



Queen Alexandra Community League
Box 4546
Edmonton, Alberta
T6E 5G4

Hall Rental Policies & Procedures

1. Introduction

The Queen Alexandra Community Hall ('the Hall') is a modern and newly renovated building in the heart of Old Strathcona. The main level of the hall is wheel chair accessible, has a fully equipped kitchen and a small stage. A small park adjoins the hall. The upstairs has a meeting room with a small kitchen and bathrooms. The Hall is operated by the Queen Alexandra Community League ('QACL').

These policies & procedures provide guidance regarding the expectations and responsibilities of hall renters; and for community league volunteers, staff or others responsible for hall rentals.

2. Permitted Uses and Users of the Hall

Required criteria for use of the hall are:

- Signed agreement to comply with the code of use
- Rental fee paid in full upon signing the rental agreement
- No prior history of failure to comply with the code of use
- Damage deposit (via certified cheque or money order), insurance & liquor license (if applicable) must be submitted within 14 days of your scheduled rental

Queen Alexandra Community League reserves the right to refuse rental of the hall to any person(s) or group(s) for any reason at any time.

3. Capacity

The capacity of the Hall is 175. This maximum number pertains to all participants including catering, kitchen and serving personnel. Renters must not have more than the maximum capacity in compliance with the Fire Marshall. The renter(s) will be responsible for any fines incurred should an official inspection take place during the event.

The board room maximum seating capacity is 18 people.

4. Rental Fees

	Non-member	Member	Board Room Member	Board Room Non Member
Per Hour	\$100 (2 Hr Min)	\$40	\$15	\$30 (2 Hr Min)
Day Rental	\$525	\$300	\$50	\$100

- The member's rate is available to those who have been members in good standing of the Queen Alexandra Community League for at least three months.
- Full rental fee payment is required upon signing the contract to confirm rental bookings
- \$1000 damage deposit (payable by certified cheques or money order) is required for all non-member and any events serving alcohol.
- Liquor License and Liability insurance must be submitted to the hall manager fourteen (14) days before the event, failure to provide all necessary documentation will result in the rental being cancelled and no rental monies paid will be returned. Any damage deposit will be returned
- Liability insurance will be required for all non-member events, parties or sporting events
- Members in good standing will be charged \$500 damage deposit for non-alcoholic events

5. Deposits / Damages / Clean-up

Deposits will only be returned once a post event inspection has been completed and is considered satisfactory.

Failure to return keys will result in a loss of the damage deposit.

Renters are responsible for all damages including, but not limited to, damages to persons, facilities, equipment and grounds. The damage deposit will be held until a satisfactory Hall inspection is completed following the event. If any damage is noted and/or extra clean-up is required, none of the damage deposit will be returned until an assessment of costs has been made.

6. Set-up and Clean-up

Hall users are required to perform their own set-up and clean-up. It is expected that hall-users will return all facilities in a manner consistent with how they were found (including but not limited to sweeping and mopping floor and kitchen, cleaning of dishes and return to cupboards and all tables and chairs cleaned and stacked). \$80/hour of labour (min 1 hour) required will be deducted from damage deposit should any additional cleaning be required.

Renters must allow time during their rental period to set-up and clean-up the Hall. Equipment and material may not be delivered to the Hall prior to the booked time, unless special permission has been granted in advance by the Hall Rental Coordinator. All equipment and material must be removed immediately after the event as per the time booked. At no time will vehicular traffic be allowed on the walkways or grass for the delivery and removal of equipment and materials.

7. Cancellations

Event cancellations must be made in writing to the QACL Hall Rental Coordinator. Events cancelled more than fourteen (14) days prior to the first date reserved will receive a full refund of their prepayment (Booking Fee) minus a \$25 administration fee. Cancellations made fourteen (14) days or less prior to the first date reserved will be charged full rental rate, and no monies will be returned. If for any reason the QACL is unable to honor a booking, the full refund of any monies paid will be made.

8. Decorations

Any decorations used inside and/or outside the Hall must not leave any visible marks when removed. Push-pins, tacks, staples, nails, masking tape, duct tape and extra sticky tape must not be used. Allowable items are blue "Stick'um", painters tape and string to hang items from existing fixtures. Failure to remove all decorations, including all materials used to attach them, within the rental time booked will result in an additional labor charge of not less than \$80.00 or \$80 per additional hour of labour required. This amount will be deducted from damage deposit should it be required.

9. Animals

Animals of any kind are not permitted in the Hall, with the exception of service animals.

10. Food & Alcohol

Food & Alcoholic drinks are permitted in the Hall subject to the following restrictions:

- A Liquor Permit must be purchased by the renter prior to the event. The permit must be posted in the area where the alcohol is being dispensed. A copy of the liquor permit must be provided to the Hall rental coordinator (14) fourteen days in advance of the rental.
- Renters must obtain third party liability insurance for coverage of their event. Renters are required to obtain host alcohol coverage for their event which names the QACL as "additionally insured". \$2,000,000 Liability min. A copy of this insurance must be provided to the Hall rental coordinator (14) fourteen days in advance of the rental.
- QACL accepts no responsibility that does or may ensue as a result of the distribution of alcoholic beverages.
- QACL reserves the right to terminate the sale of alcoholic beverages upon the direction of the Hall Rental Coordinator or designate.
- Alcoholic beverage distribution is restricted to the Hall and patio only. No liquor is allowed in the surrounding areas including sidewalks, grass, and parking lot.
- Food service is subject to the restrictions of the Hall's Food Handling Permit (posted in the kitchen).
- Staffing, arrangement, operation and sale/distribution of food and drink are the responsibility of the renter.
- The renter is required to remove all food and drink items from the kitchen area at the end of the event. Dishes must be sanitized in the commercial dishwasher prior to being stored in the cupboards. Failure to do so will result in the forfeiture of the damage deposit.
- At the completion of the event all appliances must be cleaned. Failure to do so will result in the forfeiture of the damage deposit.
- Garbage must be bagged and deposited in the outside bin. The QACL encourages recycling. All recyclable items should be properly recycled by the renter.

11. Third Party Liability Insurance

Renters are required to obtain host alcohol coverage for their event which names the QACL as “additionally insured”. \$2,000,000 Liability min. (See Hall Rental Agreement).

12. Inappropriate Behavior

Inappropriate behavior on the part of the rental participants may result in the cancellation or cessation of the event at the discretion of the Hall Rental Coordinator, or designate, without a refund of the rental fee. Inappropriate behavior includes, but is not limited to, the following:

- The obstruction of exits, doorways, stairwell or passageways.
- Willful destruction and/or damage to the QACL facilities, property and equipment.
- Failure to abide by any of the herein Hall Rental Policies & Procedures.
- Perceived danger to participants, guests, volunteers and/or staff.
- Excessive noise levels or failure to comply with The City of Edmonton noise bylaws

13. Smoking

Smoking is prohibited in all QACL facilities. Anyone found smoking inside the facilities will be escorted off the premises and the damage deposit will not be refunded. All cigarette butts must be properly disposed of and not left on the ground surrounding the QACL or its premises.

14. Telephone

The Hall telephone number is 780-439-9046. This phone number should be given as the emergency telephone number. Any charges incurred of an unusual nature, associated with the event will be charged back to the renter.

15. Parking

There are approximately four parking spots in the parking lot. Angle parking spaces along University Avenue in front of the Hall are not exclusive to Hall users. Please use common sense when parking your vehicles on side streets near residences and driveways.