

EADCC Hall Rental Application

Applicant Information

Name of Applicant:		
Name of Organization/Business/Other:		City/Province:
Address:	Postal Code:	Phone/Email:
Alternate Contact Person:		

Hall Rental Information

Rental Amenities Needed:

Main Area (Real Bouchard Room) Kitchen
 Board Room (Doug Ferguson Room) Handtalk Bar* (**See Disclaimer on Back***)

Name of Event/Booking Reason:

Tables/Chairs Requested? Y <input type="checkbox"/> N <input type="checkbox"/> <i>(You will be responsible for set up/take down)</i>	Approx. # of Guests:
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Rental Date(s): _____ from _____ am/pm to _____ am/pm

Booking Types

Definitions for Sections A (1), A (2), and B

Section A (1): Applicable to registered non-profit charitable organizations and others of such similar not-for financial gain objectives/activities that, by design, benefit relevant community.

Section A (2): Applicable to for-profit or non-profit groups, organizations, agencies and others with objectives/activities that, by design, directly or indirectly or eventually result in financial gain to serve their exclusive objectives and/or interests. Long-term subsidized class may be among such activities.

Section B: Applicable to non-profit charitable organizations that have long-term space lease at EADCC. (AAD, ACSD, ADSA)

Section A (1): Hall Rental Information <i>(fill out Section A (1) only)</i>			
Hours of Booking	Rental Fee Rates (Non-Refundable)		Damage Deposit Fee (Refundable as per Terms of Conditions)
<input type="checkbox"/> # of Hours _____ <input type="checkbox"/> # of Days _____	\$20/ per hour	Total \$:	\$100
<input type="checkbox"/> Evening – 5pm-2am (<i>WITH use of Handtalk Bar*</i>) <input type="checkbox"/> Your Lic. <input type="checkbox"/> or EAD Lic.	\$150 Flat	Total \$:	\$300

Section A (2): Hall Rental Information <i>(fill out Section A (2) only)</i>			
Hours of Booking	Rental Fee Rates (Non-Refundable)		Damage Deposit Fee (Refundable as per Terms of Conditions)
<input type="checkbox"/> # of Hours _____ <input type="checkbox"/> # of Days _____	\$40/per hour	Total \$:	\$200
<input type="checkbox"/> Evening – 5pm-2am (<i>WITH use of Handtalk Bar*</i>) <input type="checkbox"/> Your Lic. <input type="checkbox"/> or EAD Lic.	\$300 Flat	Total \$:	\$500

Section B: Hall Rental Information <i>(ACSD/AAD/ADSA fill out Section B only)</i>			
Hours of Booking	Rental Fee Rates (Non-Refundable)		Damage Deposit Fee (Refundable as per Terms of Conditions)
<input type="checkbox"/> # of Hours _____ <input type="checkbox"/> # of Days _____	Prepaid through Lease (\$0)	Total \$:	\$100 (<i>can provide a cheque to hold for the year</i>)

<input type="checkbox"/> Evening – 5pm-2am (<i>WITH use of Handtalk Bar*</i>) Your Lic. <input type="checkbox"/> or EAD Lic. <input type="checkbox"/>	\$50 Flat	Total \$:	\$500
Handtalk Bar Disclaimer-full information on the back*:			
As per AGLC rules, if an individual/organization/group is booking EAD with Handtalk Bar to serve liquor-you are required to obtain your own AGLC License with full responsibilities. Unless you prefer to have EAD manage Handtalk Bar for your event, then we will do so with our full responsibilities.			
EAD Office and Applicant			
Applicant's method of payment: <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> E-Transfer	Total Rental Fees Due: \$	Damage Deposit Due: \$	Paid on:
Date of EAD having received separate Rental Fee and Damage Deposit from Applicant: <i>Note: The booking is confirmed after the form is signed and Rental Fee and Damage Deposit cheques or cash are submitted and approved, as well as the requested dates and times will also be subject to EAD Board and/or EAD President approval.</i>			
<i>Submit to EAD separate cheques for non-refundable Rental Fee and refundable Damage Deposit (cash may be accepted in lieu of cheques). The Damage Deposit will be returned to the Applicant after the EAD Executive is satisfied that the rented space and surroundings are back in clean and good conditions and all the equipment/utensils/furniture are back in clean and good conditions.</i>			
Signatures			
I, (the Applicant) understand and abide by the Alberta Gaming and Liquor Commission's (AGLC) rules and the attached EAD Terms and Conditions.			
Applicant's Signature:		Date:	
EAD Executive Representative's Signature:		Date:	
<i>Please refer to the Edmonton Association of the Deaf's Terms and Conditions attached to this application.</i>			
Edmonton Association of the Deaf Information			
#203, 11404-142 Street NW	Edmonton, Alberta	T5M 1V1	
Please contact EADCCBooking@gmail.com or eadpresident@gmail.com for information, questions, or bookings.			
Attach Cheque or Envelope with Cash: (If making an e-transfer, please email to EADtreasurer7@gmail.com with a note indicating what the transfer is for). E-transfers will be directly deposited.			

