



# CANADIAN INDONESIAN SOCIAL CLUB (CISC)

UNIT 320, 4014 MACLEOD TRAIL S, CALGARY, AB T2G 2R7

TELEPHONE: (403) 266-8876

WEB PAGE: [HTTP://WWW.CISC.ORG](http://www.cisc.org)

## RENTAL AGREEMENT FORM

NAME \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ Postal Code \_\_\_\_\_

Purpose of rental \_\_\_\_\_

Will you need to use the kitchen facilities?  YES  NO

Will you need to use the Stereo / AV system?  YES  NO

Date of Event \_\_\_\_\_ Number of guests \_\_\_\_\_

Start & End of Event \_\_\_\_\_ to \_\_\_\_\_

Are you an CISC member?  YES  NO

If NO, how did you come to know about CISC? \_\_\_\_\_

Fees (Office Use Only) Mon-Fri  Sat, Sun & Hols

RENTAL FEES \$ \_\_\_\_\_ CHEQUE NUMBER \_\_\_\_\_

SOUND SYSTEM FEES \$ \_\_\_\_\_ CHEQUE NUMBER \_\_\_\_\_

DAMAGE DEPOSIT (refundable) \$ \_\_\_\_\_ CHEQUE NUMBER \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

DATE DD RETURNED \_\_\_\_\_



# CANADIAN INDONESIAN SOCIAL CLUB (CISC)

UNIT 320, 4014 MACLEOD TRAIL S, CALGARY, AB T2G 2R7

TELEPHONE: (403) 266-8876

WEB PAGE: [HTTP://WWW.CISC.ORG](http://www.cisc.org)

## TERM AND AGREEMENT

### DEFINITIONS

"Lessor" refers to CISC (Canadian Indonesian Social Club)

"Lessee" refers to individual(s) or Company renting the premises

"Premises" refers to CISC Clubhouse (building and contents)

1. Rental Availability: Monday to Sunday from 9:00 AM to 12 midnight. Latest time to vacate the premises is 1am. Set up and cleaning is inclusive in the rental duration.

2. Hall rental and sound system fees:

	Members	Non-members	Renting Time
Mon to Fri	\$25.00 / hour	\$30.00 / hour	
Sat, Sun & Hol	\$50.00 / hour	\$60.00 / hour	
Sat, Sun & Hol	\$250.00	\$275.00	5:00 PM to 1:00 AM
Sound system	Inclusive	\$100.00	
Cleaning service	\$75.00	\$75.00	If Lessee do not clean the Club House
Damage Deposit			
Hall Rental	\$100.00	\$100.00	
Sound System	\$400.00	\$400.00	

Fee (hall rental, sound system and damage deposit) are due 14 days prior to rental date unless otherwise agreed. The rental fee includes the use of the sound system under the supervision of the Lessor.

If the Clubhouse is not cleaned after the rented period, a Cleaning fee of \$75.00 will be charged; deducted against the Building Damage Deposit, to hire a cleaner.

\*\* If CISC needs the clubhouse for last minute events, the Lessor has the right to take possession of the clubhouse with a one-week notice to the Lessee \*\*

3. **For payment, issue two(2) cheques payable to CISC.** One for the Hall and Sound system rental (**non-refundable**) and the other for the Damage Deposit (**refundable\***)

Upon the due execution of this Agreement, the Lessee shall deposit with the Lessor the sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) receipt of which is hereby acknowledges by Lessor, as security for any damage caused to the premises and Sound System during the term hereof.

Such deposit shall be returned to the Lessee, without interest, unless any offset of chargers to the premises and Sound System upon termination of this Agreement.

