, Mechanical, Phone Rooms:

- 23) Access to any electrical or mechanical rooms in the Hall is **strictly prohibited**.

Floors:

- 24) Taping of floors must be done with vinyl (electrical) tape, and the tape must be removed immediately following the event. **The Renter will be responsible for any damage or floor refinishing that may be required.**

Clean up:

- 25) The renter is responsible for all clean up of the rental space including:
- Removal of garbage to outside bin located in the parking lot.
 - Generally restoring the space to the condition in which it was rented. (Excludes cleaning floors and putting away tables and chairs).
 - If the kitchen, including fridges and appliances, are being used as part of the rental, they must be cleaned after the event and be left as clean as they were found (excluding floors).

A cleaning charge of \$35/ hour will apply for any action taken by the BRCA.

- 26) All items belonging to the renter (or parties related to the renter) are the responsibility of the renter, and not the BRCA; unless otherwise agreed upon in writing. If items belonging to the renter are left behind, all damages or losses incurred to said items are the responsibility of the renter. Any items left behind without written agreement will be subject to storage fees in the amount of \$100/ day.

Rental Times:

- 27) The renter must abide by the times of rental as set in the Rental Agreement including clean up. Clean up must be completed by the designated vacating time. At least one hour must be designated specifically for clean up. A cleaning charge of \$35/ hour will apply for any action taken by the BRCA.

Handgun and Weapons:

- 28) Absolutely no weapons are permitted on the premises.

First Aid:

- 29) Prior to the event, locate the First Aid Kit on premises in case a first aid situation arises.

Accident Reports:

- 30) Information concerning any accident/injury occurring at the Hall must be provided to the Hall Manager as soon as possible; for Emergencies, contact 911 immediately.

House Accommodations:

- 31) All electrical equipment and property brought into the Hall by the Renter must comply with and conform to all the rules and regulations of any applicable local regulatory agencies. BRCA reserves the right to correct any violation in respect of any such equipment, at the Renter's sole expense.
- 32) The Renter will be responsible for any fines or penalties incurred by BRCA in connection with said rental.

Smoking:

- 33) Smoking is **NOT** permitted in the Hall.

Fire Regulations/Safety:

- 34) No pyrotechnic equipment is allowed.
- 35) Doorways and hallways **must** not be blocked (partially or fully) by equipment.
- 36) No grease cooking as per Calgary Health Region permit.
- 37) All occupants of the building must exit immediately upon sounding of the Hall's Fire Alarm.
- 38) All occupants will follow Building Fire Regulations and instructions given by the Hall Manager.
- 39) Exit doors, fire panels, fire pull stations, fire extinguishers, fire emergency phones, exit lights, alarm speakers, and lights will at all times be kept free of obstructions and must not be altered.

Noise:

- 40) All tenants must abide by Noise Bylaw # 5M2004 restrictions.
- 41) Further, after 11pm, all access to the building must be gained from the South facing door. No other doors can remain open after this time. Perimeter walks may be conducted by our staff just prior to 11pm to ensure that noise levels are not above normal conversation levels. Non compliance of this policy will result in a forfeiture of damage deposits. Police may also be called in to ensure compliance.
- 42) All tenants and guests of tenants must be respectful of the neighbourhood in terms of both noise and conduct.

Insurance

It is highly recommended that all parties carry adequate general liability insurance to cover the activities within the event as well as indemnifying the BRCA.

In renting the BRCA Hall the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless BRCA against any and all claims arising from any incident, including any injury or damage sustained by the Renter, any member of the Renter's party or any third party arising from the rental of the Hall or use of any equipment in the Hall.

PRIVACY POLICY - "By signing this agreement, the Renter consents to the collection, use and disclosure of his/her personal information provided herein, to meet all regulatory requirements, facilitate the rental and all payments required hereunder, and for future program and facilities planning purposes."
