



Summer Villages Office  
 Box 100, 605 - 2nd Avenue  
 Ma-Me-O Beach, AB T0C 1X0 780-586-2494  
[information@svofficepl.com](mailto:information@svofficepl.com)

**Rental Agreement for Ma-Me-O Beach Community Hall**  
**615 - 7th Street, Ma-Me-O Beach, Alberta**

EVENT NAME					Key Picked Up	Date	Time
CONTACT NAME					Key Drop Off	Date	Time
ADDRESS					KEY #		
POSTAL CODE		Ratepayer			Non Ratepayer		
PHONE: (Home)			PHONE: (Cell)				
PHONE: (Bus.)			EMAIL:				
DATE IN		TIME		DATE OUT		TIME	
INSURANCE		LIQUOR LICENCE			EST. NO. OF PEOPLE		
<b>RENTAL INFORMATION (fees do not include GST)</b>					No. of Days	Amount	TOTAL
			Ma-Me-O Ratepayer	Non Ratepayer			
<b>MAIN HALL</b>	Weekdays	Mon-Thurs.	\$150/day	\$250/day			
INCLUDES: Kitchen, Bar Area, Tables, Chairs, and Sound System	Weekends	Fri-Sun	\$200/day	\$300/day			
	Prior Evening Setup	If Available	\$50.00	\$50.00			
	Hourly Rate	Minimum 3 hours	\$40/hr.	\$40/hr.			
					Sub Total		
					5% GST		
<i>Please Note:</i>					DAMAGE DEPOSIT	\$500.00	
<i>A \$50/hr cleaning fee will be charged if additional cleaning is required, as per the event checklist.</i>					TOTAL		
<b>Please make cheques payable to: SUMMER VILLAGE OF MA-ME-O BEACH</b>							
<b>OFFICE USE ONLY</b>							
Damage Deposit Received			YES/NO	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin-left: auto;">           _____            Signature of Summer Village Employee         </div>			
Hall Rental Agreement Received			YES/NO				
Terms & Conditions Received			YES/NO				
Facility Passed Inspection			YES/NO				
Key Returned			YES/NO				
Damage Deposit Returned			YES/NO				

## TERMS & CONDITIONS

Initial

1. The Renter agrees to the responsibilities as set out in the attached Community Hall Rental Policy #11-2003 and Amendments thereto.

2. **The \$500.0 damage deposit is due at the time of booking.** The damage deposit will be deposited immediately. The deposit will be refunded within 14 days from the date of inspection (less any charges that have been incurred for cleaning, damages, etc.)

3. **The rental fee is due at time of booking.** The rental fee is non-refundable unless the Hall is cancelled in writing one month prior to the function.

4. Renters serving alcoholic beverages will be responsible for obtaining a liquor license and for obtaining Third Party Liquor Liability or General Liability insurance. The liquor license must be posted at the bar.

5. The Renter is responsible for cleaning the hall following the function. The attached *Event Checklist* must be completed and returned to the Summer Villages Office, 605 - 2nd Avenue, Ma-Me-O Beach. **Cleaning fees of \$50.00 per hour will be charged and deducted from the damage deposit for any cleaning not completed by the Renter as per the Event Checklist.**

6. The Renter is responsible for any damage to the Hall made by any person attending the function. Should the damage deposit be insufficient to cover the repairs, the Renter agrees to pay the difference.

## THE SUMMER VILLAGE OF MA-ME-O BEACH WILL ACCEPT NO LIABILITY

I/We, in consideration of being allowed to rent the Ma-Me-O Beach Community Hall, forever release and discharge the SUMMER VILLAGE OF MA-ME-O BEACH, its' employees, agents or representatives from any and all claims, demands, liabilities, losses, costs, expenses, actions and manner of actions; pertaining to or resulting from your rental of the Ma-Me-O Beach Community Hall, whether caused by negligence, gross negligence or reckless and wanton misconduct; and

Forever indemnify and save the SUMMER VILLAGE OF MA-ME-O BEACH harmless for any and all damages, loses, costs, expenses, liabilities, claims, demands, actions, or manner of actions, which the SUMMER VILLAGE OF MA-ME-O BEACH or any third party may suffer or incur as a result of entering and performing this Rental Agreement of the Ma-Me-O Beach Community Hall.

I have read and accepted the above-mentioned Terms and Conditions.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# EVENT CHECKLIST FOR MA-ME-O BEACH COMMUNITY HALL RENTAL

DATE

NAME

**Inspection of the Hall will occur the morning after your event.**

**Any remaining cleaning will be charged back on your damage deposit at a rate of \$50.00 per hour.**

Tasks to be completed:	Please Check	COMMENTS
Garbage receptacles in the kitchen and washrooms are to be emptied and put in outside shed.	<input type="checkbox"/>	
All surfaces are wiped clean	<input type="checkbox"/>	
Ensure Cooler is clean and emptied. <b>DO NOT UNPLUG</b>	<input type="checkbox"/>	
Ensure Freezer is left clean and emptied. <b>DO NOT UNPLUG</b>	<input type="checkbox"/>	
Coffee pots, pots & pans and any items not put in the dishwasher are hand washed with warm soapy water, rinsed, and put away.	<input type="checkbox"/>	
Dishes, utensils and any other items used must be put in dishwasher, cleaned, and put away.	<input type="checkbox"/>	
Ensure the dishwasher switch is in the off position after use.	<input type="checkbox"/>	
Wipe stove clean and make sure all switches are in the off position. Grill is to be cleaned with grill stone and oil. No chemical cleaners are to be used on the grill surface.	<input type="checkbox"/>	
Wash and stack tables and chairs on racks provided in storage room by front doors (coatroom). <b>Do not block Emergency Exit doors.</b>	<input type="checkbox"/>	
Floors in the hall, kitchen and washrooms need to be swept and mopped as needed.	<input type="checkbox"/>	
Check the washrooms before leaving to ensure there is no one left on the premises.	<input type="checkbox"/>	
Ensure ALL lights are turned off.	<input type="checkbox"/>	
Ensure ALL doors are locked before leaving and a walk through is done of the premises to ensure there is no one left in the hall.	<input type="checkbox"/>	

## PLEASE NOTE:

1. The thermostat is preset so that the air conditioner and furnace will come on automatically when the system demands them. **DO NOT ADJUST.**
2. The two side doors are for **EMERGENCY EXIT ONLY** and are **not to be propped open**. Please use the **Entrance door** for entering the hall.

**Return Checklist with the key to the Summer Villages Office at 605 - 2nd Avenue,  
Ma-Me-O Beach**

**ATTENTION:**

*For security purposes, we ask that once your event is completed and you have exited the Ma-Me-O Beach Community Hall could you please call or text our caretaker, **Michelle at 780-335-0900** to inform her that you are finished.*

**Thank you!  
Summer Villages Office**

