

Schedule B - Intent to Rent the Willow Creek Community Hall for a Private Function

Willow Creek Community Association Box 893 Calmar AB T0C 0V0

Booking Coordinator is: Tracy Hughes 780.913.0058 email: willowcreekhall@gmail.com
Willow Creek Community Hall is located at 49337 Range Road 274 Leduc County AB

Renter's Information Required to Book the Willow Creek Community Hall:

The Renter: _____ Organization: _____
Address of Renter: _____
Phone Number: _____
Cell Number: _____
Email: _____
Purpose of Rental: __Family Reunion __Birthday Party __Business Retreat __Other Specify: _____

Booking Information:

Date(s) of Hall Booking:

Rental Amount:

Damage Deposit: Separate Cheque for \$300 payable to Willow Creek Community Association.
eTransfer for damage deposit will not be accepted.

Reservation Fee to secure booking date: \$150

The reservation fee will be applied towards the total rental amount.

Cancellation Policy: The Renter must notify the booking coordinator via email if cancellation is required.
If cancellation is prior to four weeks before rental date a \$50 administration fee will be retained and the balance of Reservation fee received will be refunded to Renter.
If cancellation is received between four weeks and two weeks before rental date, the \$150 reservation fee is non-refundable and will be retained by Willow Creek Community Association.
If cancellation is received with less than two weeks before rental date, no refunds will be issued.
Any cancellation due to Covid-19 restrictions will be dealt with on a case by case situation.

To secure the above booking for the Willow Creek Hall, the Renter agrees to the terms and conditions by signing Schedule B - Intent to Rent Form and providing a Reservation Fee of \$150. Payment can be Cheque or Canadian Money Order payable to the "Willow Creek Community Association" or contact Booking Coordinator for eTransfer process.

The above date will not be considered booked with the Renter until \$150 reservation fee has been received.

Please mail or email signed and completed Schedule B form and payment to the above address.

Due 2 weeks before rental date to the Booking Coordinator will be the balance of the Rent of \$_____, \$300 Damage Deposit, Schedule C - Rental Agreement, Certificate of PAL Insurance (if needed), Liquor Permit (if needed) and Covid-19 Agreement (if needed).

I, as the Renter, have read the above terms and conditions and agree to abide by them.

Renter (print your name)

Signature of Renter

Date

Booking Coordinator has received the \$150 Reservation payment on (mm/dd/year___/___/___)
(Cheque#___ or Cash/Money Order___ or eTransfer___) on behalf of the Willow Creek Community Association.

Initials of Booking Coordinator