

COCO HALL RENTAL AGREEMENT

DATE: _____

NAME _____

ORGANIZATION _____

NAME OF EVENT _____ EVENT DATE _____

EVENT TIME _____ TO _____ NUMBER OF ATTENDEES EXPECTED _____

WILL ALCOHOLIC BEVERAGES BE SERVED? YES _____ NO _____

WILL EVENT INCLUDE MUSIC? YES _____ NO _____

WILL EVENT BE CATERED? YES _____ NO _____

RENTAL RATES:

- DAILY RENTAL (INCLUDES ALL HALL FACILITIES) - \$200
- ALL DAY MEETING (EXCLUDES KITCHEN) - \$100
- ½ DAY RENTAL (DAYTIME OR EVENING, EXCLUDES KITCHEN) - \$50
- WEEKEND RATE (FROM 6PM FRIDAY TO 4PM SUNDAY) - \$275
- FUNERAL – CLEANING CHARGE ONLY @ CURRENT HOURLY RATE
- P.A. SYSTEM - \$25
- WINE GLASSES - \$0.35/EA
- CHAIRS - \$2.50/EA
- TABLES - \$15/EA

DAMAGE DEPOSIT IS EQUAL TO THE RENTAL FEE. PROVIDED THERE ARE NO DAMAGES, THE DAMAGE DEPOSIT WILL BE REFUNDED IN FULL WITHIN 30 DAYS OF YOUR FUNCTION

A \$50 KEY DEPOSIT IS MANDATORY OVER AND ABOVE THE RENTAL DEPOSIT.

ANY DAMAGE TO THE BUILDING OR EQUIPMENT WILL BE BILLED TO THE RENTER OVER & ABOVE THE DAMAGE DEPOSIT.

KEYS & MISC. INFO:

C.O.C.O. HALL WILL SUPPLY RENTERS WITH 1 KEY. A \$50 DEPOSIT IS REQUIRED BEFORE THE KEY WILL BE TURNED OVER. AT THE END OF THE FUNCTION THE KEYS ARE TO BE RETURNED TO THE HALL CARETAKER. IF KEYS ARE NOT RETURNED WHEN SPECIFIED, THE \$50 DEPOSIT WILL NOT BE RETURNED.

DUE TO FIRE REGULATIONS, ALL EXIT DOORS CANNOT BE BLOCKED OR TAMPERED WITH.

HALL USAGE REQUIREMENTS:

RENTAL FEES, DEPOSITS, PHOTO COPY OF LIQUOR LICENSE, INSURANCE AND SIGNING OF THE C.O.C.O. HALL RENTAL AGREEMENT MUST BE COMPLETED AND PROVIDED SEVEN DAYS PRIOR TO THE FIRST DAY OF RENTAL.

NO HOMEADE ALCOHOL IS ALLOWED IN THE HALL AT ANY TIME.

MINORS ARE NOT PERMITTED TO CONSUME ALCOHOL ON C.O.C.O. PROPERTY AT ANY TIME.

C.O.C.O. HALL MUST BE VACATED BY 3:00 AM NO EXECPTIONS!

BARTENDERS ARE REQUIRED TO BE THE LAST TO LEAVE AND WILL LOCK THE DOORS, WHEN DONE THEIR CLEAN-UP.

ABSOLUTELY NO TACKS, TAPE, ETC. IS TO BE USED TO APPLY DECORATIONS TO THE WALLS. DO NOT USE TAPE OF ANY SORT ON THE FLOORS.

ALL UNNECESSARY DAMAGE WILL BE ASSESSED AND AN APPROPRIATE FEE DEDUCTED FROM YOUR DAMAGE DEPOSIT.

CANDLES MUST MEET FIRE REGULATIONS. THE FLAME MUST BE ENCLOSED AND WELL BELOW THE TOP OF THE GLOBE. NO STICK TAPER CANDLES ARE ALLOWED. IF YOUR CANDLES DO NOT MEET FIRE REGULATIONS, YOU WILL BE REQUIRED TO REMOVE OR EXTINGUISH THEM.

PETS ARE NOT ALLOWED IN THE HALL OR ON THE GROUNDS.

PLEASE MAKE SURE YOUR GUESTS ARE AWARE OF THIS.

AS THERE ARE NO LADDERS AVAILABLE, YOU MUST PROVIDE YOUR OWN TO DECORATE THE CEILING. THE LADDER WILL NEED TO BE AT LEAST 16' HIGH.

C.O.C.O. HALL WILL NOT BE RESPONSIBLE FOR RENTERS PRIVATE PROPERTY, LOST/STOLEN ITEMS OR PERSONAL INJURY

ALL HEALTH REGULATIONS MUST BE FOLLOWED.

C.O.C.O. HALL IS A NON-SMOKING FACILITY.

CLEAN-UP REQUIREMENTS:

1. WE ASK YOU TO PLEASE ENSURE ALL GARBAGE HAS BEEN TAKEN OUT TO THE BIN PROVIDED THE NIGHT OF YOUR FUNCTION TO AVOID ODORS AND ATTRACTING BUGS OR RODENTS. ALL RECYCLING TO BE REMOVED FROM THE PREMISES AS WELL.
2. ALL DECORATIONS PUT UP BY YOU MUST BE TAKEN DOWN BY YOU BY 4 PM THE DAY AFTER YOUR EVENT.
3. ALL TABLES (AND CHAIRS AS REQUIRED) ARE TO BE WASHED, SANITIZED, DRIED AND PROPERLY STORED. A RE-STACKING FEE MAY BE CHARGED IF REQUIRED.
4. ANY EQUIPMENT DAMAGED OR MISSING MUST BE REPORTED TO THE HALL CARETAKER, REPLACED, RETURNED &/OR PAID FOR.

5. IF YOU HAVE USED THE KITCHEN, PLEASE BE SO KIND AS TO CLEAN UP AFTER YOURSELF. ALL FOOD/BEVERAGES MUST BE REMOVED FROM FRIDGE/COOLERS AND ANY SPILLS CLEANED UP.
6. ALL FLOORS TO BE SWEPT.
7. ALL REQUIRED CLEANING TO BE COMPLETED BY 4PM THE DAY AFTER YOUR EVENT. YOU MAY BE CHARGED CLEANING FEES IF EXTRA CLEANING IS REQUIRED (E.G. VOMIT, FECES, URINE ETC).
8. PLEASE INSURE ALL WASHROOMS ARE LEFT IN WORKING ORDER. ANY PLUMBING ISSUES TO BE REPORTED TO THE CARETAKER IMMEDIATELY.
9. ANY OTHER ISSUES/CONCERNS/COMPLAINTS TO BE BROUGHT TO THE CHAIRPERSON IMMEDIATELY.

**IN CASE OF ANY EMERGENCY PERTAINING TO C.O.C.O. PROPERTY,
CONTACT ONE OF THE FOLLOWING PEOPLE:**

- 1) **CHAIRPERSON:** PAUL REUM 780-605-3340
- 2) **HALL DIRECTOR:**

THE UNDERSIGNED, INDIVIDUALLY AND/OR ON BEHALF OF THE ABOVE NAMED ORGANIZATION, AGREES TO BE ENTIRELY RESPONSIBLE FOR ANY AND ALL LOSSES, DAMAGES OR OTHER INJURIES TO THE PROPERTY OWNED BY THE COMMUNITY OF COORDINATING ORGANIZATIONS (C.O.C.O.) WHILE THAT ORGANIZATION OR THEIR GUESTS ARE ON C.O.C.O. PROPERTY. FURTHERMORE THE UNDERSIGNED UNDERSTANDS THAT ALL FEES PAID TO C.O.C.O. ARE NON REFUNDABLE AND THAT C.O.C.O. WILL NOT BE RESPONSIBLE FOR THE LOSS, DAMAGE OR THEFT OF PERSONAL PROPERTY, OR PERSONAL INJURY TO THOSE OCCUPYING THE FACILITY.

THE UNDERSIGNED ACKNOWLEDGES HE/SHE HAS READ THE C.O.C.O. HALL RENTAL GUIDELINES AND AGREES, INDIVIDUALLY AND ON BEHALF OF THE ABOVE NAMED ORGANIZATION, TO ABIDE BY THEM.

SIGNATURE _____

HOME PHONE _____ CELL _____ WORK _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____