

MEETING ROOMS

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 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 facility up to twelve (12) months in advance. The party booking the facility **MUST** be in attendance during the entire function, through to the final walk through.
- Renters will be charged a non-refundable booking fee of \$15 to reserve one of the meeting rooms. This fee will be applied to the rental.
- Rental charges must be paid in full at least one (1) month prior to the event date or will be considered a cancellation of the event.
- **No changes in the date or rescheduling of an event will be accepted less than 1 month prior to the event date.** Any changes less than 1 month prior to the event date will be considered a cancellation and a new booking with the applicable booking fee charged.
- Block bookings are not permitted, unless authorized by the board of directors.
- **MINIMUM** two-hour rental.
- 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.
- Members must present their lake card when entering the park and must provide the gate attendant with a complete guest list.
- All of the park rules and regulations will apply and will be enforced.
- No alcohol.
- Please note this is **not** a peanut-free facility.
- Each meeting room has 2 tables and seating for 20 people. The double meeting room has 4 tables and seating for 40 people.

Security Deposit & Assessments

- We require a security deposit in the amount of \$100 from the person who is renting the facility at least 1 month prior to the event date. The security deposit cheque must be dated with the event date.
- A walk through will be done prior to the event and after the event by the renter and staff. Photos will be taken of any damages.
- Assessment of any damage will be completed by Lake Sundance staff. If there is no damage, the security deposit will be returned via mail or if you like you can drop by and pick it up during office hours. **The renter will be responsible for the full extent of any damages to the premises.**

Set Up & Clean Up

- The renter is responsible for the set up and clean up of the room (e.g. tables & chairs, decorations, etc.)
- Set up and clean up must be completed within the rental time. At the end of the function all tables and chairs must be put away, all litter must be picked up and put in garbage bags. All decorations must be taken down. The floor must be swept and wet mopped.
- Garbage is to be secured in bags provided and placed in the designated area.
- All personal belongings and rented equipment must be taken from the building at the end of the rental time.
- A 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 a \$75/hr cleaning fee to cover the extra cleaning costs, which will be taken from the security deposit.

Decorating

- A decoration guideline will be provided.
- The use of confetti, glitter or similar decoration is **strictly prohibited**. A **\$100 charge** will apply if this rule is not adhered to.
- No open flames, including candles. Battery powered candles are permitted.
- No sparklers or fireworks of any kind, regardless of the supervision intended.
- Sticky Tack or Painter's Tape may be used to fasten decorations on doors and fixtures. Decorations may not be attached to the walls or ceiling. **Absolutely NO scotch tape, duct tape, nails, tacks or staples may be used on any surface**. All decorations, sticky tack, etc. must be removed following the function.
- **Please note: damages caused by inappropriate materials will be charged to the renter.**

Responsibilities

- The renter must vacate the Meeting Room by the specified time (including clean-up). All guests must have vacated the premises 30 minutes before the park closes.
- All noise levels must be in compliance with City by-laws.
- The costs of emergency services responding to any false alarms will be charged back to the renter.
- 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.
- Non-compliance of any of the rules or regulations may result in the immediate cancellation of the event.
- **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.