

CALGARY INDO CANADIAN CENTRE

826 Edmonton Trail NE, Calgary, AB, T2E 3J6
PH: (403) 277-0206

Rental Agreement

Important note: Please read the attached Rental Policy which outlines the terms and conditions for the use of the Calgary Indo Canadian Centre.

Function Date(s): _____

Day(s) of the Week rental is required for *(Please select)*:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Name of Organization or Individual: _____

Address: _____ City: _____

Province: _____ Postcode: _____

Tele# _____ Cell# _____

Email: _____ Fax: _____

Requested Hours: _____ to _____ Approximate # of attendees: _____

Intended Use:

Name of person responsible for the event: _____

Address: _____ City: _____

Province: Postcode: _____

Tele# _____ Cell# _____

Is alcohol being served? Yes / No

Has Liquor License been purchased? Yes / No *(Copy must be attached with this application)*

Will the Kitchen be used? Yes / No

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RENTAL POLICY – for use of Calgary Indo Canadian Centre

General Information

- ◆ Indo Canadian Centre reserves the right to approve use of centre 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 members of the Calgary Indo Canadian Centre’s Building Management Committee for reasons such activity as:
 - Conflicts with an existing Community organizations program.
 - Causes undue disturbance to the other occupants in the building, or area residents.
- ◆ Any member of Calgary Indo Canadian Centre Building Management Committee and its agents reserves the right to cancel the agreement without notice upon breach of this contract.
- ◆ The renter must abide by all Noise, Smoking and other Bylaws along with the policies outlined in this document.
- ◆ The Centre’s Building Management Committee or a representative reserves the right to inspect the Centre at time.

Indemnification:

In renting the Centre the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless Calgary Indo Canadian Centre Association, Gujarati Mandal of Calgary, India Canada Association (INCA), its agents, servants, employees and Executive Officers against any and all claims arising from any incident, damages, losses and expenses 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 Centre or use of any equipment in the Centre.

Insurance

It is highly recommended that all parties carry adequate general liability insurance to cover the activities within the event as well as indemnifying Calgary Indo Canadian Centre Association, Gujarati Mandal of Calgary, India Canada Association (INCA), its agents, servants, employees and Executive Officers.

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.”

Booking Procedures

1. Contact INCA Administration Office (403-277-0206) to confirm the availability of the Centre.
2. Confirm your event by completing the Rental Agreement and by paying the security deposit.
3. NOTE: All outstanding rental fees must be paid in full 10 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 Rates & Deposits

Rental Rate per hour **\$30** Refundable Security Deposit **\$500**
Kitchen is included in the above rental cost.

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Payment Method

Payment is strictly by cheques. A Government issued photo ID will be required for verification at the time of payment. All cheques are to be made payable to: **Calgary Indo Canadian Centre**.

Key pickup & drop off

Keys for the centre must be picked up one business day before the event during normal office hours (9:00am to 4:00 pm). Keys must be dropped off immediately at the end of the event or the next day. A charge of \$50 will apply to replace any keys lost or damaged by the Renter.

Rental Hours

Centre is available for rental from 8:00am to 11:30pm, Monday to Sunday.

Centre Capacity

The maximum capacity of the Centre is 120 people. Due to fire regulations the applicant must ensure that this is strictly adhered to.

Damage Deposit

A security deposit of \$500 is required at the time of application. All monies shall be returned if the application is not approved. The security deposit will be returned within 10 days after the event providing that all of the guidelines have been adhered to and /or subject to any damages, or miscellaneous expenses incurred during the rental period. Any damages that occur to the facility that are result of your rental party will be deducted from the security deposit. If the damage occurred is more than the security deposit, the applicant agrees to pay for this damage.

Cancellation

Cancellations must be made seven (7days) prior to the event. If a cancellation is made less than seven (7) days prior to the event date than the Renter will be charged the full agreed rent. Security deposit will be returned.

Parking

Other than unloading and loading of the equipments, the tenants are not authorized to use the parking spots at the rear of the Centre. These parking spots are reserved for 24 hours for the authorized people of the Centre. Any unauthorized use of these parking spots will constitute a breach of this contract. The Centre reserves the right to tag ticket and / or tow any vehicle without prior notice that is in breach of this policy. Any costs incurred will be borne by the owner / driver of the vehicle.

Alcoholic Beverages

If alcohol is to be served an **AGLC Liquor License** must be purchased by the Renter and a copy must be submitted **at the time of booking** to the centre staff. A copy of the license must be available and displayed in the hall. If the alcohol is to be served, the Renter is also expected to carry some form of Liquor Liability Insurance. The Renter must abide by the rules and regulations imposed by AGLC relating to serving of alcohol.

