



Alkawthar Community Centre of Calgary - Rental Agreement
5204 16 Ave SE, Calgary, AB T2A 7M6
(403) 452-5660
www.alkawthar.ca

Applicant Information:

Name (Individual/Organization): _____

Contact Name: _____

Address: _____ **Postal Code:** _____

Phone # : () _____

Email : _____

Required Rental Date: _____ **Time** _____

Alternate Rental Date: _____ **Time** _____

Purpose of Booking: _____

HALL RENTAL DONATION CHART	
Hourly Rate	\$40.00
Daily Rate	\$350.00
Mass Calling	\$30.00/per call for half a minute. Additional charges apply if more than half a minute.
Security Deposit	\$100.00

Please note the followings for the hall rental agreement:

- 1 - Booking will not be available during Saturday school timings (10:30 a.m. till 3:00 p.m.)
- 2 - Booking will not be available during Sunday school timings (10:30 a.m. till 1:00 p.m.)
- 3 - Booking will not be available on the days of Alkawthar's sponsored events. (Refer to events calendar)
- 4 - Booking will be confirmed after review of application and availability of Alkawthar Center.
- 5 - A special insurance might be required by the applicant.

EQUIPMENT RENTAL DONATION CHART					
Item	Size	Cost Per Day	Cost Per Additional Day	Quantity Required	Security Deposit
Folding Chair	Each	\$2	\$1		To be Determined
Round table seats 10 -12 people	Each	\$15	\$4		
Rectangular Table seats 6 -8 people	Each	\$10	\$2		
Hot Water and Tea/Coffee Urn	Each	\$10	\$1		

Please note the followings for the equipment rental agreement:

- 1 - The applicant shall bring back the equipment clean and free of damages.
- 2 - The applicant shall replace or pay for damaged equipment.



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Please submit the form by e-mail to info@alkawthar.ca or in person to Mr. Ziad Akbar

Signature: _____ **Date:** _____

For Office Use Only

Name: _____	Payment Balance: _____
Date: _____	Approved by: _____

Community Centre Rules of Etiquette

We ask that you please review this checklist following usage of the Community Centre. At the end of the event, the centre should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

- 1 - Floors have been swept and vacuumed
- 2 - Kitchen is clean, tidy and in proper order.
- 3 - Dishes, Pots and appliances are clean and returned to their original location.
- 4 - All running water has been shut off.
- 5 - All garbage is picked up.
- 6 - Tables and chairs must be cleaned, stacked and returned to their original location.
- 7 - Decorations have been removed without any mark or damage to the centre.
- 8 - Bathrooms are clean and in proper order
- 9 - All lights and fans are shut off.
- 10 - All doors and windows have been closed.
- 11 - Heat turned down to 15 degrees and air conditioner turned off.

If the event is over and the Community Centre is being vacated prior to the scheduled time, Please notify the centre director.