



# MILlican-OGDEN COMMUNITY ASSOCIATION

## M.O.C.A.

6901-20A Street SE Calgary, Alberta T2C 0R5

Office Phone: 279-3973 Fax: 279-5755 Office Hours: Mon-Fri (1-4pm)

Email: [mocaxprs@shaw.ca](mailto:mocaxprs@shaw.ca) Accounting: 279-4530 Jack Setters Arena: 236-3727 Outdoor Pool – 221-3598

### HALL RENTAL AGREEMENT FORM

Agreement # \_\_\_\_\_

#### **RENTER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ (hm) \_\_\_\_\_ (bus)

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Insurance Policy #: \_\_\_\_\_

(Copy of drivers License required, if renter is a business, copy of business license is required)

#### **ACTIVITY** (Phone office 279-3973 to check on available dates)

Date of Event: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

Hours of Rental \_\_\_\_\_ Number of people \_\_\_\_\_ (capacity 152)

Any liquor consumed on premises?	Yes ڤ	No ڤ
Copy of Drivers License	Yes ڤ	No ڤ
Copy of Business License	Yes ڤ	No ڤ

Note: The renter is responsible for obtaining his or her own liquor license and proof of this license must be provided to the MOCA office prior to a key being issued. copy of drivers and Business License must be provided to MOCA office prior to a key being issued.

\*The renter will be responsible for any fines resulting from infractions of these bylaws.\*

The city of Calgary regulates noise through the community standards bylaw 5M2004 (68 kb) sections 26-39. The following information provides an overview of this section of the bylaw, however if you would like more details, please refer to the actual bylaw. Original copies of the bylaw are available at the city clerk' office.

#### **FEE AGREEMENT**

*Cash or Cheque only*

Rental fee & Security Deposit fee are due at the time of Contract Signing to secure your booking

**Total Charge:** \$ \_\_\_\_\_ Paid by: ڤ Cash ڤ Cheque # \_\_\_\_\_ (due upon registration)

**Security Deposit:** \$ \_\_\_\_\_ Paid by: ڤ Cash ڤ Cheque # \_\_\_\_\_ (due upon registration)

(see Hall/Lounge information sheet for more details & prices)

**Permission for MOCA to destroy your Security deposit cheque after the event date has passed? ڤ Yes ڤ No**

#### **Authority:**

MOCA has the authority to refuse or revoke an Agreement and/or if the person(s) are under the age of 25 years. MOCA will have the authority to cancel any event in the above facility and have the authority to remove, or have removed, any persons from the facility if it is felt that any part(s) of this agreement were broken or the facility not used for the purpose for which this is intended or, that the renter is not complying with the Liquor Control Act, the regulations under that act, as well as the policies of the Alberta Gaming and Liquor Control Board, the Calgary Police Department and the City of Calgary, whatever "legal and binding conditions of the Community Association Facility Rental Agreement" that are felt to be a necessity by the renter and MOCA shall appear as an attached. No illegal gaming activity permitted on the premises. Any person(s) engaging in or permitting gaming will have the Security deposited forfeited.

An appropriate representative of the Association may enter the premises at any time to ensure that all bylaws and conditions are being met. The city of Calgary regulates noise through the community standards bylaw 5M2004 (68 KB) sections 26-39. the following information provides an overview of this section of the bylaw, original copies of the bylaw are available at the city clerks office.

X \_\_\_\_\_ (renter initial)



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### Security Deposit:

The Security deposit shall be applied in part or in whole to any expenses incurred by the renter as a result of damages or loss to the facility/equipment during the period that the renter was responsible for same. The damage deposit will be withheld in part or in whole if the association deems there is sufficient evidence to indicate that any of the following bylaws have been violated on the MOCA premises: underage consumption of alcohol, consumption of alcohol without a liquor license, or smoking (All Facilities are non-smoking as per City of Calgary Bylaws).

The renter understands that they are responsible for cleaning the hall after the rental. Cleaning expectations of the renter follow below. The renter agrees to pay a fee if the clean-up is not completed properly. This will be deducted from the Security deposit before it is returned.

**Cancellations:** In the event that the renter cancels the booking; **two (2) weeks** notice is required in order for a refund of the rental fee and security, Less than two weeks notice for cancellation will result in MOCA forfeiting your rental fee to accommodate revenue lost.

If your rental time exceeds the allotted booking than you will be charged another booking fee of \$400.00.

X \_\_\_\_\_ (renter initial)

### Any group or persons using the Hall are responsible for the following:

#### 1. Clean-up following the event:

Clean-up and dispose of ALL garbage and event debris, including the bar area, washrooms, the entrance stairs and ramp. If the garbage containers are more than half full, remove the garbage bag and place it in the exterior garbage bin located behind the building on the North-West corner.

- Wipe down any un-clean surfaces in the kitchen or on the tables or chairs.
- Sweep and damp mop all floor areas, including the entrance way.
- Entrance carpet is to be shaken out to remove debris.

The buildings are non-smoking and an ashtray is located outside the facility. If butts are littered on the ground immediately surrounding the facility, you are responsible for cleaning them up. You will be charged a fee of \$75.00 for neglecting to clean outside the facility of debris.

X \_\_\_\_\_ (rental initial)

#### 2. Alarms

The emergency exit door is alarmed. If the door is opened, the alarm will sound; you will be charged an alarm response fee. All windows are to be closed and locked after your event. If the windows are not secured, the alarm may be set off. Should this happen you will be charged the alarm response fee \$250.00 (which will be automatically deducted from your Security deposit). There will be **no exceptions to this policy**.

#### 3. Miscellaneous

- Do not tamper with the temperature control (thermostat). If there is tampering or damage to it, there will be charges applied for tampering
- The pop machine is not for renters use.

#### 4. Key

- The renter of the hall must pick up the key from the MOCA Office during Office Hours (1pm – 4pm) Monday to Friday.
- If you are renting the Hall on the weekend, you must pick up the key on the Friday prior to your booking.
- Return key through mail slot on Main Office door. If the KEY is not returned ASAP there will be a fee of \$100.00 deducted from the Security deposit.

X: \_\_\_\_\_ (renter initial)

Key issued (date/#):- \_\_\_\_\_

Key returned (date/#): \_\_\_\_\_

**Original signed copy of contract & payment must be mailed or drop off to office to secure your date.**

Date: _____	
MOCA Signature: _____ (MOCA Staff)	Renter Signature: _____