



Hall Management: 780-349-8744

Rental agreement between the Westlock & District Community Hall

And _____ of _____

Mailing Address: _____

Telephone Number: _____

1. The renter of the hall is financially responsible for any damage that may occur because of their use of the building, inside or outside. This is to include extraordinary cleanup or damage of any kind. _____
2. Renter of the hall is financially responsible for the cleanliness of the kitchen at event's end. If kitchen is not cleaned to hall management standards, Renter will be charged \$100.00 per hour for cleaning and will be deducted from the renter's damage deposit. _____
3. The hall is a non-smoking facility This shall include e cigarettes and vapes. _____
4. No decorations are to be attached to the walls, doors, and doorways. Wall decorations are only allowed the decoration pads. All decorations must be removed at event's end. _____
5. Absolutely no confetti, table glitter or hay/straw products are permitted. _____
6. Live flame candles are not permitted. _____
7. Painters Tape is the only tape permitted. You will be charged for any clean up from use of any other tape _____
8. Nothing hanging from the ceiling without consulting Hall Management prior to event set up. _____
9. Last call is at 1:00 am. Consumption is permitted until 2:00 am. (AGLC regulations) _____
10. All events that will be serving alcohol require event insurance and a copy must be given to the hall prior to the event. _____
11. Renter is responsible for end of event to lock up when next day cleanup has been booked. _____
12. If a renter or caterer requires entry prior to 9:00 am special arrangements must be made at time of booking. _____

Dated: _____, 20_____

Signed: _____

Manager: _____



Cleanup Duties at the End of the Event

- **Wipe tables & put away in Storage Room.**
- **Stack Chairs 12 high & put away in Storage Room.**
- **Sweep floors & mop major spills (leaving puddles will damage floors)**
- **Empty all garbage's, place garbage in dumpster outside back door.**
- **Wipe down pop dispenser and bar area.**
- **Bathrooms empty garbage, sweep floors & wipe counters.**
- **Refrigerators – remove all unused food, wipe any spills, leave door open.**
- **Coolers – remove all unused food, wipe any spills, leave door open.**



Terms & Conditions

1. **Renter of the hall is financially responsible** for the cleanliness and the condition of the facility at event's end. If the kitchen is not cleaned to hall management standards, the **Renter will be charged \$100.00 per hour for cleaning** and the fee will be deducted from the renter's damage deposit.
2. **All Kitchen items & Appliances** must be cleaned after use and left in the condition found. Clean all food spills from stove top burners, splash guards, interior of oven, oven racks and drip trays. **NO EXCEPTIONS.**
3. **Dishwasher:** rinse all dishes, pots and pans thoroughly before being put through the dishwasher. **Never, under any circumstances, are the coffee baskets to be put through the dishwasher.**
4. **Silverware** is to be soaked in soapy water and put through the dishwasher twice.
5. **Coffee Makers** Please wash with warm soapy water, rinse then dry before putting away. **PLEASE KEEP ALL PIECES TOGETHER, NO TAPE** is to be used on the coffee pots.
6. **NO LOCKS** are to be attached to hall equipment. Management can lock the coolers if requested.
7. Return all items to their proper cabinets or shelves. **NO ITEMS** are to be removed from the hall.
8. **Counter Tops** in Kitchen & Bar area must be wiped cleaned when finished.
9. **Refrigerators/Coolers** remove all unused food, wipe any spills, leave open.
10. **Kitchen Floor** is to be swept and mopped when leaving.
11. **Empty all Garbage's** place garbage in dumpster outside back door.



Bar Tending

1. Liquor License and Insurance must be posted on Bulletin Board.
2. No Serving Minors.
3. No Home-Made Liquor.
4. No serving Triple Drinks.
5. Bar Tenders cannot consume alcohol.
6. Bar Tenders to provide corkscrews, shot glasses etc.
 - Hall provides above with Corkage service.
7. Mop all spills around pop dispenser area throughout event.
8. Cover pop dispenser plate with ice.
9. Check drain pail in pop dispenser and empty as needed.
10. **Clean up duties at end of evening are:**
 - Wipe all counters, door fronts and sinks
 - Wipe cooler & cooler racks inside & outside.
 - Wipe down pop dispenser & counter.
 - Wash & dry all liquor dispensers, spouts & shot glasses then place back in drawer.
 - Empty all Garbage's, place garbage in dumpster outside back door.

Note: Rules 1 through 5 are AGLC regulations and must be followed.