



Parkview Community League Facility Short Term Rental Agreement

Age Requirements:

- Persons wishing to rent the facility must be at least 20 years of age. The age requirement is in place to ensure responsible management of the event and oversight of the hall.
- If alcohol is being served, the renter must be at least 30 years of age.

Rental Rates	members	non-members
Daily (Monday, Tuesday, Wednesday, Thursday, Friday)	\$250	\$600
Saturday (8am - midnight)	\$400	\$900
Sunday (1pm - midnight)	\$250	\$600
Weekend event (Friday 6pm to Sunday midnight)	\$900	\$2100

- A renter is considered a member if they are a resident of Parkview and hold a valid Parkview Community League membership and can provide their membership number at the time of booking and rental.
- For hourly or for long-term or recurring rentals (weekly or monthly, classes, courses, programs) or rentals being booked within 72 hours of the event, please contact hallrentals@parkviewcommunityleague.ca for more information.
- Prices are in effect for events booked until February 28, 2026 and if new prices have not been updated, the prices listed are default minimum rates until new rates are posted.

Definitions

- “Renter” refers to the individual(s) or party or representative of such person(s) who are renting the facility. “PVCL” refers to the Parkview Community League.
- “Facility” refers to the portion of the facility of the Parkview Community League being rented. “Event” means any time during which the renter has access to or use of the facility.
- “Agreement” means this Parkview Community League Facility Rental Agreement.
- “Member” means an eligible member of the Parkview Community League with an active membership number.
- “Damages” include the cost of repairing or replacing loss of or damage to the facility and/or contents, whereby PVCL incurred costs as a result of the renter failing to fulfill any portion of the “Agreement”.

Invoice & Payment

Once this agreement is signed and returned to PVCL, an invoice for the rental rate will be issued through Square Payments. All events must be paid for in full within 3 days of receiving the invoice. Credit Card payments can be made safely and securely through this website. We do not offer partial payment plans. The cleaning/damage deposit is due at the same time. If after 3 days PVCL has not received payment, this agreement is canceled. Please contact the rental agent if you need to pay by cheque or e-transfer. An NSF cheque will forfeit the rental and this agreement, and be subject to a service fee of \$50.00.

Cleaning/Damage Deposit

- A cleaning/damage deposit of \$600.00 is required at booking.
- This deposit will be refunded if the facility is ready for the next renter (see Appendix 1: Renter's Cleaning List on the last page of this document).

It is the renter's responsibility to view the facilities prior to their event. If the facility is not clean or in good order, the renter should contact the PVCL rental agent prior to the event.

Renters are expected to leave the hall as it was when they arrived, ready for the next renter. Our hall is not for profit and is run by volunteers, we are not a typical facility rental company (as reflected in the pricing). The goal is to entrust the community's assets to renters who will respect the venue for future users.

Please plan and make time for cleanup because cleaning the hall after an event is a lot of work! Provide your guests who may be helping you clean up with a list of the cleaning requirements including;

- floors swept
- chairs and tables stacked
- kitchen cleaned up (see Appendix 1: Renter's Cleaning List on the last page of this document)

A cleaning/damage deposit of \$600.00 will be retained by PVCL until the rental agent inspects the community hall after your event. If the community hall is not left in a condition to welcome the next renter, the PVCL will retain the cleaning/damage deposit and the renter will be banned from renting the hall in the future. Further, **the renter will pay PVCL for any costs due to damages or cleaning as a result of the event that cost more than the cleaning/damage deposit.**

If applicable, a refund of the damage deposit will be issued to the renter by PVCL within one week of post rental inspection approval.

Facilities Access

A one-time code will be issued to the renter as designated in the contract. The code may be shared with others as determined by the renter, at the renter's responsibility. At the end of each session, the renter will ensure that all doors are firmly closed and locked.

Facility Use

The capacity of the main hall is posted in the lobby and must not exceed the stated maximum capacity of 231. Should an official inspection find the number of guests more than the capacity, the renter will be responsible for any fines incurred.

The facility kitchen is considered a "finishing" or warming kitchen only. Preparation of food that entails grilling, frying or deep frying with oil and grease are strictly prohibited per our zoning. Grilling or barbecuing are only allowed outside the building on the concrete pad provided on the south side of the facility.

The Parkview Community League building is a non-smoking environment.

Parking: Parking in the Parkview hall parking lot is not exclusive to the renter.

Alcohol Policy

Insurance Requirement: If you plan to serve alcohol at your event, you must secure third-party host liquor liability insurance. This insurance protects against potential liabilities associated with alcohol consumption at your event. You are free to choose your preferred insurance broker to obtain this coverage. It is the renter's responsibility to obtain this.

Liquor Permit: Alongside the insurance, you are also responsible for obtaining a liquor permit for your event. Once acquired, you must display this permit prominently in the area where alcohol is being served per bylaws.

Restricted Consumption Area: Please note that alcohol consumption is strictly limited to the interior of the facility and the designated patio area on the south side of the building. This restriction helps ensure the safety and comfort of all guests and community members.

PVCL's Rights and Responsibilities: The Parkview Community League (PVCL) holds the right to halt the sale or consumption of alcohol at any point during your event, based on the judgment of the PVCL rental agent or an executive member. Additionally, PVCL is not liable for any issues, incidents, or liabilities that arise as a result of alcohol consumption or distribution at your event.

Parkview Community League Hall Rental Waiver

Parkview Community League assumes no responsibility whatsoever for any and all injuries, damages or claims to persons or property, however caused, including any claims arising out of the dispensing of alcoholic beverages while the hall is or is assumed to be in control of the persons, organizations, company or group named in this document.

The renter has been advised by a member of the Parkview Community League on the importance of obtaining third party host liquor liability insurance and agrees to obtaining said insurance by entering into this agreement.

Without limiting the generality of the foregoing, the renter is fully responsible for any and all damages to the hall, however caused (with the exception of natural forces) while the hall is in the renter's custody, care and control.

Cancellation

If the renter should want to cancel the signed Agreement, PVCL should be notified as soon as possible.

Cancellation Notification Prior To Event	Refund
60 or more days	All but \$85.00 admin fee will be refunded
30 – 60 days	Half of the rental amount will be refunded.
Less than 30 days	No refund.

Name of Renter: _____ Date of Rental: _____

Purpose of Rental: _____ Est number of People: _____

Amount of Rental Fee: _____ Cleaning/Damage Deposit: \$600

Renter Signature: _____

PVCL Signatory: _____



Appendix 1: Renter's Cleaning List

Want your cleaning/damage deposit back? Do this:

Remove all decorations including tape/glue and residue.
Wipe off tables, take down and store (8 high) on carts.
Round tables are placed in the storage room next to the kitchen “butt to butt, face to face”.
Stack all chairs, 16 high on rolling chairs. Place in the storage room all in one direction, seats forward.
Return all other furniture (podium, carts, bar) to applicable storage areas.
Dry mop all floor surfaces. Spot wash sticky food and drink spills with wet mops. Remove black scuff marks (a heel to the wet mop usually does the trick).
Clear kitchen sinks and countertops of litter, and wipe down.
Empty refrigerator/coolers. Empty and wipe out Microwave.
Wipe down range tops. Empty ovens and wipe up any spills.
Take out all the garbage.
Washrooms: Pick up litter from floors and countertops in all washrooms (men’s, women’s and universal). Wipe down all counters. Take out Garbage.
Bags placed in the large bins on the north side of the building. Use the dumpster in a fenced lot by the rink. Replace garbage bags.
Outside the front entrance and south patio - pick up drink cups, cigarette butts and other litter. Also ensure the parking lot is clean of garbage.

Prior to leaving the premises

Be sure patio doors and north service doors are firmly closed.
Turn off all hall, boardroom, and bathroom lights.
If using the sound system, be sure the power switch and switch on cordless mic is turned off.
Check the hall one last time, for any articles that may have been left behind.
Last one out, flip the gray switch down to lock the front (west side) doors. Check to make sure the doors are firmly closed and locked.