**\*Refundable: Damage Deposit cheque will be voided and destroyed or returned to Lessee. \***



# CANADIAN INDONESIAN SOCIAL CLUB (CISC)

UNIT 320, 4014 MACLEOD TRAIL S, CALGARY, AB T2G 2R7

TELEPHONE: (403) 266-8876

WEB PAGE: [HTTP://WWW.CISC.ORG](http://www.cisc.org)

4. **For CANCELLATION BY LESSEE** – In the event of a cancellation by the lessee, the non refundable Booking Deposit will be retained in all cases. When other rental money has been paid, it will be refunded if notification is received two (2) weeks prior to the event unless otherwise agreed.
5. The Lessee is responsible for the behaviour of their guests. The Lessor is entitled to remove any persons who are causing bodily harm and property damage to the premises. The Lessor reserves the right to report any unruly behaviour to the relevant authorities. Compliance of all applicable regulations of the Alberta Gaming and Liquor Commission and the City of Calgary must be adhered to.
6. The Lessor is not responsible for any loss or damage of items brought into our premises by the Lessee.
7. The decoration of the premises must be approved by the Lessor. The use of confetti, rice or similar substance is NOT allowed inside or outside the premises.
8. After the event, the Lessee is responsible for the cleaning the kitchen, if it is being used. The microwaves and countertops, dishes and cutlery and kitchen floor must be thoroughly cleaned. The Lessee is responsible for cleaning the garbage from the premises.
9. The premises has a maximum capacity of 80 people maximum. This is to be strictly adhered to for fire safety reasons.
10. The Lessee may bring their own alcoholic beverages, however, such beverages cannot be homemade. The Lessor reserves the right to refuse the serving and consumption of these beverages on the premises. The Lessee will have to apply for its own Liquor License.
11. The Lessee shall not keep on the premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the premises or that might be considered hazardous by insurance companies.
12. In any action or legal proceeding to enforce any part of this agreement, the prevailing party shall recover reasonable attorney's fees and costs.
13. The Lessor has the right to refuse the rental of its premises at its discretion. The above rates are subject to change without notice.

**I have read, understood and agreed to the above terms and conditions. I also hereby release CISC from any and all liability claims for personal injury including claims it could occur due to food and liquor consumption.**

**Signed by: (print your name or association, then signature)**

**Lessee** \_\_\_\_\_

**Signature:** \_\_\_\_\_



# CANADIAN INDONESIAN SOCIAL CLUB (CISC)

UNIT 320, 4014 MACLEOD TRAIL S, CALGARY, AB T2G 2R7

TELEPHONE: (403) 266-8876

WEB PAGE: [HTTP://WWW.CISC.ORG](http://www.cisc.org)

## **CHECKLIST FOR CLEANING AFTER A CLUBHOUSE RENTAL**

**Please help upkeep the tidiness & cleanliness of the clubhouse by doing the following after each rental:**

1. Tables/chairs must be unfolded and place back in the storage
2. Wipe all dining tables with soap & water
3. All utensils, cutleries, tea/coffee pots and cups both in the kitchen, bar & office must be washed, dried & put away in the proper places.
4. Empty & put all pop cans into Recycling bin
5. All kitchen & bar countertops must be cleaned
6. Do not keep leftovers in the fridge
7. All garbage cans, hall and kitchen must be emptied
8. Carry & throw away garbage bags into the main dump on the ground floor
9. Anything that is damaged on that night should be reported to the Building Manager the next day
10. Sweep & mop kitchen floor and hall
11. Do not drag any furniture/equipment on the floor
12. Ensure all lights in the hall are turned off
13. The main door must be locked after the function
14. Sound system must be turned off
15. All drinks consumed in the cooler during a private function will be charged according to the price list.
16. No smoking is allowed in the hall/stairways/washroom/kitchen
17. Cigarette butts are not to be disposed on the floor in the main entrance
18. IF THE CLUBHOUSE IS NOT CLEANED AFTER THE RENTED PERIOD, A CLEANING FEE OF \$75 WILL BE CHARGEABLE; DEDUCTED AGAINST THE BUILDING DAMAGE DEPOSIT, TO HIRE A CLEANER

**CISC Club House**  
**Please see the map below.**

**There is limited parking spaces in front of the building but plenty of parking spaces behind the building and also at the 39 Ave C-Train station located 1 block behind the building. (Weekend is free)**

