

## WOODCROFT COMMUNITY CENTRE GENERAL RENTAL INFORMATION

**Please note:** All our community league contacts are **Volunteers**.

### **Minimum Rental Age:**

Renter(s) must be 25 years old.

### **Rental Rates:**

Members: \$25/ Hour

Non-Members: \$30/ Hour

### **Rental Hours:**

The hall is available to rent between the hours of 8 AM - 12 AM

### **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.

### **For Profit Organizations:**

- We **do rent** to Woodcroft Community businesses for staff social events
  - ie) Christmas parties, company picnics, workshops, staff meetings, etc
- We **do not rent** to For Profit organizations for conducting their business.
  - ie) farmers market companies, yoga companies, catering companies, etc.

### **Non-Woodcroft residents:**

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

### **Woodcroft Residents:**

- You **MUST** live within the Woodcroft boundaries (Groat Road to 142 Street and 111 Avenue. to 118 Avenue.).
- If you are renting the hall for a non-resident family member **we will only deal with you, the community member**.
- If you are a resident that holds an active Woodcroft Community League membership, you are eligible for the members rental rate. Please ensure you have purchased your membership from our membership coordinator before meeting to sign your rental agreement.
  - **Exception: Brentwood Homes residents** must obtain their membership cards at the Brentwood Family Homes Office

### **Website Calendar:**

The **website calendar** is updated on a regular basis. Although a date may appear to be free, we may be looking at another request.

If interested in a rental date, please complete the rental request form.

### **Payment Process for Community Centre Rentals:**

Cash, cheque or money order are accepted for the rental and security deposit. The cheque(s) for the Rental Payment and the Security Deposit will be deposited upon receipt.

The Security Deposit secures the date for your function so that we don't rent it to anyone else. If we don't have a signed contract and security deposit, we will not hold a date for you.

### **When your rental is confirmed:**

If you are not familiar with our Community Centre, one of our volunteers would be pleased to walk you through **once**. Please bring whoever needs to see the hall with you (caterers, decorators, technicians and family members etc.)

### **ALL renters are responsible to ensure they have:**

(Copy of insurance and liquor license must be provided to the league contact 72 hours prior to the event and before a key is released.)

- **SHORT TERM RENTAL INSURANCE.** Which can be purchased online at [Foster Park \(Facility Rental Insurance\)](#), or you can purchase through another insurance company. Insurance must include:
  - Minimum commercial general liability coverage of \$2 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
  - Community Centre address (13915 – 115 Avenue, Edmonton, Alberta, T5M 4B6)
  
- **An AGLC LIQUOR LICENSE**, if serving alcohol. Which can be obtained online on the [AGLC website](#). The original liquor permit must be visible in the bar.

### **Security Deposit and Clean-up:**

The Woodcroft Community League will reimburse your Security Deposit within 14 days after your event. You must follow the **CLEAN-UP CHECKLIST** provided. There are laminated checklists in the front foyer and kitchen at the Woodcroft Community Centre.

- If there is anything on the Clean-up Checklist that has been overlooked, there is a charge of \$50/hour for the cleaning and deduct the costs from your Security deposit.
- If damage has been done to the Community Centre the renter is responsible for the entire cost of repairs and/or the additional cleaning required by our janitorial service.

### **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 at \$25/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.