

Rental Agreement - Steelhead Community Hall

32972 Cardinal Street, Steelhead BC V4S 1L3

604 814-0127

Renter Must: Be 25 years of age or older and assume responsibility for this event. The Renter ensures maximum capacity for the hall (134 persons stated by the Fire Marshall) is not exceeded.

Rental Fees:

- The Renter pays the **damage deposit** to secure the requested date and the Rental Agreement;
- The Renter pays the **balance** of rental fees four weeks prior to event;
- Damage Deposit is forfeited if event is cancelled less than 4 weeks prior to event date.

Damage deposit will be returned to renter by cheque after the event **MINUS COSTS for:**

- 1) Necessary repairs including facility damage, gyprock/paint repair (minimum \$100);
- 2) Necessary extra cleaning (\$50/hr);
- 3) THE FULL DEPOSIT for when there is a serious neighbourhood disturbance as evidenced by neighbour complaints and/or police calls;
- 4) THE FULL RENTAL AMOUNT when event is cancelled less than 4 weeks prior to the event;
- 5) \$50 if the key is not returned on time.

Event THE RENTER **MUST OBTAIN EVENT INSURANCE with the Steelhead Community Association**

Insurance **and the District of Mission added to the certificate as "Additional Insured" and produce**

the certificate or letter **to the Hall Manager two weeks prior to the event.** The SCA Board of Directors, volunteers, and community members shall not be held liable or responsible for any loss, damage or injury including loss of life to Renter or Attendees (including pets or animals) of stated event, any equipment used, or vehicles in the parking lot.

Permits: THE RENTER **MUST OBTAIN A PERMIT FOR ANY ALCOHOL brought into the Hall and produce the permit to the Hall Manager two weeks prior to the event.**

The **PERMIT MUST BE DISPLAYED** on the entrance door to the hall **DURING THE EVENT.**

Security:

- The Renter picks and returns the hall/gate keys to the Hall Manager by arrangement;
- The Renter ensures that all doors to the hall are secured and the alarms are set;
- The Renter ensures the gates to the parking lot are locked;
- The Renter ensures not to duplicate the hall and gate keys.

- Conditions:**
- 1) Smoking is prohibited in the Hall and is **only** allowed at the fire pit by the parking lot.
 - 2) Decorations are to be attached to wood only with masking tape – no pins or staples.
 - 3) Nothing is to be pinned, stapled or taped on drywall surfaces.
 - 4) No confetti or metal table sprinkles are to be used anywhere.
 - 5) All decorations must be removed prior to leaving the hall;
 - 6) Indoor hall chairs must stay indoors: Chairs used outside are not to be used indoors;
 - 7) No candles inside the hall; No candles outside when wildfire risk is moderate or higher.

Good Neighbour The Renter assumes responsibility for ensuring that:

- Policy:**
- 1) Nothing is left in the Hall except by prior arrangement.
 - 2) Neighbours are not disturbed by loud music, loud cars.
 - 3) Music is stopped by 12 a.m.; Hall vacated by 12:30 a.m.;
 - 4) The event stays orderly so that neighbours do not have to call police. If police are called to your event the SCA reserves the right not to rent to you again.

Good Host The Renter assumes responsibility for ensuring that:

- Policy:**
- 1) Attendees to the event are aware that **we are out of the cellular service area.**
 - 2) Attendees are encouraged to **arrange for a safe ride home IN ADVANCE of the event.**
 - 3) Attendees are aware of our **remote location and mountain road conditions.**
 - 4) Attendees are aware that the **closest store is a 30-minute round-trip drive.**

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Date of Event _____ Type of Event _____

Rented by _____ Phone _____

Address _____ Alternate Phone _____

E-mail _____

Member

Non Member

Damage Deposit: \$

Payment Date: _____

Rent: \$

Day Before: \$

Day After: \$

Extras as listed: \$_____

TOTAL: \$

Payment Date: _____

By signing this contract as the Renter, I agree to abide by the conditions stated above and to be held fully responsible for any damage to or theft from the premises, incurred by any person or myself attending said Event. I am aware that a portion, or all, of the damage deposit will not be returned if there is any damage to the Hall, grounds, or anything contained therein, or anything proximal to the said Hall, or if the Hall is not left tidy and the services of a Janitor are required over and above the normal cleaning procedure. Please wipe tables and ensure there are no cigarettes, empties or garbage left either inside or outside of the Hall and everything is in order.

Signature _____

Date _____