

Receipt #	
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**Mid-Sun Community Association
Hourly Rental Contract**

Group/Organization Name:

Contact Name:

Reason for booking:

Full Address:

Phone (Main):

Email:

Date Required	Room	Timeframe	Hourly Rate	Total
			TOTAL DUE	

Equipment requested (including number tables & chairs)

I have read and agree with the rental terms outlined on the following page:

Renter's Signature

Date

Mid-Sun Community Association Staff

Date

Mid-Sun Community Association
50 Midpark Rise SE
Calgary AB T2X 1L7
403.254 8058

Rental Terms:

- Your rental time includes preparation, set-up, take-down, and clean up. The Renter is responsible for any table and chair set up and take-down. Our staff may be available to assist you if all office/building responsibilities are taken care of. We request that no decorations be placed on our walls/ceilings with tape or tacks that will cause damage to our walls. If you exceed your rental time, you will be charged a minimum of 50% of the hourly rate per every fifteen-minute increment.
- All equipment used by the Renter must be approved by Mid-Sun Community Association staff. Only equipment listed on the contract will be made available to the Renter. No exceptions.
- The Renter shall also be responsible for the replacement cost in the event of any MSCA equipment going missing or damaged while in the care of the renter (i.e. tables, chairs, audio/visual equipment). We do not lend out sporting equipment or children's gym toys.
- To make any changes to rental times or dates the Renter must inform the Mid-Sun Community Association staff 14 days in advance. Cancellations made less than 14 days will not be refunded. The cancellation will also be subject to a \$25.00 administration fee subtracted from their refund total.
- The Renter must provide the full amount of the rental fee at the time of booking; otherwise, your booking will be made tentative and your time slot can be given to someone else who has payment ready.
- A cheque or credit card information must be provided on the day of the booking for purpose of the damage deposit. This deposit, equaling the amount of the full rental, will only be used if the Renter or its guests cause damages to the facility, including grounds, equipment or other property belonging to the Mid-Sun Community Association. If there are no concerns, the cheque or credit card information will be destroyed immediately after inspection of the facility. The facility will be inspected before and after the event.
- The Renter is responsible for leaving the centre in a clean and usable state. This includes being responsible for garbage pick-up, decoration take down, sweeping and mopping of floors if a large mess is made. Failure to do so will result in a \$25.00 cleaning fee.
- Please be aware that our facility does not have kitchen access and alcohol is not permitted. If alcohol is found, it will be confiscated by MSCA staff.
- The Renter agrees to have all participants supervised by legal aged adults at all times while using the facility.
- The Mid-Sun Community Association does not have public guest Wi-Fi. There is public #Telus Wi-Fi available through sign up with your email.
- Please be aware that there may be other programs, rentals, or events taking place at the same time as your rental. Our parking lot receives a lot of use and we encourage all users to park in a valid parking stall. Parking in our fire lanes will result in a phone call to the Calgary Parking Authorities. There is protected parking along Midlake Boulevard with a break in the north fence heading towards the Community Centre.
- The Renter agrees to save, indemnify, and hold Mid-Sun Community Association harmless from legal liability for bodily injury or property damage arising by, or result of the use and occupancy by the renter of the facility. The Renter further agrees to waive any right of recovery against the Mid-Sun Community Association for any loss or damages incurred to the Renter's property during the term of this agreement. You may wish to consult your insurance provider to determine whether yourself and your assets are covered while hosting an event at Mid-Sun.