

msbca *Calgary*

#301, 114 - 3rd Avenue, SW
Calgary, Alberta, T2P 0E7
Tel: (403) 289-7711

RENTAL AGREEMENT FORM

NAME _____

COMPANY/ ORGANIZATION _____

ADDRESS _____

TELEPHONE NO. _____ POSTAL CODE _____

Purpose of rental _____

Will you need to use the kitchen facilities? YES NO

Will you need to use the Stereo / AV system? YES NO

Date of Event _____ Number of guests _____

Start & End of Event _____ to _____

Are you an MSBCA member? YES NO

If NO, how did you come to know about MSBCA? _____

FEES (Office Use Only) Mon-Fri Sat,Sun & Hols

RENTAL FEES \$ _____ CHEQUE NUMBER _____

SOUND SYSTEM FEES \$ _____ CHEQUE NUMBER _____

DAMAGE DEPOSIT (refundable) \$ _____ CHEQUE NUMBER _____

TOTAL FEES \$ _____

DATE RECEIVED _____

DATE DD RETURNED _____

TERMS AND AGREEMENT

DEFINITIONS

"Lessor" refers to MSBCA (Malaysian Singaporean Bruneian Community Association)

"Lessee" refers to individuals(s) or Company renting the Premises.

"Premises" refers to MSBCA Clubhouse (building and contents)

1. **Rental Availability:** Monday to Sunday from 9am to 12 midnight. Latest time to vacate the premises is 1am. Set up and cleaning is inclusive in the rental duration.
2. **Hall Rental and Sound System fees:**

	Members	Non-members
Mon to Fri	\$132.00	\$180.00
Sat, Sun & Hol	\$165.00	\$220.00
Sound System	inclusive	\$100.00

Damage Deposit (Members and Non-members):

Hall rental	\$100.00
Sound system	\$400.00

Fees (hall rental, sound system and damage deposit) are due 14 days prior to rental date unless otherwise agreed. The rental fee includes the use of the sound system under the supervision of the Lessor.

If the Clubhouse is not cleaned after the rented period, a Cleaning Fee of \$50 will be charged; deducted against the Building Damage deposit, to hire a cleaner.

****If MSBCA needs the clubhouse for last minute events, the Lessor has the right to take possession of the clubhouse with a one-week notice to the Lessee****

3. **For payment, issue two (2) cheques payable to MSBCA. One for the Hall and Sound system rental (non-refundable) and the other for the Damage Deposit (refundable*)**

Upon the due execution of this Agreement, the Lessee shall deposit with the Lessor the sum of _____ DOLLARS (\$) receipt of which is hereby acknowledged by Lessor, as security for any damage caused to the Premises and Sound System during the term hereof.

Such deposit shall be returned to the Lessee, without interest, unless any offset of chagers to the Premises and Sound System upon termination of this Agreement.

- 4 The Lessee is responsible for the behaviour of their guests. The Lessor is entitled to remove any persons who are causing bodily harm and property damage to the premises. The Lessor reserves the right to report any unruly behaviour to the relevant authorities. Compliance of all applicable regulations of the Alberta Gaming and Liquor Commission and the City of Calgary must be adhered to.
- 5 The Lessor is not responsible for any loss or damage of items brought into our premises by the Lessee.
- 6 The decoration of the premises must be approved by the Lessor. The use of confetti, rice or similar substance is not allowed inside or outside the premises.
- 7 After the event, the Lessee is responsible for the cleaning the kitchen, if it is being used. The stove and counter tops, dishes and cutlery and kitchen floor must be thoroughly cleaned. The Lessee is responsible for clearing the garbage from the premises.
- 8 The Premises has a maximum capacity of 80 people. This is to be strictly adhered to for fire safety reasons.
- 9 The Lessee may bring their own alcoholic beverages, however, such beverages cannot be homemade. The Lessor reserves the right to refuse the serving and consumption of these beverages on the Premises. The Lessee will have to apply for its own Liquor License.
- 10 The Lessee shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous by insurance companies.
- 11 In any action or legal proceeding to enforce any part of this agreement, the prevailing party shall recover reasonable attorney's fees and costs.
- 12 The Lessor has the right to refuse the rental of its Premises at its discretion. The above rates are subject to change without notice.

I have read, understood and agreed to the above terms and conditions. I also hereby release MSBCA from any and all liability claims for personal injury including claims it could occur due to food and liquor consumption.

Signed by:

(signature and print your name) Lessee

Lessor (MSBCA)

Date

Checklist For Cleaning After a Clubhouse Rental

Please help upkeep the tidiness & cleanliness of the clubhouse by doing the following after each rental:

1. Keep all tables/chairs except 2 tables & 10 chairs
2. Wipe all dining tables with soap & water
3. All utensils, cutleries, tea/coffee pots and cups both in the kitchen, bar & office must be washed, dried & put away in the proper places
4. Empty & put all pop cans into Recycled Bin
5. All kitchen & bar countertops must be cleaned
6. Do not keep leftovers in the fridge
7. All garbage cans, hall, kitchen and washrooms, must be emptied
8. Carry & throw away garbage bags into the main dump on the ground floor
9. **VERY IMPORTANT** - no utensils are left on the stove since pilot light should always be on
10. Anything that is damaged on that night should be reported to the Building Manager the next day
11. Sweep & mop kitchen floor, hall & stairways.
12. Do not drag any furniture/equipment on the floor
13. Ensure all lights in the hall/stairways/washroom are turned off
14. The main door must be locked after the function
15. Sound system must be turned off
16. All drinks consumed in the cooler during a private function will be charged according to the price list
17. No smoking is allowed in the hall/stairways/washroom/kitchen
18. Cigarette butts are not to be disposed on the floor in the main entrance
19. **IF THE CLUBHOUSE IS NOT CLEANED AFTER THE RENTED PERIOD, A CLEANING FEE OF \$50 WILL BE CHARGEABLE; DEDUCTED AGAINST THE BUILDING DAMAGE DEPOSIT, TO HIRE A CLEANER.**