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Noise

All tenants must abide Noise Bylaws as regulated by the City of Calgary. Further details on this bylaw can be found by visiting the City of Calgary website www.calgary.ca. or by contacting the City.

All tenants and guests of tenants must be respectful of the neighborhood in terms of both noise and conduct.

No Smoking

The facility is a NO SMOKING facility and this is strictly enforced. Any violation of this item may forfeit your security deposit and you will be asked to leave the facility.

Centre Setup / Tear Down

It is the responsibility of the applicant to setup the Centre and tear down after the event.

Tables & Chairs

- ◆ Rectangular tables with folding legs and chairs that are stackable are provided and included in the rental fee. Other tables, chairs and/or furniture of any type are NOT to be brought into the Center.
- ◆ 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 in this policy will apply as well as any cost to fix the damage.

Linens: The Centre does not provide any table linen, napkins etc. This is the responsibility of the applicant to provide.

Use of Centre phone

A phone provided by the Centre is solely for emergencies only. The phone has been setup up to make local calls only.

Use of Kitchen

The use of Kitchen facility is included in the Rental agreement; however the following guidelines must be adhered to:

- a. Renter is responsible for the complete clean-up of kitchen area. Countertops should be washed, Oven and Microwaves should be cleaned, and floors should be swept and mopped. All trash is to be disposed of in the dumpster provided outside of the building.
- b. Wash and clean sinks and surrounding areas.
- c. Gas Stove must be cleaned of any excess food, grease etc.
- d. Do not leave excess food, condiments or leftovers in the refrigerator or freezer without prior approval; otherwise they will be disposed of next day.
- e. Renters are to provide their own plates, cups and other utensils as required and these must not be left on the premises; otherwise they will be disposed of next day.

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Any violation of this item may forfeit your security deposit and you will be asked to pay for any additional expenses resulting from breach of the above conditions.

Clean Up

The Renter shall clear all trash and decorations from the Centre and dispose of the trash in the receptacles provided no later than the ending time of the agreement. Trash receptacles are located outside of the building at the back. All tables and chairs must be wiped of spills, stains etc. Floors must be swept. All tables and chairs are to be stacked in a neat manner as per the instructions provided in the storage room.

Washrooms / Cloakrooms

It is the responsibility of the Renter to ensure the washroom and cloakroom is cleaned at end of the event. All wash basins and toilets are to be washed and wiped down. Floors must be swept and mopped. An additional cleaning charge of \$35 /hour will apply if the Centre Staff have to clean up.

Any violation of this item may forfeit your security deposit and you will be asked to pay for any additional expenses resulting from breach of the above conditions.

Signs & Decorations

Renter is requested to limit the decorations to tables only. If decorations are to be put on the walls prior approval is required. No drilling or nailing of any type is permitted in the building. Renter is responsible for removing all decorations put up at the event.

An additional cleaning charge of \$35 /hour will apply if the Centre Staff have to clean up.

Closing

The Renter, all guests, Renter's contractors and employees shall vacate the Centre no later than the ending time of the Rental Agreement. All doors, windows etc must be securely closed. The alarm system must be activated and set prior to leaving the building.

An additional charge will apply and billed to the Renter if the building has not been secured.

Any violation of this item may forfeit your security deposit and you will be asked to pay any additional expenses resulting from breach of this item.

Animals

With the exception of animals assisting a person with impairment, animals are NOT allowed in the Centre.

Handguns and Weapons

Absolutely no weapons of any type are permitted on the premises.

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Accidents Reports

It is the Renter's responsibility to report any accidents to the Centre's Building Management Committee or its representative within forty eights (48) hours of the incident occurring. In case of emergencies, contact 911 immediately.

First Aid

It is the Renter's responsibility to ensure that a First Aid kit is available at the time and duration of the event. The Centre does **NOT** provide any First Aid kits.

Fire Regulations / Safety

- ◆ No pyrotechnic equipment is allowed.
- ◆ Doorways and hallways **MUST NOT** be blocked (partially or fully).
- ◆ All occupants of the building must exit immediately upon sounding of the Center's fire alarm.
- ◆ Exit doors, fire extinguishers, emergency phones, exit lights, alarm speakers and so on must be kept free of obstructions and must not be tempered or altered with.

Out of Bound Areas:

Access to the following is strictly prohibited:

- ◆ Upstairs area and offices.
- ◆ Downstairs Offices, Storage room, electrical and mechanical room.

I have read and understood the conditions set out in this Rental Agreement and will abide them.

Signed (Renter): _____

Name: _____

Date: _____