

## HALL RENTAL CHECKLIST

Date of Rental: \_\_\_\_\_ Room(s) Rented: \_\_\_\_\_  
Name of Renter: \_\_\_\_\_ Renter Phone Number: \_\_\_\_\_  
Caterer Name: \_\_\_\_\_ Caterer Phone Number: \_\_\_\_\_  
Cleaner Name: \_\_\_\_\_ Cleaner Phone Number: \_\_\_\_\_

**NOTE: Walk-throughs are required when renting the Hall**  
**To book a walk-through, please contact one of the following individuals:**  
**Viv at 403-546-3784 (home) / 403-369-1301 (cell)**  
**Shelly at 403-546-3883 (home) / 403-813-3233 (cell)**

1. Date of Pre-Rental Walk-through: \_\_\_\_\_  
Name of Renter attending: \_\_\_\_\_  
Name of Hall Board Member attending: \_\_\_\_\_
2. Will alcohol be served? YES NO  
If yes, name of Bartender in charge: \_\_\_\_\_

**REMINDER: Liability Insurance & Liquor licenses are required before keys  
will be released at time of pickup from the Village Office.**

3. Do you require access to the Hall prior to the day of Event (if available). YES NO  
Date: \_\_\_\_\_

**REMINDER: Keys are available for pickup at the Village of Acme during Office Hours.**  
**Monday through Friday: 8:00 am to 4:30 pm. Closed 12:00 pm to 1:00 pm for lunch and Statutory Holidays.**

### 4. CATERING:

- a. Will the Caterer be bringing their own equipment? YES NO
- b. Do you require:
- i. Punch Bowls? YES NO Number required: \_\_\_\_\_
  - ii. Chafing Pans? YES NO Number required: \_\_\_\_\_
  - iii. Countertop Roasters? YES NO Number required: \_\_\_\_\_
  - iv. Wine Glasses? YES NO Number required: \_\_\_\_\_
  - v. Water Goblets? YES NO Number required: \_\_\_\_\_
  - vi. Large Juice Containers? YES NO Number required: \_\_\_\_\_  
(5 Gallon Capacity - Not meant for Coffee or Tea)
- vii. Large Salad Bowls? YES NO  
Number Required of each size:

Size A \_\_\_\_\_ Size B \_\_\_\_\_ Size C \_\_\_\_\_ Size D \_\_\_\_\_ Size E \_\_\_\_\_

- c. Are the Caterers aware of the Operations of the Make-Air Fan when using the Ovens?

YES NO

- d. Are the Caterers familiar with the Operation of the Dishwasher?

YES NO

- |  |     |    |
|--|-----|----|
| 5. Will you require the Cordless Microphone and AV Equipment?  | YES | NO |
| 6. Will you require instructions for the PA System?  | YES | NO |
| 7. Will you require the Projector?   | YES | NO |
| Do you require instructions on its operation?  | YES | NO |
| 8. Will you require the Hardwood Stairs under the Stage?<br>(Authorization & Instructions provided by Hall Board Member) | YES | NO |

9. **JANITORIAL:**

- |  |     |    |
|--|-----|----|
| a. Are you aware of your responsibilities for cleaning after your Event?   | YES | NO |
| b. Do you plan to clean the Hall after your Event?   | YES | NO |
| Do you plan to hire the Hall's Caretakers to clean after your Event for \$_____ / hr.<br><b>Please contact Viv Hannah at 403-369-1301 or 403-546-3784 to discuss pricing and availability to hire the caretaker to clean after your event.</b> | YES | NO |
| c. Are you aware that all the Tables are to be wiped down & Chairs are to be returned to their original locations after your Event as per photo included?  | YES | NO |
| d. Have you been shown the Hall Rental Clean-Up Duties List?   | YES | NO |

10. **REMINDER: All leftover food, alcohol, decorations & any cardboard brought into the Hall is to be removed & taken home by the Renter at the end of their Event. These items cannot remain in the Hall past the time of their original rental. "Cardboard is not accepted in Garbage Bins at the Hall."**

11. **REMINDER: Renters must ensure ALL lights are shut off & Exterior Doors have been pulled & are secured CLOSED before leaving the Hall.**

12. Keys need to be left in the lock box located in the entry way of the hall.

13. Cordless microphone and AV equipment need to be left in the cabinet in the Sound Room.

14. Post Event Follow-up Date: \_\_\_\_\_

Hall Board Member Attending: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Renter: \_\_\_\_\_

Hall Board Member: \_\_\_\_\_

Comments: