

PECL Hall Rental Rules & Regulations

1. Hall rental and damage deposit must be paid to Prairie Echo Community League before the key is given to the renter. All rates include GST.
2. The renter is required to provide a damage deposit at the time of booking. Regardless of the reason, for a cancellation that is a week or less from the booked event, the renter will not be refunded any deposit.
3. Damage deposits are refundable but will be withheld by PECL until it is determined that no damages have occurred to the hall, furnishings and grounds.
4. By signing the rental agreement, the renter agrees to provide proper supervision throughout the rental period.
5. Weekend rental periods are defined as from Friday noon to Sunday noon.
6. The renting parties must supply their own food, plates, glasses, utensils, dish cloths and towels and other items required for their function.
7. The hall shall supply the following: toilet paper, paper towels, serving utensils, coffee percolators and coffee filters, hand soap, and dish soap. The coffee percolators must be washed, dried, and left to air out after use (lids off).
8. After use, all tables must be wiped off and dried before stacking. Tables and chairs must be stacked on the trolleys and returned to the storage room and under the stage. Kitchen counters are to be cleaned. All floors are to be swept and garbage is to be picked up. Mopping is not required.
9. Tape and tacks are not to be used on the ceilings. Hooks are provided in the wooden edging and the renter may also use the wires to hang balloons, streamers, etc, which must be removed after the function. The renter must remove all decorations after the function.
10. No graffiti is permitted anywhere inside or outside the building. If any graffiti occurs during the rental period, it must be cleaned off. If the graffiti is not removed, the damage deposit will not be returned.
11. The hall and grounds are to be ready for inspection, after each function, on a date specified by the PECL representative.
12. PECL will not be held responsible for any personal injuries or any lost items within the hall, grounds or property.
13. No smoking is permitted in the hall as per provincial laws. Smoking is permitted in areas outside the hall that are at least 5m from the entrances.
14. PECL will supply receptacles for cigarette butts outside the hall. All cigarette butts must be placed in the receptacles and not left on the ground.
15. Garbage must be picked up and removed from the property by the renter. Recycling bins are provided for clean bottles and tins. Recycling may be left in the hall. Locations of transfers stations can be found on the Big Lakes County website. www.biglakescounty.ca/waste-management/
16. If serving food at a function, the renter is responsible for obtaining a food-handling permit if required. Permits can be obtained from the Alberta Health Services website. www.foodsafety.ca