



MILLICAN-OGDEN COMMUNITY ASSOCIATION

M.O.C.A.

6901-20A Street SE Calgary, Alberta T2C OR5

Telephone: 279-3973 Fax: 279-5755 Accounting: 279-4530 Email: mocaxprs@shaw.ca

Office hours: Mon – Fri (1-4pm)

Sports & Event Lounge Rental Agreement

(No Minors)

Event Date: _____ Agreement #: _____

Event Type: _____ Number attending: _____

Time Open: 6:00 pm Time Close: 2:00 am

Name: _____ Telephone: (hm) _____ (cell) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Driver's License: _____ (copy is required)

Rental Fee: \$250.00

A minimum charge of \$100.00 will be required to cover our cost in the event of cancellation. There will be no refunds and no exceptions on this policy.

Security Deposit: \$ 500.00

The Damage deposit will be returned after it is determined that there was no damage to the facility or its contents or missing items. The renter will be responsible for the full cost of the repair or replacement should any damage be determined.

1. Authority

The renter understands and agrees that no LIQUOR will be brought onto the premises. Note that photo identification is required to serve alcohol to persons suspected to be under 25 years of age. The renter is responsible for making certain that all persons present in the lounge are 18 years of age or over if alcohol is being served. All facilities are non-smoking as per City of Calgary Bylaws. The renter will be responsible for any fines resulting from infractions of these bylaws.

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 damage 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.

X _____ (renter)

Security Deposit:

The cleaning - damage 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 Security 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 or smoking (All Facilities are non-smoking as per City of Calgary Bylaws).

The renter understands that they are responsible for cleaning the Lounge 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.



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Any group or persons using the Lounge are responsible for the following:

1. Clean-up following the event:

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

- Wipe down any un-clean surfaces 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.
- No confetti and no tape on walls (may use ticky-tack)

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.

X _____ (renter)

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 deposit. 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)

Date: _____

Signature of Renter: _____

MOCA Representative: _____

Payment – Cheque or Cash Only

Office use only:

Rental Fee Paid: _____	Paid by: cash _____ cheque _____
Security Deposit Paid: _____	Paid by: cash _____ cheque _____
Driver's License copy _____	Yes / No _____

Permission for M.O.C.A. to destroy your damage deposit cheque after the event has passed? Yes ___ No ___

Mail or drop off to: Millican Ogden Community Association
6901-20A St SE
Calgary, AB
T2C – 0R5
Phone: 279-3973 Office Hours: Mon-Fri (1-4pm)