

Rental Agreement - Steelhead Community Hall
32972 Cardinal Street, Steelhead BC V4S 1L3
steelheadcommunity@gmail.com

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 is filled out signed and returned to steelheadcommunity@gmail.com;
- Deposit can be E-transferred to steelheadcommunitydeposits@gmail.com
- The Renter pays the **rental fee's** four weeks prior to event;
Rental fee can be e-transferred to steelheadcommunity@gmail.com
- Damage Deposit is forfeited if event is cancelled less than 4 weeks prior to event date.

Damage deposit will be returned to renter 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 if police are required or the neighbourhood seriously disturbed.

Event Insurance The Renter **MUST OBTAIN EVENT INSURANCE with minimum 2 million liability.** 'Additional insured' should include **Steelhead Community Association** and the **City of Mission**. Event insurance can be purchased from any insurance broker. When completed, the certificate should be emailed **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 'LIQUOR PERMIT' which can be obtained from <https://www2.gov.bc.ca/> .**
The Liquor Permit must emailed 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 ensures that all doors and windows to the hall are secured when leaving;
- The Renter ensures the gates to the parking lot are locked;

Conditions:

- 1) Smoking is prohibited in the Hall and is **only** allowed at the fire pit by the parking lot. Renter must provide receptacle for cigarette butts.
- 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 or flames of any kind inside or outside the hall; *This includes fireworks and sparklers.*
- 8) All recyclables and garbage including cigarette butts must be removed from the hall. *This includes garbage from the bathrooms.*

Good Neighbour Policy: The Renter assumes responsibility for ensuring that:

- 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 1 a.m.;
- 4) The event stays orderly so that neighbours do not have to call police.

**Good Host
Policy:**

The Renter assumes responsibility for ensuring that:

- 1) Attendees to the event are aware that **the cellular service area can be spotty. Telus customers may have better reception than Rogers customers.**
- 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.**

Date of Event _____ Type of Event _____

Rented by _____ & _____

Phone _____ & _____

Address _____

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 _____