

# THE SUNDANCE ROOM

Sundance Lake Residents Association Ltd.  
63 Suncrest Way S.E., Calgary, AB T2X 1T9  
Phone: 256-4728

## Rental Agreement

### Policies & Procedures

- A Member is defined as any adult resident of Lake Sundance who is in good standing with the SLRA and as described in the Articles of Association of the Sundance Lake Residents Association Ltd.
- Members may book the Sundance Room up to 1 year PLUS 1 day in advance. Non-members may book the room up to 1 year in advance. MINIMUM two-hour rental.
- **The person booking the facility MUST be in attendance during the entire function. Failure to comply will result in the forfeiture of the entire damage deposit!! The SLRA has the right to shut down the function at any time if the renter has left the facility. The renter will be required to provide photo ID before staff will complete the walk through with the renter.**
- The renter must pay the room rental charges (+GST) at the time of booking. Additional charges (i.e. security, cleaning, SOCAN, damage deposit) must be paid 1 month prior to the event. Failure to pay additional charges by the due date will be considered a cancellation.
- **Cancellation policy:**
  - 50% refund – if cancelled more than 2 months prior to the booking date
  - NO REFUND – if cancelled less than 2 months prior to the booking date
- If the event is cancelled by SLRA for any reasons beyond the SLRA's control, the rental charges are fully refundable.
- Usage is restricted only to the Sundance Room. Access to other lake amenities will not be permitted. Violators will be asked to leave immediately.
- The kitchen is a “warming or staging” kitchen only and shall not be used for full preparation of meals for guests.
- This is a **NON-SMOKING** facility. There is no smoking in the building or on the deck. Smoking is permitted in the parking lot only. Renters are expected to enforce this policy during the function.
- There is a chaperone ratio for young adult/youth parties of 1 adult per 15 youths (under 18 years of age). Chaperones must be at least 25 years of age and there must be at least one chaperone of each sex to provide washroom coverage.
- The renter agrees to adhere to a maximum capacity of 160.

### Security

- Appropriate security will be decided upon booking (i.e. at any event that ends after regular park hours or events with liquor licenses).
- Costs of security will be charged in addition to the rental fee.

### Damage Deposit & Assessments

- **We require a damage deposit (by way of certified cheque, money order or cash) in the amount of \$750 from the renter at least 1 month prior to the event date.**
- A pre-event and a post-event walk through will be completed by SLRA staff/security guard and the renter and must be signed by both parties.
- The renter shall be responsible for the loss/damage of any equipment, furniture or fixtures as well as any damage to the facility itself. **The renter will be responsible for the full extent of any damages to the premises.**
- Assessment of any damage or additional charges will be completed by Lake Sundance staff. If there is no damage (or additional charges), the damage deposit will be returned via mail or it can be picked up during office hours.

## Permits, Liquor & Insurance

- The renter is responsible for any required permits (i.e. liquor).
- A liquor license is required for any event that serves alcohol (wine, beer, etc). The renter's name **MUST** be on the liquor license.
- Liquor is permitted in the Sundance Room only. Liquor is not permitted in the park or parking lot at any time.
- The liquor license must be posted and visible during the booking. **A copy of the licence must also be left at the park office prior to the event.**
- **All** renters must have Personal Property Insurance and must provide the SLRA with proof of insurance no less than 1 month prior to the event. If this information is not received 1 month prior to the event, your event will automatically be cancelled (see cancellation policy for information on refunds).
- If you are having alcohol at your event, it is strongly recommended you have Host Liquor Liability/Party Alcohol Liability (or equivalent) insurance.

## Music and Dancing

- Under the Copyright Act of Canada, SLRA is required to pay SOCAN tariffs for rental events that play music. If recorded music is played at these events, SLRA is also required to pay Re:Sound tariffs. The cost of these tariffs is passed onto the renter.
- SOCAN represents the rights of songwriters, lyric authors, composers and music publishers. Re:Sound represents the rights of the artists and recording companies. Re:Sound fees are not charged for live music. For more information, please visit [www.socan.ca](http://www.socan.ca) or [www.resound.ca](http://www.resound.ca)

<b>Events:</b>	<b>Re:Sound tariffs</b>	<b>SOCAN tariffs</b>
With Dancing	\$26.63	\$63.49
Without Dancing	\$13.30	\$31.72

- Music levels must not exceed City by-law. Loud music will not be tolerated after 10 p.m.
- DJs must stop playing at least 30 minutes before the end of the event and live bands must stop playing at least 60 minutes before the end of the event to allow them sufficient time to clean up.

