
Schedule A

Rental Policies Handbook - Check List

1. Any outstanding rental fees must be paid in full 30 days prior to the event. Failure to provide this payment will result in the cancellation of your event and the forfeiture of your deposits.
2. The booking deposit will suffice as damage deposit and will be held until after the event takes place. The Hall will be inspected before and after the event and as long as no damage has occurred, no excess janitorial services are required, and any RCA hall keys are turned in, the damage deposit amount will be returned to the person and address on the Rental Agreement via mail within (30) days following the event.
3. The renter is responsible for leaving the Hall in its original state. In the event that damage is incurred or extra janitorial services are required (for example, to remove decorations, dispose of garbage or complete extra cleaning) in excess of the deposit amounts, the renter will be deemed responsible and will be billed following the event. Any items left behind without written agreement will be subject to storage fees in the amount of \$100/ day.
4. In the event that the whole of the damage deposit is retained by the RCA, all outstanding balances must be paid by cash or certified cheque.
5. The renter is charged **\$75.00** for each lost key.
6. Cancellations must be made 30 days prior to the event for deposits to be refunded. All cancellations are subject to a \$25.00 processing fee.
7. If alcohol is to be served an AGLC liquor license must be purchased by the renter and a copy must be submitted to the RCA Hall Manager. A copy of the liquor license must be displayed in the hall. The renter is also expected to carry some form of Liquor Liability Insurance and provide a confirmation of this insurance to the RCA.
8. It is highly recommended that all parties carry adequate general liability insurance to cover the activities within the event as well as indemnifying the RCA.
9. Tenants are to terminate the party by 1am and vacate the Hall by 2am, no exceptions.
10. All tenants must abide by Noise Bylaw # 5M2004 restrictions. To comply with these regulations:
 - After 10pm, all patrons must not congregate outside the building.
 - Perimeter walks may be conducted by our staff to ensure that noise levels are appropriate.
 - Noncompliance of this policy will result in a forfeiture of damage deposits.
 - All tenants and their guests must be mindful of the neighborhood.
 - A call-out fee of **\$75.00** may be charged if the Facility Manager is called out for any reason during an event.

In renting the RCA Hall the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless RCA against any and all claims arising from any incident, 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 Hall or use of any equipment in the Hall.