



Dartique Community Hall Rental Agreement

This Agreement is made on this _____ day of _____, 20_____, between: **The Dartique Community Association ("Owner")**

and **Name of Renter/Organization: _____ ("Renter")**

1. Event Details

Event Type: _____

Date of Event: _____

Time of Event: From _____ to _____

Expected Attendance: _____

2. Rental Fees and Deposit

Description	Amount	Date Received
Rental Fee	\$_____	_____
Security / Damage Deposit	\$_____	_____
Cleaning Fee (if applicable)	\$_____	_____
Other (specify):	\$_____	_____

- A **refundable deposit** of \$_____ is required to confirm the booking.
- The **balance** is due 30 days prior to the event.
- A **security/damage deposit** will be refunded within 7 days after the event, subject to satisfactory inspection of the premises.

Custom Add-Ons

<input type="checkbox"/> Early Entry, day prior to event (after 5 PM)	\$ 50.00
<input type="checkbox"/> Early Entry, day prior to event (after 1 PM)	\$100.00
<input type="checkbox"/> Late Check out (2 PM following day of the event)	\$100.00
<input type="checkbox"/> BBQ Use(flat rate)	request a quote
<input type="checkbox"/> RV Camping (per day/RV)	request a quote
<input type="checkbox"/> Tent Camping (per day/tent)	request a quote
<input type="checkbox"/> Firewood Delivery (large bundle)	request a quote

3. Payment Information

Payments can be made by:

- E-transfer to Dartiquehall@gmail.com (in the notes identify the Name of the Renter with date.)
- Cheque payable to **Dartique Community Association**
- Other: _____

4. Conditions of Use

The Renter agrees to the following conditions:

1. The Renter must be at least 21 years of age and present at the event for its entire duration.
2. The premises shall be used only for the purposes described in this agreement.
3. The Renter is responsible for:
 - o Setting up and taking down tables, chairs, and decorations.
 - o Leaving the premises clean and orderly.
 - o Removing all garbage, decorations, and personal belongings.
4. No smoking is permitted inside the building.
5. No open flames are permitted in the building.
6. Alcoholic beverages may only be served if:
 - o A valid Liquor License is obtained and provided in advance.
 - o Proof of liquor liability insurance is submitted.
7. The Renter shall not use nails, tacks, tape, or staples on walls or floors.
8. Noise levels must comply with local bylaws.

5. Liability and Insurance

- The Renter assumes full responsibility for all damages to the facility, equipment, or property during the rental period.
- The Owner shall not be liable for injury, loss, or damage to persons or property arising out of the Renter's use of the premises.
- The Renter is encouraged (and may be required) to provide proof of liability insurance, naming the Dartique Community Association as an additional insured.

6. Cancellation Policy

- Cancellations made more than 30 days before the event will result in a full refund.
- Cancellations made from 29-15 days before the event will forfeit 50% of the damage deposit.
- Cancellations made in less than 14 days or less from the event date will forfeit 100% of the damage deposit.

7. Access and Security

- Access to the hall will be provided via key pickup or code by arrangement.
- The Renter agrees not to duplicate or share keys or codes with unauthorized people.
- The Renter is responsible for ensuring all doors are locked and lights turned off upon departure.

8. Inspection and Refund

- The hall will be inspected after the event by a representative of the Association.
- If the premises are left in satisfactory condition, the deposit will be refunded within 7 business days.
- Any costs for cleaning, damage, or excessive wear will be deducted from the deposit.

9. Agreement and Signature

By signing below, both parties acknowledge that they have read, understand, and agree to abide by all terms and conditions set forth in this agreement.

Renter

Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

Community Association Representative

Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

Appendices (if applicable):

- Appendix A – Renter Clean-out Checklist with Acknowledgement
- Appendix B – Liquor License Copy
 - <https://aglc.ca/liquor/liquor-licences/apply-liquor-licence/liquor-licences-private-special-events>
- Appendix C – Proof of Insurance
 - <https://www.palcanada.com/index.php/en-us/policies/event-hosts>

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Appendix A - Renter Clean-Out Checklist

Renter Acknowledgement

As the renter of Dartique Hall, I acknowledge that I am responsible for ensuring all cleanup tasks listed below are completed before vacating the facility. Failure to do so may result in partial or full forfeiture of my deposit.

Renter Name: _____

Event Date: _____

Signature: _____

Date: _____

Dartique Hall Clean-Out Checklist

Kitchen & Appliances

- All dishes washed, dried, and put away
- Dirty cloths/towels left on the counter
- Microwave fully cleaned (inside & outside)
- Ovens cleaned (including racks and doors)
- Stove tops cleaned
- Sinks, sink traps, and countertops wiped clean
- Cooler wiped out; glass door and handles cleaned
- Popcorn machine fully washed out
- Barbecue brackets, grill, and cooktop washed (if used)

Furniture & Hall Area

- All chairs and tables wiped clean
- All chairs and tables returned to the storage room
- Loft area cleaned and tidy
- All décor removed
- All personal belongings taken home

Floors & General Cleaning

- All floors swept
- Stairs swept
- Garbage emptied throughout the facility
- All garbage taken to the secure garbage enclosure
- All recycling removed from the Hall and taken home

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Appendix A - Renter Clean-Out Checklist

- Cigarette butts must be collected and properly disposed of in the garbage.

Washrooms

- Garbage Removed and properly disposed of in the outdoor waste bin.

Outdoor Area

- Yard checked for litter; all garbage picked up and properly disposed of in the outdoor waste bin.
- Wood stacked neatly in the northwest corner (if used)

Final Steps

- All doors locked
- Shutters closed and locked
- Gates secured
- Storage room doors locked
- All interior lights turned off
- Keys left inside the Hall as instructed