## Set Up & Clean Up

- Set up and clean up must be completed within the rental time and is the responsibility of the renter.
- All equipment or food drop off (and pick up) must be done within the agreed upon rental period.
- The renter is responsible for setting up and taking down of tables and chairs. Proper caution must be exercised in set up/take down and during the event to ensure that the furniture and the floor not be damaged.
- Rental groups are responsible for cleaning up before they leave. The room must be returned to the same condition in which it was received (i.e. decorations taken down, floor swept & mopped, kitchen/bar cleaned, garbage placed in designated outdoor area, etc.). A complete cleaning checklist and cleaning supplies will be provided.
- Please Note: if the facility is not cleaned according to the checklists, the renter will be charged for a cleaning service to come in and clean the room. Cleaning costs will be taken from the security deposit.
- All personal belongings and rented equipment must be removed from the building by the end of the rental period.
- SLRA offers a cleaning service for a fee. This service must be arranged prior to the event. Renters will still be responsible for wiping off the tables, putting away tables and chairs, and removing all of their belongings and rented equipment by the end of the rental.

## Decorating

- A written outline for decorations is to be submitted to the office 1 month prior to the event to be reviewed by the rental office.
- **Please note: Failure to comply with any aspect of these decorating guidelines/restrictions will result in the forfeiture of all or part of the damage deposit!**
- No open flames of any kind are allowed anywhere inside the building, including candles. Battery operated candles are permitted.
- No sparklers or fireworks of any kind are allowed, regardless of the supervision intended.
- The use of confetti, rice or any other like materials is STRICTLY PROHIBITED inside and outside the building. A \$300 charge will apply if this rule is not adhered to.
- Glitter (spray or loose) is STRICTLY PROHIBITED. A \$300 charge will apply if this rule is not adhered to.
- Bubbles may not be used inside the Sundance Room.
- **Decorations MAY NOT be attached to the painted walls, ceiling or light fixtures.**
- **Absolutely NO scotch tape, duct tape, masking tape, nails, tacks, staples or any sharp-ended materials may be used on, or inserted into, any surfaces inside or outside the building.**
- **Duct tape may NOT be used secure cords to the floor. A minimum charge of \$100 will apply if this rule is not adhered to.**
- Non-oily sticky tack or painters' tape may be used to fasten lightweight decorations on doors, windows, door & window frames and furniture. **This must be pre-approved by management.**
- ALL decorations, sticky tack etc., must be removed immediately following the event.
- All presentation materials must be free standing and provided by renter (e.g. white boards, viewing screens, etc.).
- No stages or risers.
- **Smoke or fog producing machines are not allowed.**
- Extra lighting equipment must be pre-approved by management.
- Sound equipment must be pre-approved by management.
- Water fountains, pond set ups, etc. must be pre-approved by management.
- Balloons must be securely fastened to a free standing prop or other decorations to ensure that the balloons do not become entangled in the lighting or the heating/cooling systems.
- **Please note: damages caused by inappropriate materials will be charged to the renter.**

## Responsibilities

- The renter and all guests must vacate the Sundance Room by the specified time (including clean-up).
- Failure to leave the room by the time specified on the contract will be considered a breach of contract and will result in the loss of some or all of the damage deposit.
- Outside doors (including those on the deck) must remain closed (not propped open) after 10:00 p.m. in compliance with City noise by-laws.
- All noise levels must be in compliance with City by-laws.
- The renter agrees to use the facilities in a lawful and careful manner to prevent any nuisance from occurring in or around the premises. The renter further agrees to leave the facilities in the same condition as at the pre-event walk through.
- The renter is responsible for the actions and whereabouts of their guests at all times.
- Non-compliance of any of the rules or regulations may result in the immediate cancellation of the event.
- Renters are responsible for removing snow from the sidewalks and stairs in front of the building and from the deck if their rental extends beyond park hours. Sundance staff will be responsible for snow removal until the park closes.
- **There will be a charge of \$750.00 if emergency services are required to respond to any false alarms.**
- **Please note that any and all extra charges incurred by the Association as a result of the event will be charge back to the renter.**

**Management reserves the right to refuse any functions not suitable for the facility.**

**Management has the right to cancel a rental agreement if the facility is to be used for any purpose other than that which it was originally agreed to, or if the renter has in any way misrepresented himself or herself to the Lake Sundance staff in order to rent the facility.**

**The Association reserves the right to have a representative inspect the premises anytime during an event. The Association may, through a representative, have removed from the premises any person who has caused damage or nuisance or has failed to comply with these rules.**

**The Association reserves the right to cancel this agreement without further notice upon any BREACH of this agreement.**