

Pinnacle Ridge Estates HOA

Community Centre Rental Agreement

(Updated per Feb 2026 Board Minutes)

1. General Information

- 1.1 The Association reserves the right to cancel the Rental Agreement without notice upon any breach by the Renter.
 - 1.2 The Community Center (the "Center") must remain accessible to the Association Board of Directors, the Center Manager, or their designate at all times.
 - 1.3 All rental requests are subject to review and approval by the Association. Submission of an application does not guarantee approval.
 - 1.4 The Association reserves the right to deny access if the use is deemed inappropriate or disruptive to residents.
 - 1.5 A call-out fee of \$25 will be charged per incident if the Center Manager, Board member, or designate is called out during an event.
 - 1.6 Renter must comply with all County of Sturgeon bylaws and all applicable provincial and federal laws.
 - 1.7 Renter must comply with Province of Alberta liquor laws where alcohol is served.
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2. Booking Procedure

- 2.1 All bookings must be submitted through the official application form and online system.
 - 2.2 Applications are reviewed prior to acceptance; bookings are not automatically approved.
 - 2.3 Payment will only be accepted after written approval from the Community Centre Manager or designate.
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3. Rental Fees (Includes Professional Cleaning)

- 3.1 All rentals include a mandatory professional cleaning service coordinated by the Association. This cleaning covers standard post-event turnover only and does not include excessive mess, damage, or extraordinary cleaning.
 - 3.2 Current rental rates are:
 - HOA Members: \$850 per event (cleaning included)
 - Non-Community Members: \$1,250 per event (cleaning included)
 - 3.3 County/Government Use:
 - Small gatherings: No charge, on a case-by-case basis, for limited-attendance meetings where no professional cleaning is required. If cleaning is required, applicable fees will be charged.
 - Mid-size gatherings: \$450 fee, which includes \$400 professional cleaning plus \$50 for booking coordination and required walk-throughs.
 - Large gatherings: Case-by-case pricing.
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4. Damage Deposit

4.1 The booking charge will apply and includes a damage deposit as determined by the Association.

4.2 The Center will be inspected before and after the event.

4.3 If excessive damage, misuse, or extraordinary cleaning is required, the renter will be billed accordingly and the amount will be deducted from the damage deposit.

4.4 If damages exceed the deposit amount, the renter remains responsible for the full balance.

5. Cancelling a Booking

5.1 The Association requires a minimum of ninety (90) days notice for cancellations to receive a full refund (less processing fees if applicable).

5.2 Cancellations within ninety (90) days may be subject to partial refunds at the discretion of the Association.

5.3 Cancellations within fifteen (15) days may forfeit all rental payments.

5.4 Failure to use the premises on the scheduled date may result in forfeiture of all payments.

5.5 All cancellations are subject to a \$100.00 processing fee.

6. Walk-Through and Identification

6.1 A pre-event and post-event walk-through is required.

6.2 Government-issued photo ID must be presented during the inspection with the Community Centre representative.

6.3 The renter must attend or designate a responsible adult representative.

7. Access and Rental Times

7.1 Standard early access for setup begins at 11:00 AM unless otherwise approved in writing.

7.2 Rental times must be strictly adhered to, including cleanup.

7.3 Access instructions will be provided after approval and payment confirmation.

8. Alcoholic Beverages

8.1 It is the responsibility of the Renter to obtain the proper Liquor License for its event and provide proof as required.

8.2 Alberta liquor laws must be strictly followed. No service to persons under 18.

8.3 If alcohol is being served, PAL Insurance (Public Alcohol Liability Insurance) must be purchased by the renter. An AGLC liquor license must also be purchased and will require the Pinnacle Community Center land location: 70 5403 Range Road 251, Sturgeon County, AB T8T 0B5.

9. Animals

9.1 Except for service animals assisting a person with impairment, animals are not allowed in the Center.

10. Security and Surveillance

- 10.1 The Community may utilize surveillance cameras for security purposes.
- 10.2 Tampering with security equipment is strictly prohibited.
- 10.3 Surveillance footage may be reviewed if issues arise.

11. Capacity

- 11.1 Main floor capacity: 80 persons.
- 11.2 Lower floor capacity: 50 persons.
- 11.3 The renter is responsible for ensuring these limits are not exceeded.