Edmonton Association of the Deaf Community Center Bookings

Terms and Conditions

The Applicant is the person who confirms the EADCC Facility booking in writing and is the contact person responsible for the EADCC Facility during the event that the space is rented for, and for providing non-refundable rental fees and damage deposit fees. The Applicant is a person who represents a group or a non-profit organization or him/her/themselves as an individual.

I, _____ the Applicant, on behalf of _____ accept the following Terms and Conditions:

- a. Edmonton Association of the Deaf Board, a non-profit charitable organization, is charged with the responsibility of controlling and managing, on a voluntary basis, the Edmonton Association of the Deaf Community Centre (EADCC) for the benefit of the relevant community. Cooperation of and support from anyone including renters will be much appreciated. Voluntary commitment and effort require sacrifice of private time and energy.
- b. The Applicant of the EADCC space accepts the full responsibility in ensuring a proper use of the EADCC space and in ensuring that the space is returned to the clean and useable condition as found before the rental. The EADCC space also includes the kitchen, washrooms, hallway, elevator, stairwell, and any other space the event participants use during the event including the parking area.
- c. The Applicant is responsible for the conduct of any of the participants (members, guests, volunteers, staff) and their use of the space during the event.
- d. The Applicant is responsible for being familiar with the Alberta Gaming and Liquor Commission (AGLC) rules and requirements that govern the Handtalk permit or license and how the event participants use the privileges. Voluntary bartenders and bouncers/supervisors follow the AGLC rules and requirements. For example, the bartenders and bouncers/supervisors are not allowed to consume alcohol before and during the event.
- e. The Applicant shall ensure that the [Alberta Health Services Food Handling guidelines](#) are followed and that appropriate food handling procedures are used if food is made available for the event participants who consume alcohol (AGLC requirement).
- f. The Applicant is responsible for obtaining **their own** 50/50 and Raffle draw permit for the event if they plan to host a 50/50 or Raffle draw (this permit is required).
- g. The Applicant cooperates with AGLC in ensuring that gambling activities/games at EADCC remain strictly prohibited.
- h. The Applicant may be allowed to set up and prepare the space for their event within the time they booked it.
- i. No staples, thumbtacks or nails on the walls. No tape on painted walls. No repainting of the walls. Tables and chairs are returned/re-stored after the event. All decorations are removed after the event. All the above must be done by the Applicant.
- j. The Damage Deposit shall be refunded in full when all the above-mentioned conditions are deemed to have been met as inspected and determined by the EAD Board of Directors representative; otherwise, the deposit may be forfeited in whole or refunded in part as determined and justified by the Board.

- k. Should the cost of damage and/or clean-up be more than the Damage Deposit amount, the EAD Board may also send the Applicant an invoice for the additional amount required to cover the costs of such damage and/or clean up caused by any of the event participants.
- l. EAD is not responsible for the provision, booking, or covering costs of ASL/English Interpreters.
- m. The Applicant is required to report any damage of any EADCC assets including, but not limited to, equipment, furniture, walls and wall mounts to EADCCBooking@gmail.com and eadpresident@gmail.com within 12 hours of the Applicant's event.

Handtalk Bar Disclaimer & Terms and Conditions:

- a. For All Sections with use of Handtalk Bar: it will depend on if the Applicant will get their own license and be responsible for all the purchases of alcohol or if they will use EAD's license. The EAD will encourage them to get their own license and this will mean EAD is hands off - all the liability would be with them. If they do get their own license, we MUST see the license first (copy needs to be provided) before confirming their booking and they must book and arrange for their own AGLC License 6 weeks in advance due to the timing of requesting a license from AGLC.
- b. If the Applicant is booking Handtalk Bar under their own license, then the Applicant is also responsible for purchasing their own liquor and the selling of their own liquor. All unopened remaining liquor can be brought back to the liquor store purchased from for a refund. The Applicant is responsible for getting their own volunteers (bartenders, security, etc.)
- c. For any function under EAD's AGLC License, Handtalk Bar must profit a gross amount of \$200.00, if this has failed then the Applicant is required to pay the difference.

EADCC Hall Booking & Handtalk Bar Information

Applicant's Use of Handtalk Bar:

- Applicant is responsible for obtaining their own AGLC Liquor License 4-6 weeks prior to the event, and giving EAD a copy of it.
- Applicant will buy/sell their liquor at Handtalk Bar and return the unopened liquor back to liquor stores. Applicant will get 100% revenue from their sales at Handtalk Bar.
- Applicant is 100% responsible for their own 50/50 License and Raffle Proceeds, Door Prizes, Admission, etc. if they want to get full profit for their event.
- EAD Handtalk Bar Director will only open and close EAD Handtalk Bar. Applicant is responsible for finding their own volunteers to bartend for their own event, responsible for the conduct of the attendees, volunteers, etc.
- Pays rental fee and damage deposit where Section is applicable to Applicant.

Applicant Prefers EAD to Run Handtalk Bar:

- EAD has our own Private Resale Annual License (Special Event License with only chosen days of our events).
- Our License is **restricted** to EAD Members and Invited Guests only. Applicant will need to agree that the advertising will fall under EAD's responsibilities to share with our EAD Members and Invited Guests only.
- EAD is responsible for purchasing liquor and beverages.
- All Handtalk Bar revenue from the event will belong to EAD. For any function under EAD's AGLC License, Handtalk Bar must profit a gross amount of \$200.00, if this has failed then the Applicant is required to pay the difference. If the Applicant has not paid the difference within 30 days of the event, then the Applicant is in arrears to EAD and will not be allowed to book/use EAD Handtalk Bar until all arrears are paid.

- Applicant is 100% responsible for their own 50/50 License and Raffle Proceeds, Door Prizes, Admission, etc. 100% admission revenue for the Applicant.

EADCC Kitchen Policy

1) Refrigerator and Contents:

- a. Food Storage: It is recommended that food be kept in the fridge no longer than 48 hours; this includes dairy products, pastries, cakes and beverages. After 48 hours the contents will be removed and disposed of accordingly.
- b. Check the expiry date of condiments (ketchup, mustard, relish, etc.) as these may be kept in the fridge longer for social events.
- c. It is recommended that condiments (ketchup, mustard, relish, etc.) be bought in bulk containers and used to refill smaller containers for event use. Be sure to close the bulk containers per the instructions on the label. These items can be shared with other users of the EADCC kitchen.
- d. Please label your items for whom they belong to. If there is no label, it will be disposed of. Do not store your food in the EAD Fridge, Freezers, etc. Please bring them home or dispose of them within a reasonable frame of time.

2) Kitchen Cupboards:

- a. Unless specifically allotted, the general purpose cupboards accessible to all users of the kitchen be cleaned at least once a month and kept tidy and orderly at all times. Canned or dry foods to be removed upon expiry date.
- b. Countertops must be kept clean after EVERY use and clear of unnecessary items except appliances approved by the Board. Appliances also must be kept clean and safe for use.
- c. Dishes, utensils, and kitchen wares must be kept in top condition and cleaned with antibacterial agents where necessary or where it can be applied.

3) Dishwasher/Kitchen Sink:

- a. Only dishwasher safe items are permitted to be cleaned in the dishwasher. Appropriate dish cleaning agents are permitted.
- b. Sink washed dishes will be cleaned and put away immediately after use and the sink and surrounding area be cleaned thoroughly with an antibacterial cleaning agent. This includes the taps and faucet.

4) Kitchen Floor

- a. The kitchen floor shall be kept clean, and swept after the function.

Failure to keep the kitchen in good condition and in order to pass health and safety inspection may result in the loss of use of kitchen privileges.

Signatures:

Applicant is in agreement to all the terms and conditions, policies, information, content and EAD Hall Rental Booking Procedures. Applicant understands that EAD Hall Rental Booking Confirmations and Procedures are subject to the EAD Board.

Signature of Applicant: _____

Date: _____