



IRISH CENTRE

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FACILITY RENTAL FORM

<input type="checkbox"/> 1 st time Member (less than 3 months)		<input type="checkbox"/> Member		<input type="checkbox"/> Honorary Member	
<input type="checkbox"/> Non-member			<input type="checkbox"/> External Irish Community Group:		
Name:			Email:		
Phone:			Address:		
City:			Postal Code:		
Event Name:			Date:		
Start Time:		End Time:		Number of Guests (Max 160):	
Event Selections					
NON-CATERED EVENT (only available when club is open)			CATERED EVENT (see catering form for more info)		
Includes:			Includes:		
<ul style="list-style-type: none"> Reserved seating Decorations permitted Cake/Dessert permitted - NO outside food (cutlery, napkins & plates <u>not</u> included) 			<ul style="list-style-type: none"> Reserved seating Decorations permitted Cake permitted - NO outside food (cutlery, napkins & plates included) 		
OPTIONAL ADD ONS			INCLUDED ADD ONS		
Bose PA System w/1 mic - #___ x \$25 = \$_____			Bose PA System w/1 mic & podium- = \$0		
Computer Projector - #___ x \$25 = \$_____			Computer Projector - = \$0		
Soundboard w/2 speakers/2 mics - #___ x \$100 = \$_____			Soundboard w/2 speakers/2 mics & podium - = \$0		
Stage set up - #___ x \$100 = \$_____			Stage set up - = \$0		
White Table Linen #___ x \$8 per table = \$_____			Linens (See Catering Form for additional fees)		
Plastic Tablecloths - #___ x \$2 per table = \$_____					
FACILITY BOOKING FEE – NON-CATERED			FACILITY BOOKING FEE - CATERED		
<input type="checkbox"/> \$50.00 – Honourary Member <input type="checkbox"/> \$50.00 – Member <input type="checkbox"/> \$75.00 – 1 st time New Member <input type="checkbox"/> \$100.00 – Non-Member			<input type="checkbox"/> \$200.00 – Honourary Member <input type="checkbox"/> \$200.00 – Member <input type="checkbox"/> \$250.00 – 1 st time New Member <input type="checkbox"/> \$300.00 – Non-Member		
<input type="checkbox"/> \$0.00 – External Irish Organization Event			<input type="checkbox"/> \$0.00 – External Irish Organization Event		
REFUNDABLE DEPOSITS – NON-CATERED			REFUNDABLE DEPOSITS – CATERED		
<input type="checkbox"/> \$200.00 – All Member Types <input type="checkbox"/> \$200.00 - External Irish Organization Event			<input type="checkbox"/> \$200.00 – All Member Types <input type="checkbox"/> \$200.00 - External Irish Organization Event		
SUBTOTALS			SUBTOTALS		
Facility booking Fee & Deposit: \$_____ (Enter amt)			Facility booking Fee & Deposit: \$_____ (Enter amt)		
Optional Add-ons: \$_____					
TOTAL INVOICE AMT: \$_____			TOTAL INVOICE AMT: \$_____		
Date:			Form completed by:		

Facility Rental Agreement

1. All bookings during regular operating hours are considered semi-private to keep the club accessible to all our members.
2. Unless previously booked by the Irish Sports and Social Society, any costs associated with booking bands, DJs, or other forms of entertainment for your scheduled event are the responsibility of the renter named on this agreement.
3. **Renter on this agreement must be present at the event for the duration scheduled**
4. Renter agrees not to affix décor or signage to club property with nails, screws or staple guns and agrees to remove all décor and signage directly following the event
 - a. Decorations may be attached to walls and doors using PAINTER’S MASKING TAPE only.
 - b. NO CONFETTI inside or on Club premises is permitted.
 - c. Any balloons brought into the space must be removed at the end of the night due to the sensitivity of our security sensors or an additional call out fee of \$50 will be assessed against the renter’s deposit total.
 - d. Any items left behind after the event will become property of the club to be disposed of at its sole discretion unless arrangements to remove items after the event has been prearranged.
 - e. Requested set-up time for arranging tables/chairs/decorating:
This is to ensure the space is not occupied by other members when you arrive, and that staff are available to accommodate the requested timeframe.
 - f. Formal arrangements must be made ahead of time if any items are to be left on the premises after the rental date. Pre-arranged pick-up time required?
 - i. If requested, the pickup time needs to coincide with our cleaner’s schedule to ensure they can perform their job as usual.
5. The Irish Sports and Social Society shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the renter named on this agreement, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this rental agreement or any extension of such term.
6. The deposit for your booking is fully refundable, but a \$50.00 cleaning fee will be charged if event space is not left in good order after your event is complete or in extreme custodial cases, the entire \$200.00 deposit for your event will be forfeited.
7. A refundable deposit is required **2 weeks prior** to the date of event booking - (cash, card, cheque) to confirm and hold your booking – a cheque is preferred, or e-transfer can be arranged.
8. When applicable:
 - a. A 15% gratuity will be added to all catered food & beverages orders (see catering form)
 - b. A 15% gratuity will be added to the beverage/alcohol tab for hosts who run a tab for their guests attending their event
 - c. Full payment for events must be paid on the night of your event (cash, card, cheque)

Signatures

By signing below, the RENTER acknowledges having read and agrees to the contents of this contract.

Date:		Renter’s Full Name:	
		Renter’s Signature:	
ISSS Representative Name and Position:			
ISSS Representative Signature:			

Additional notes: