GCL – RENTAL POLICIES– MAY 2026

Maximum Capacity

The main hall is licensed to hold 109 people. The meeting room has a capacity of 24.

Hold that Date – Deposit Cheque/ Cash

All **hall** rental dates must be reserved with a **$100.00 non-refundable** deposit within 7 days of receiving the confirmation email. This deposit is deducted off of the overall rental fees. In the event of a cancellation prior to the full payment being received, the deposit would be forfeited. This fee must accompany a signed *Rental Agreement.*

All **meeting room** rental dates must be reserved with a **full payment** received within 7 days of receiving the confirmation email. In the event of a cancellation, the charge would be either the full payment or $100.00 whichever is less. The full payment must accompany a signed *Rental Agreement.*

New Year's Eve Rental

Hall rental for December 31 will require payment in **FULL** within 5 days of receiving the confirmation email. In the event of cancellation, the FULL amount would be forfeited. This full payment must accompany the signed *Rental Agreement.* Remaining required documents and damage deposit is required two weeks prior to the event on December 17.

Damage Deposit

In addition to the rental fees and the hold deposit, there is a separate damage deposit cheque/cash required. This cheque will **not** be cashed but returned after the post event walk through if the hall is left satisfactorily, there is no damage and the building is vacated on time. The damage deposit cheque/ cash is required 2 weeks prior to the rental date.

- Main Hall - $500.00

Damages

The renter is responsible for any and all injury, damages and/or losses of any kind that occur to their guests (invited or otherwise) and to the Greenfield Community League Hall that are caused by the renter, their guests (invited or otherwise), servers, employees, assistants or any other person without limitation.

In the event that the damages or losses exceed the damage deposit amount, the renter shall be responsible for all such damages or losses including any and all fees incurred to recover such damages or losses including but not limited to, legal fees for the Greenfield Community League.

A cheque for the damage deposit less any charges will be mailed once the damage costs have been assessed.

Set up and Take down

Your set up and clean/take down time should be included in your total rental hours.

A charge of $40.00 per half hour will be taken out of the damage deposit for additional time incurred by the renter if not vacated by the times outlined in the *Rental Agreement*. If you wish to add additional time to your total rental this must be confirmed and paid for prior to your rental date.

Friday Night Set up

If you have rented the hall for a full day on Saturday and need additional set up time on Friday evening (subject to availability) a flat fee of **$150.00** will be charged. Entry/Exit time would be 6:00pm – 1:00am.

Hall Rental / Meeting Room Rental Combination

If you have rented the Hall and would like to use the additional space of the Meeting Room, a flat fee of **$100.00** will be charged for the full day or the regular hourly rate if hall/ meeting room rental is less than 5 hours.

BBQ

There is a natural gas BBQ free for you to use. You must notify in advance that it will be used.

There is however a charge of **$50.00** to clean the BBQ after your event. This fee is to be paid one week in advance and directly to the custodian at ammadsen5@gmail.com.

Decorations

When decorating the hall only sticky putty may be used to adhere decorations to the walls. Please ***do not use tape, tacks, push pins, nails or staples*** as it will damage the paint and walls. We recommend 3M Command Strips or blue sticky tack to adhere decorations. Any repairs required will be a minimum of 1 hour @$50/hr. Any damages due to decorations will be deducted from the damage deposit.

Decorations may be hung from the rafters as long as they all are taken down at the end of the event.

**Please note that helium balloons are not recommended as any stray balloons that end up in the rafters may come down during the night and set off the alarm. If any stray balloons are left behind, there will be a charge of $100.00.

Confetti and/or glitter of any kind is **NOT permitted in the hall. Evidence of this found will be subject to a $100.00 charge.

Cleaning

This is a mandatory fee for all renters and payment is made directly to the hall custodian via e-transfer one week prior to the rental at ammadsen5@gmail.com

Her cost is $50.00/hr with a minimum of a 3 hour charge ($150) for the main hall rental. If meeting room is rented in combination with the hall the charge is $180.00 (3.60hrs). This charge is for a basic clean.
(Should the stoves/ovens need cleaning after your event, an additional 2 hours will be charged).

You are **ONLY** requested to:

1. *Put the tables and chairs away according to the chart/diagram in the storage room. Stacking chairs 10 per base and 10 tables per trolley.*
2. *Tie and remove all garbage bags from the bins and place in the main hall by the door. Heavy Duty bags are located in the Janitor room. (If bags are too heavy or leaking our custodian will not be able to take them outside) Open bags result in fruit flies and offensive odors.*
3. *Empty coffee urns and leave by sink.*
4. *If using the meeting room, tables must be replaced in the same formation as when you entered. (Diagram in the room for reference)*

Failure to complete the above requested or if the hall is left in poor condition and extra cleaning time is required, additional fees will be charged.

Post Event Take Down

Renters must remove all of their belongings and complete their clean up the same day as their rental.

A cleaning checklist is provided with the key pick up. The cleaning requirements are also outlined in the *Renter Responsibilities* which is provided as an attachment in the initial confirmation email and the key pick up email. The checklist is also posted in the hall kitchen.

If the hall has not been left in acceptable condition after an event, the following fees will apply:

- Custodian fees of $50.00/ hour for additional cleaning
- Fees will be deducted from the damage deposit.

Post Event Walk Through

A post rental walk through inspection will be completed either the night of your event at your rental finish time or the next morning by the custodian, depending on completion times. At this time the damage deposit will be returned if the hall is left in satisfactory condition.

Keys

An email will be sent a few days prior to the rental date providing the key pick up location.

Keys will be available for pick up when your rental time starts, and collected at the post event walk through, either the same night or next morning.

Exit Times

Friday and Saturday exit time is 1:00am

Monday – Thursday exit time is 10:00pm.

Sunday – exit time is 6:00pm - ** Sunday's of long weekends will have weekend exit time/rates**

In the event of the alarm being activated due to negligence of the renter, a charge of $100.00 will be deducted from the damage deposit. (Helium balloons left in the hall will activate the alarm)

Cancellation

In the event that the renter must cancel after the "Hold that Date" deposit cheque is received, cost is forfeiture of deposit in the amount of $100.00.

In the event that the renter must cancel after the “Payment in full” cheque has been received and within two weeks of the scheduled event, the FULL amount would be forfeited.

In the event of mechanical failure, fire, flood, snowstorm, power loss or other events beyond the control of the Greenfield Community League that renders the hall unavailable, the damage deposit and full rental fee will be refunded. The renter will also waive any and all claims for losses or damages, without limitation, arising out of and related in any way to the failure of the Greenfield Community Leagues inability to provide the hall premises or damage to renter belongings stored on the premises.

Smoking

Smoking/ Vaping is prohibited in all Greenfield Community League facilities.

Smokers and vapers are to smoke outside on the south side patio, not at the front or back doors. Butts must be discarded in the receptacle bin provided on the patio. Renters are required to clean out the receptacle bin after event. Failure to do so will result in cleaning charges.

Mandatory Special Events Liability Insurance:

A copy of short term hall rental insurance or special event insurance is required 2 weeks prior to the rental date.

Below is the company we recommend for this insurance which can be obtained online:

- **https://duuo.ca/event-insurance**
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- For a 1 day event NO Alcohol (With Alcohol): *Prices quoted by DUUO as of May/2026*

  31 - 125 guests = $14.06 ($169.06 with alcohol)

Please note that we request a $1 million liability limit and that Greenfield Community League is named on the policy as the **Additional Insured**

Liquor License: (if alcohol will be on the premises – includes BYOB)

A copy of your liquor license is required 2 weeks prior to the rental date, if serving or selling alcohol. This can be obtained at any liquor store.

This license must also be present in the hall at the time of the rental.

See http://www.aglc.gov.ab.ca/licences/default.asp if you require further information.

The Greenfield Community League must be listed as the location of the event on the license and insurance policy. The address is 3803 114 Street NW, Edmonton, AB T6J 1M3

The names on the liquor license, insurance policy, and rental agreement must all match.

******Please get a quote of the insurance premium prior to making your deposit to avoid any unexpected expenses. ******

Inclusions and Exclusions

Rental of the main hall includes access and use of two entrances, corridor, washrooms, kitchen, stereo system and BBQ. The use of the meeting room would be an additional rental cost.

The kitchen includes two residential stoves, a stand up fridge, a chest freezer, a walk in cooler and a microwave.

There are 17 – 60" round tables (seats 6 -7) and 14– 96" rectangular tables (seats 8) and 4 – 72" rectangular tables (seats 6) and 4 – 60" rectangular tables (seats 4)

There are 110 sled base -black and chrome stackable chairs

Rental does NOT include dishes, utensils, pots and pans or the use of the dishwasher.

Rental does NOT include the use of any of the children's toys that are located in the storage room.

Use of these excluded items will result in deductions from the damage deposit. Cleaning charges and repairs required will be a minimum of 1 hour @$50/hr.

The hall will be NOT be available for rent on December 24 & 25 or on Easter Sunday.

Greenfield Community League Members

GCL members receive a 25% discount on hourly and full day rental rates. Cannot be combined with any other discount. All other rental requirements still apply.

Greenfield Executive, Board Members and Staff

GCL Executive, Board members and staff receive 50% off ONE rental per year. Additional rentals will be charged full price. GCL Executive will be required to clean the hall themselves unless they wish to hire the hall custodian. All other rental requirements still apply.