12. Equipment and Facility Use

- 12.1 Tables and chairs may be used as agreed.
- 12.2 Equipment must not be dragged across floors.
- 12.3 All equipment must be returned to designated storage areas.

13. Facility Use and Compliance

- 13.1 All equipment brought into the Center must comply with regulations.
- 13.2 The renter is responsible for any fines incurred due to the event.
- 13.3 Only approved areas may be accessed.

14. Heating and Building Systems

- 14.1 Temperature settings should be coordinated with the Center Manager.
- 14.2 Doors must not be propped open for temperature control.

15. Cleaning Responsibilities

- 15.1 Professional cleaning is included in rental fees and arranged by the Association. This service is intended for standard post-event cleaning only.
 - 15.2 Renters must leave the facility in a reasonably tidy condition. “Cleaning included” is not carte blanche to leave excessive mess or damage. At minimum, renters must:
 - Remove all decorations and personal belongings
 - Remove all garbage and recycling from the premises
 - Return furniture to original layout unless otherwise directed
 - Turn off all lights
 - Address spills during the event
 - Ensure the facility is left in orderly condition
 - 15.3 If the kitchen is used, it must be left in clean, reasonable condition including removal of food, wiping counters, cleaning appliances used, and returning equipment to original location.
 - 15.4 Any additional cleaning required beyond normal professional turnover — including excessive mess, biohazards, or damage — will be billed to the renter and deducted from the damage deposit.
 - 15.5 No confetti or rice is allowed inside or outside the Center premises. A minimum \$500 penalty will apply in addition to cleaning fees.
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16. Decorations and Signage

- 16.1 Decorations must not damage surfaces.
 - 16.2 No tape, nails, screws, or adhesives that damage surfaces are permitted.
 - 16.3 Confetti, rice, and similar materials are prohibited.
 - 16.4 Open flame candles, fog machines, and pyrotechnics are not permitted.
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17. Entry and Alarms

- 17.1 Access may be controlled electronically or through managed entry.
 - 17.2 Alarm procedures will be reviewed during the walk-through.
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18. Restricted Areas

- 18.1 Electrical and mechanical rooms are strictly off-limits.
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19. Floors and Damage Prevention

- 19.1 Only approved tape may be used on floors and must be removed immediately after the event.
 - 19.2 The renter is responsible for repair or refinishing costs.
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20. Insurance

- 20.1 The renter agrees to indemnify and hold harmless the Association against all claims arising from the rental.
 - 20.2 The Renter shall maintain liability insurance of not less than \$2,000,000.00 for injury or death and \$1,000,000.00 for property damage per occurrence, naming the Association as additional insured.
 - 20.3 Proof of insurance must be submitted via email no later than 48 hours prior to the event.
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21. Kitchen and Food Use

- 21.1 No grease cooking is allowed.
 - 21.2 Caterers must be properly licensed.
 - 21.3 No food may be stored beyond the rental period.
 - 21.4 Glass bottles are not permitted outside.
 - 21.5 Appliances must be used per guidelines.
 - 21.6 If the renter uses the Center kitchen, they must remove all boxes, food, and trash at the end of the rental period; wipe counters and surfaces; clean appliances used; sweep and wash floors if spills or debris occur; avoid placing grease in drains; and return all equipment to its original location. These responsibilities are intended to leave the kitchen tidy and in reasonable condition, not to replace the professional cleaning service.
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22. Deliveries

- 22.1 Deliveries must be coordinated in advance.
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23. Noise

23.1 Renters must respect neighboring residents.

23.2 Exterior quiet hours begin at 11:00 PM.

23.3 The Association may enforce noise policies and involve authorities if required.

24. Safety

24.1 Fire exits must remain unobstructed.

24.2 All occupants must exit upon alarm activation.

24.3 Incidents must be reported immediately.

25. Special Setups

25.1 Storage outside rental time is not permitted unless approved.

25.2 All materials must be removed at end of rental.

26. Smoking

26.1 The Center is a non-smoking and non-vaping facility.

26.2 Smoking is permitted only in designated outdoor areas.

26.3 All cigarette butts must be properly disposed of and picked up.

26.4 Violations may result in forfeiture of deposits or additional penalties.

27. HOA Authority

27.1 The Pinnacle Ridge Estates HOA reserves the right to update policies as required.

27.2 The Board retains final authority on rental approvals and enforcement.