

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: **TO SECURE THE REQUESTED DATE THE RENTER MUST:**
(a) Fill out and sign the Rental Agreement, and return to: steelheadcommunity@gmail.com
(b) Pay full damage deposit by e-transfer to steelheadcommunitydeposits@gmail.com

THE RENTER PAYS THE RENTAL FEES 4-WEEKS PRIOR TO THE EVENT:

Full rental fee can be paid by e-transfer to steelheadcommunity@gmail.com

PLEASE NOTE: Rental e-transfer address is different from Damage Deposit e-transfer address

****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) **CIGARETTE BUTTS – Any cigarette butts left on the grounds (\$50 charge) or if the cigarette butt receptacle contains any cigarette butts after the event (additional \$50);**
- 4) THE FULL DEPOSIT if police are required or the neighbourhood seriously disturbed.

Event • The Renter **MUST OBTAIN EVENT INSURANCE** with **minimum 2 million liability** and must cover and be in place for the period of time from when you arrive until when you leave.

Insurance • ‘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 2-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;
2) Renter is responsible for emptying cigarette butt receptacle at fire pit and to clean all cigarette butts off the ground when event is finished, failure to do so results in \$50 fine for butts left on the ground; additional \$50 fine for cigarette butts left in cigarette receptacle;
3) Decorations are to be attached to wood only with masking tape – no pins or staples;
4) Nothing is to be pinned, stapled or taped on drywall surfaces;
5) No confetti or metal table sprinkles are to be used anywhere;
6) All decorations must be removed prior to leaving the hall;
7) Indoor hall chairs must stay indoors: Chairs used outside are not to be used indoors;
8) All recyclables and garbage including cigarette butts must be removed from the hall.

*****This includes garbage from the bathrooms*****

9) **NO CANDLES OR FLAMES OF ANY KIND INSIDE OR OUTSIDE THE HALL.**

*****This includes fireworks and sparklers*****

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

Good Host The Renter assumes responsibility for ensuring that:

- Policy:**
- 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