

# PARK ALLEN COMMUNITY

## HALL RENTAL GUIDE

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6510 111 STREET  
EDMONTON, ALBERTA  
T6H 5W2



# PAYMENT

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**Please make cheques out to:**

Parkallen community association

**Hourly weekday rental rates**

\$35/hour for non-members and \$25/hour for Parkallen  
Community League members

**Weekend/holiday rental rates are**

\$200/day for Parkallen Community League members  
\$275/day for non-members.

\$400 Damage Deposit Required for Rental

Please drop/send cheques to: \_\_\_\_\_

# ACCESS

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The Day before your rental you will be provided with a code  
to access the door.

Upon leaving, you will need to lock the door behind you by  
pressing the logo on the keypad and then turning the  
deadbolt from outside.

**THE PARKALLEN  
COMMUNITY HALL  
MUST BE LEFT IN  
CLEAN CONDITION.  
IF THE HALL IS NOT  
CLEANED  
PROPERLY, A  
CLEANING FEE WILL  
BE ASSESSED AT  
THE RATE OF  
\$60.00 PER HOUR  
OR ANY PORTION  
THEREOF AND WILL  
BE DEDUCTED  
FROM THE  
DAMAGE DEPOSIT.**

# CLEANING RESPONSIBILITIES

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## **Kitchen:**

1. Ensure fridge is clean and remove any items from fridge or freezer that belong to you.
2. Ensure stove top is clean and free from spills.
3. Ensure microwave is clean and free from spills.
4. Countertops should be wiped clean.
5. Do not leave dirty dishes in the dishwasher – all dishes and utensils should be clean and put away.
6. Sinks and taps should be cleaned.
7. Kitchen floor should be swept and damp mopped.
8. Garbage cans (one in kitchen, one in main room) should be emptied. Place bags into dumpster in parking lot. Place new bags into hall garbage receptacles using bags stored in cupboard beside kitchen garbage can.
9. Replace any items used up (paper towels, garbage bags) from the hall supplies. Paper supplies are kept in the southeast storage room.

## **Main Area:**

1. Floor should be swept and mopped with a damp, NOT wet, mop. DO NOT use too much water – it will damage the floor.
2. Windows and sills should be free from spills and marks.
3. Walls should be free from spills and marks.
4. All tables and chairs must be folded and stored in the storage room.

## **Washrooms:**

1. Ensure toilets are flushed and lights are turned off in the washroom following your event.
2. Please do not leave dirty diapers in the washroom garbage receptacles. Remove diapers with other hall garbage bags and place into dumpster in parking lot.

**Before leaving the hall ensure all interior and exterior lights are turned off and ensure all doors are locked.**

# CONTACT INFORMATION

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## **Primary Contact for your booking:**

Name:

Email:

Phone:

# FAQ'S

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## **How many people can the hall accommodate?**

The hall can accommodate 60 people with tables, and up to 85 people without tables.

## **What is provided with the rental of the hall?**

Amenities: Kitchen including fridge/freezer, stove/oven, microwave, dishwasher, tables and chairs for 60 people, men's and women's bathrooms.