



Schedule A – Rules and Regulations for Woodcreek CA Rentals

1. **Age requirement:** In order to rent our facilities the renter must be a minimum of **21** years of age or have a sponsor. The renter or sponsor must be present at the event.
2. **Third party insurance:** WCA's Commercial General Liability policy does not provide coverage to its renters.

All ongoing program rentals will be required to have their own Commercial General Liability Insurance and must provide us with a copy of their Certificate of Insurance.

In addition, **any events with liquor will also be required to have insurance coverage.** If they are using their home owner insurance policy, they must provide proof of insurance. An alternative is for them to contact PAL (www.palcanada.com) where they can purchase event insurance. Copy of their proof of insurance must be provided before the event takes place.

All other renters are to be advised that our WCA insurance does not cover them, and a signature on the rental agreement should be obtained acknowledging they have been advised.

3. **Non-refundable deposit:** To hold a specific date, the renter must sign an agreement and provide a non-refundable deposit at the time of booking (see Hall Rental Overview). For the Main Hall \$100.00 is required at the time of booking. For all other rooms, \$50.00 IS required.
4. **Cancellation policy:** If the renter cancels the event at any time after booking, the renter will forfeit the non-refundable deposit. No further payment will be required.
5. WCA family, senior or business membership entitles 10% off the rental rate for a personal event.
This applies to Woodcreek residents and not to out-of-community renters.
6. **Damage deposit:** A \$750.00 damage deposit is required (will only be processed if there is damage, and the renter will be notified first).

If the renter has signed out key and loses the keys, the renter will be charged the cost of re-keying the locks and of replacement keys.

Damage to the facility and contents, cost of extra cleaning (vomit, excessive spills, walls, tables, chairs, broken glass or cigarette butts), putting chairs and tables back as in the photos, or proper reconnection of audio equipment cables will be charged to the renter.

The damage deposit will be returned, as arranged with the renter, within one week following the event, if no deduction was required.

7. All monies owing (including the damage deposit) must be paid a minimum of one day prior to the booked date. Only then will keys be assigned to the renter.
8. There will be a \$9.00 charge for each **NSF cheque**, which is the charge that the bank applies and will be increased if the bank charge increases.
9. **Rentee must pay for the time their party is using the facility (including set up and take down).**
If the booked time is exceeded, additional charges will be applied and may be taken from the damage deposit.
10. The renter is responsible for providing sufficient adult supervision to confine participants and spectators to the areas indicated on the rental agreement. The WCA reserves the right to evaluate the adequacy of the supervision.
11. Renter must adhere to the fire and safety requirements of the Alberta Fire Code and adhere to the Maximum Hall Capacity Number as stated on the posted Occupancy Load Certificate.
12. The Fire Marshall or his representative may inspect the premises at any time.
13. Members of the Calgary Police Service may enter the facility during a private event at any time. Should there be a disturbance during the renter's event and the Police called, the renter will forfeit his/her \$750.00 damage deposit.
14. No pets are allowed in the building.
15. The servery (kitchen) is suitable for heating/warming for pot luck and catered events. **Cooking meals is not permitted.**

If WCA coffee pots, dishes or utensils are used, we ask that you clean them and put them away. However, please leave any used WCA dish towels/cloths in the yellow basket marked "cloths to be washed," located under the kitchen sink.
16. **No deep fryers, propane tanks, barbeques, open flame, pyrotechnics, tapered candles, sparklers or fog machines** are allowed as they may cause fires or set off smoke detectors.
17. **No open flame candles** are permitted as per Calgary Fire Department Regulations. Candles must be in an enclosed container with the flame no more than 2" from the top rim of the container. All uses of candles/open flames must be approved by the Facility Manager.
18. **No smoking** is permitted in the building and no smoking is permitted within 5 metres from any doorway, window or air intake. All cigarette butts are to be cleaned up and put in appropriate ashtray container.
19. **No rice, confetti, glitter, smoke machines, piñatas, dye, or paint that is not water soluble** is to be used in the building or on the grounds.

20. Care must be taken when attaching and removing decorations, so as not to cause damage. **All decorations and renter items are to be removed at the end of the event.**
21. **No tape on the floors** please – it removes the finish. If shoes have left **black scuff marks on the floors** and you want to remove them, rub marks off with a paper towel. Do not use abrasives. (If you've paid for cleaning, leave this for the cleaners.)
22. As mandated by the City of Calgary, we have provided separate **RECYCLING, REFUNDABLES AND ORGANICS BINS** for your use. Please refer to the labels on the bins for acceptables.
23. **When alcohol is to be served:** the renter must hire WCA bartender(s) for the event. One bartender for up to 100 people; two bartenders if more than 100 people. No exceptions.

The Bartender or bartenders arrive 30 minutes before alcohol service begins and is/are the last to leave. Bartenders are to be paid at ***\$18.00 per hour**, to be paid in CASH directly by renter immediately after the event. If you are happy with the service provided, we encourage you to include a tip. ***On Statutory or Civic holidays, or days close to those days, the rate will be increased** (to be agreed upon prior to booking of the event).

24. To serve alcohol, the renter must purchase a **liquor licence**. **The renter must provide the liquor licence for approval, as well as pay all monies owing, before receiving the keys.**

During the event, the renter must display the liquor licence (with the alcohol invoices attached) on the kitchen cooler and comply with AGLC regulations, as enforced by the bartender. AGLC inspectors may stop by during the event.

As holder of a liquor licence, you or your organization are responsible for the conduct of your guests at the function. You are responsible not to serve guests to the point of intoxication and prior to the event, will need to sign and abide by terms of the WCA's **Hall Rental With Alcohol Consumption form** (see attached).

25. **Spirits (such as whisky, gin and vodka) must be served by the individual drink.** A person may not be given or sold a bottle of spirits.
26. Alcohol is not to be consumed outside the building, including in cars in the parking lot, or in the parking lot.
27. Nude entertainment is not permitted.
28. **Noise Regulations:** To conform to noise regulations of City of Calgary's Community Standards Bylaw 5M2004 and to avoid disturbing our neighbours, please ensure all doors and windows are closed and that only indoor speakers are in use between the hours of 10 p.m. and 7 a.m.
29. The WCA may cancel or terminate any activity or remove any person(s) from the facilities if the terms and conditions of the rental agreement are not being fulfilled or if the facility is being used for a different purpose than intended.