

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:
Shelly at 403-546-3883 (home) / 403-813-3233 (cell)
Viv at 403-546-3784 (home) / 403-369-1301 (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?
<i>(Authorization & Instructions provided by Hall Board Member)</i> | 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.
<i>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.</i> | 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 after their Event.
"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: