

WOODCROFT HALL RENTALS

Please note:

All of our community league contacts are **Volunteers**. We all work at other jobs and have families. Please take into consideration these additional demands on our time when making your enquiries.

To save time, the following information is provided in response to **frequently asked questions:**

Profit Making Organizations:

- **We cannot rent to profit making organizations** for the purpose of conducting their business. ie) farmers market companies, yoga companies, catering companies, etc.
- We **do rent** to Woodcroft Community businesses for staff social events ie) Christmas parties, company picnics, workshops, staff meetings, etc.

Long Term Renters:

- Long Term Rental agreements with non-profit organizations are handled by different volunteers. Enquiries regarding long term rentals should be made to:
Linda at (780) 452-4460, or
Arlene at (780) 481-4420

Non-Woodcroft residents:

We **do not rent** to people from outside of the Woodcroft community.

Woodcroft Residents:

- **We will not enter into a contract with anyone outside of the community.**
- If you are renting the hall for a non-resident family member **we will only deal with you, the community member.**
- Renter(s) must be 25 years old.
- You **MUST** live within the Woodcroft boundaries (Groat Road to 142 St. and 111 Ave. to 118 Ave.)
- You are responsible to ensure that you have:
 - **SHORT TERM RENTAL INSURANCE** (can be purchased on-line at <http://facilityrental.ca>). This is a suggestion only to help you out. It is quick and easy, and this particular insurer is familiar with the insurance required by community leagues). Insurance must include:
 - Minimum commercial general liability coverage of \$1 million dollars
 - Contingent Liability coverage of the League on any claims or losses
 - If liquor is being served, minimum Host Liquor Liability coverage of \$2 million dollars
 - The date and description of the event
 - Name and contact information of insurance purchaser
 - Hall address (13915 – 115 Avenue, Edmonton, Alberta, T5M 4B6)
 - **LIQUOR LICENSE**, if serving alcohol (can be obtained from any liquor store)
Proof of purchase is required prior to the event and before we release a key.

Need-to-Know Rental Information:

(<http://woodcroftcl.org/index.php?page=hallrentals>)

- **Rental Rates:** See separate link on web page
 - **Hall capacity:** 195 No Fixed Seating, with or without alcohol
154 Fixed Seating, with or without alcohol
- If we find you have exceeded capacity you will be asked to vacate the premises.
- To obtain the **reduced rental rate available to community league members, you will need to provide your community league membership number** as this must be recorded on the rental contract.
 - **Please ensure you have purchased your membership from our membership co-ordinator, Mark (780) 497-7728 before meeting to sign your rental agreement. Exception: Brentwood Homes residents** must obtain their membership cards at the Brentwood Family Homes Office, as they pay the membership fee for any of their residents wishing to join the community league.
 - We are not authorized to approve rental rate reductions. Any requests for rental rate exceptions must be approved by the community league's board. There is a time element involved as the board only meets once a month.
 - The **website calendar** is updated on a regular basis. Although a date may appear to be free, it does take some time to send our scheduled bookings to our website administrator and to update the website calendar. We will know **which dates are/are not available** long before the website updates occur.
 - We do our very best to try and accommodate all requests but it sometimes takes co-operation between renters to facilitate more than one party booking on any given day.
 - If you are not familiar with our facilities, one of our volunteers would be pleased to walk you through once. Please bring whoever needs to see the hall with you (caterers, decorators and family members etc.) as we will not entertain numerous visits back and forth.
 - The hall has a microphone and amplifier available for your use.
 - There is a \$10.00 charge for the use of the hall's projector and/or screen and remote control.
 - Our volunteers are not technicians. If you require anything special in regards to sound, please bring the individual that is going to set things up with you, when we do the walk through.
 - Please make sure all items used remain in the hall when you leave. We do not want to track down cords, etc. for the next renters.
 - When using the hall and surrounding property, please take into consideration the residents who live across the street from the hall.

Payment Process for Hall Rentals:

- **Post-dated cheques will not be accepted** for the Hall Rental and Damage Deposit. These cheques/payments secure your date for your function so that we don't rent it to anyone else. If we don't have a signed contract and payment, we will not hold a date for you.
- The cheque(s) for the Hall Rental and the Damage Deposit will be deposited upon receipt. We need time for the cheques to clear the bank before your rental date. In most instances the cheque must be from the community member and written on their bank account.

Damage Deposit and Clean-up:

- The Woodcroft Community League will reimburse your Damage Deposit once the Hall has been checked for cleanliness/damage after your event. If you are renting for someone else, it is your name on the contract and you are responsible. This includes the clean-up.
- **You must follow the CLEAN-UP CHECKLIST** we give you. If you forgot your copy at home, there are laminated checklists in the front foyer and kitchen at the Woodcroft Hall.
- If there is anything on the Clean-up Checklist that has been overlooked, we will charge your \$50/hour for the cleaning and deduct the costs from your damage deposit. This will delay the return of your Damage Deposit until such time as we determine the cost of repairs and/or the additional cleaning required by our janitorial service.
- If you are in a hurry for us to return your Damage Deposit please consider that all of our community league contacts are **VOLUNTEERS**. We all work at other jobs and have families. Please take into consideration these additional demands on our time, and be assured that we will get your money back to you **as soon as we possibly can**.

Fire Pit:

- There is no cost to use the fire pit, however, you are required to:
 - sign a usage waiver,
 - review and adhere to the provided list of Usage Requirements, and
 - provide a \$20.00 Fire Pit Key deposit.
- The deposit will be returned to you provided the fire pit has been left in good condition, your fire has been fully extinguished, and the fire pit is locked before returning the key.

Rink Rental:

- If you would like to rent the Skating Rink please contact the Rink Coordinator, Roger (780) 983-1128 in regards to skating parties.
- The rink can only be rented outside of the league's public skating hours.
- The rink is cleaned and supervised to accommodate the community league's public skating hours. Any additional cleaning or rink supervision must be arranged with the Rink Coordinator.