



Sri Lanka Canada Friendship Association of Edmonton
Cedars Professional Park, 2913 - 66 Street
Edmonton, Alberta, Canada.
T6K 4C1

Tel: (780) 414 - 0206 Web: www.slcfa.org Email: slcfa@slcfa.org

SLCFA HALL USAGE APPLICATION

Date of the Event: Start Time: End Time:

Nature of Event:

Will liquor be served at the event? Yes ☐ No ☐

(If liquor is to be served at the event, a copy of the liquor serving permit should be forwarded at the time of collecting the building key)

Number of Attendees:

USER
Name: I am a SLCFA Member ☐ I am a Non-member ☐

Address:

..... Postal Code:

Phone Number: [Home] [Work]

Member's declaration: The building is rented for an event of my own household membership.

member's initials

Non-member endorsement *(Non-member applicant should obtain an endorsement from a current member)*

I endorse the building usage application.

Recommending member's signature:

I have received and read the 'SLCFA HALL USAGE AGREEMENT' and agree to ensure all conditions contained in the said document are fulfilled.

User signature: Date:.....

SLCFA

Received Usage Fee \$..... Cheque #:	Received Rental Fee \$..... Cheque #: e-transfer: slcfatreasurer@gamil.com	Received Damage Deposit \$ Cheque #: slcfatreasurer@gamil.com	Keys
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Name of the SLCFA representative:

Signature of the SLCFA representative : Date:.....



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SLCFA HALL USAGE AGREEMENT

This agreement is subject to terms, conditions and covenants herein contained:

1. Maximum capacity of the building is seventy five (75) including children. Any problems resulting from deviation from the above numbers, which has been stipulated by the City of Edmonton Fire Department, will not be the responsibility of the Sri Lanka Canada Friendship Association of Edmonton (SLCFA).
2. The User agrees to pay the SLCFA the following amounts for use and occupation of the above said premises
 - (a) to pay a damage deposit as specified in the fee schedule (deposit is refundable 2-3 weeks following the event, upon there being no damage to the building &/or contents as assessed by SLCFA.
 - (b) to pay by cash or cheque the required usage fee specified in the fee schedule prior to the day of the event.
3. The User will forfeit the usage fee if the event is cancelled for the date(s) agreed upon, unless the SLCFA Executive Committee sanctions a refund.
4. The User agrees to pay for any damage to or any loss of any article within the SLCFA property where the cost for repair or replacement is in excess of the damage deposit. The User expressly agrees that all furniture, fixtures and all other forms of property brought in at the exclusive and sole risk of the User and the SLCFA has made no representation to the User concerning liability for any loss or damage to the properties mentioned.
5. The User agrees to pay any additional cleaning fee if in the opinion of SLCFA, extra cleaning is required after the event. Such fee will be determined SLCFA and will be dependent upon the condition of the floor, walls, garbage left behind etc.
6. The User agrees to use the kitchen for the heating of pre-cooked foods only. **The kitchen should not be utilized for any cooking/preparation of food.**
7. **Use of Audio / Video system is not included in the hall rental. Internet connection (Wi-Fi) is NOT available.**
8. The User agrees to use only fireproof decorations within the premises including the exterior.
9. The User agrees to accept full responsibility of the behaviour and conduct of all attendees and ensure that orderly conduct is maintained inside and in immediate vicinity outside the building. The responsibility assumed by the User will be in the form of vicarious liability.
 - (a) The User agrees to assume full legal responsibility with respect to permits, minors and any other regulatory matter, which is binding on the purveyor of liquor in a private premise in the event that liquor is served.
 - (b) The SLCFA property is a non-smoking facility. The User agrees to ensure that smoking in any way or form (cigarettes, cigars, marijuana etc.) is not carried out within the building by the User as well as all guests.
10. The User agrees to following clean-up responsibilities:
 - (a) Return tables to original location
 - (b) Return chairs to original storage places and stack them as when received. (Do not drag stacked chairs).
 - (c) Wash and dry any kitchen utensils used and return to designated cupboards.
 - (d) Leave kitchen and all three (3) washrooms clean and tidy.
 - (e) Collect all garbage and deposit them in the garbage bin found within the Cedars Professional Park complex (next to Unit 2939) after securing all garbage bags with ties.
 - (f) Clean any shoe-marks left on the floor and clean floor with a damp mop following the event.
 - (g) Vacuum all rugs within the premises.
 - (h) Ensure that the Thermostat is left in the 'Heat' position (as opposed to 'Cool' or 'Off' positions during any period where the outside temperature may be expected to fall below zero degrees centigrade overnight.
 - (i) Ensure that all windows and doors are securely locked and the Security System activated upon leaving the premises.

Any damages already present within the building and/or its contents should be reported to SLCFA representative at the time of taking over from the SLCFA representative prior to the event. If any damages are incurred during the event the User agrees to notify the SLCFA representative regarding these damages immediately after the event.