



RENTAL AGREEMENT: TELKWA COMMUNITY HALL

This application form must be completed for any activity held at the Telkwa Community Hall. Applicants are required to read and comply with the Telkwa Community Hall Rental Agreement attached to this application as Schedule "A" and the Clean-up Instructions attached as Schedule "B", and to indicate their agreement to those guidelines and instructions by signing and dating at the bottom of this page.

CONTACT INFORMATION

Name of Renter: _____

Main Contact: Last Name: _____ First Name: _____

Address: _____

Phone No: _____ Cell No: _____ Email: _____

Alternate Contact: Last Name: _____ First Name: _____

Phone No: _____ Cell No: _____ Email: _____

EVENT INFORMATION

Type of Event: _____

Date(s) of Event: _____

Event Start Time: _____ Event Finish Time: _____

Expected Attendance: _____ **Note: maximum allowable attendance is 247 people**

RENTAL FEES

- ___ Daily Rate: Monday – Thursday (8 hours) = \$150 + tax ___ with kitchen = \$300 + tax
- ___ Daily Rate: Friday – Sunday (8 hours) = \$200 + tax ___ with kitchen = \$350 + tax
- ___ Full-Day Rate: Monday – Thursday (24 hours) = \$500 + tax ___ with kitchen = \$650 + tax
- ___ Full-Day Rate: Friday - Sunday (24 hours) = \$600 + tax ___ with kitchen = \$750 + tax
- ___ Less than 4 hours: Monday – Thursday = \$100 + tax ___ with kitchen = \$250 + tax
- ___ Less than 4 hours: Friday – Sunday = \$120 + tax ___ with kitchen = \$270 + tax
- ___ Kitchen rental only (includes dishes/cutlery/glasses = \$150 + tax
- ___ \$100 event permit (for public events), as per Event Regulation Bylaw

Damage Deposit is required at time of booking: \$500 (cheque post-dated for date of event).

A down-payment of 50% of the rental fee is required at the time of the booking, and to secure the booking.

By signing this Form, I _____, (the "Renter") consent to the Rental Agreement set out in "Schedule A" and to the Clean-up Instructions set out in "Schedule B".

Authorizing signature

Date of application

Damage Deposit

50% Rental

Balance Paid

Event Insurance

Liquor Licence

Key-Code Supplied

Key-Code Deleted



SCHEDULE "A"
RENTAL AGREEMENT

1. The facility shall not be used for anything other than that stated in this Rental Agreement.
2. Any charges relating to the use of the Community Hall will be charged in accordance with the Fees and Charges Bylaw and any amendments thereto, and will be payable upon signing the Rental Agreement.
3. The Renter shall ensure the safety of the facility and any equipment provided. If any item in the facility, including equipment, appliances, dishes, flatware and/or stemware, and the facility itself is damaged or missing during the term of the permit, replacement and/or repair costs will be deducted from the Renter's damage deposit. If the replacement/repair costs are higher than that of the damage deposit, the Renter will be responsible for any and all costs over and above that amount.
4. The Village of Telkwa retains the right to cancel any event for emergency situations, or if the rental agreement is not adhered to.
5. The Renter agrees to be present at the event and is responsible for security, participant conduct, maintaining the facility in a clean condition.
6. The Renter indemnifies and agrees to indemnify and save harmless the Village of Telkwa in respect of any and all claims, demands, suits and costs arising out of any act or omission of the Renter or of any servant, agent or officer of the Renter arising out of or resulting from the use of the facility.
7. The Renter hereby agrees to release and forever discharge the Village of Telkwa, its elected representatives, officers, employees and agents, from any and all actions, causes of actions, claims and demands whatsoever arising out of or in relation to this rental agreement and the proposed use of Village property by the Renter.
8. Entertainment sound levels are subject to the Village of Telkwa Noise Bylaw and shall not cause disturbances to neighbouring area residents and businesses. The decision of the Village of Telkwa as to the minimum and maximum sound levels in such instances shall be final.
9. Events involving alcoholic beverages of any kind require approval from the Liquor Control Branch and a certificate of approval from that authority.
10. The Renter agrees not to conduct any business or activity that would violate any legislative provision including the *Criminal Code of Canada*.
11. The Renter will ensure that parking for the event will not curtail access to Village streets and neighbouring properties.
12. The Hall is not equipped with a telephone. Renters are advised to have a cellphone in case of emergency.
13. The Hall is a non-smoking facility.
14. A minimum two weeks must be given for cancelling a booking. Cancellations less than two weeks prior notice will result in a forfeit of 50% of the rental fee.



15. By order of the Office of the Fire Commissioner, the maximum occupancy of the Community Hall facility is limited to NO MORE than 247 people.
16. The Renter will provide their own "Event Insurance", and provide a copy to the Village of Telkwa at least 2 days prior to the start of the event.
17. The Renter will provide their own "Commercial Insurance", if a business or organization conducts events on an ongoing basis.
18. The Renter is responsible for all costs associated with their event including but not limited to all equipment supplied, additional staffing, setups and take downs, cleanup, facility damages, technicians, ticket printing and sales, etc.
19. The renter will receive a unique key-code for the Community Hall when completing the checklist paperwork, attached as "Schedule D: Telkwa Community Hall Check List". The key-code will be changed after the rental date.
20. The Renter is responsible for ensuring the safety of the event volunteers and attendees and must comply with the Order of the Provincial Health Officer (PHO) on *Gathering and Events*, which can be found online on the Provincial website: www2.gov.bc.ca.



SCHEDULE "B"

GENERAL CLEAN UP INSTRUCTIONS

We hope your event will be a success and that your damage deposit can be returned in full. The Hall must be cleaned according to the following conditions in order to receive your full damage deposit.

Security

- Before leaving, make sure all windows are closed, all lights are turned off, natural gas and electric appliances are shut-off, the dishwasher pump switch is turned off and the thermostat is returned to 15 degrees Celsius. Ensure all doors are locked and secured after leaving.

Kitchen

- All dishes, glasses and cutlery must be washed and put away in their proper assigned areas.
- All pots / pans used must be washed, dried and put away where found.
- All equipment, appliances and surfaces must be cleaned to the same or better condition.
- All floors must be swept.
- All garbage bags must be removed and placed inside the kitchen facility door for pick-up.
- All garbage bins must be reasonably cleaned.
- Kitchen exhaust filter must be cleaned.

Chairs and Tables

- All table and chairs must be cleaned, neatly stacked and put away in their proper assigned areas. Tables and chairs are NOT to be removed from the facility for any reason, unless prior permission has been given by the facility caretaker

Hall/Building/Grounds

- Any decorations attached to any part of the interior and exterior of the building must be completely removed without damage to walls, ceilings or other finishes.
- All floors must be swept.
- Any cigarette butts left outside the building must be removed.
- All garbage bags must be removed and placed inside the kitchen facility door for pick-up.
- All garbage bins must be reasonably cleaned.

Washroom facilities:

- Sinks and countertops must be reasonably cleaned.
- Mirrors must be reasonably cleaned.
- All floors must be swept.
- All garbage bags must be removed and placed inside the kitchen facility door for pick-up.
- All garbage bins must be reasonably cleaned.

Personal Items

- All personal items must be taken out of the hall at the end of your rental period.

Damage

- Any damage to the Hall, grounds or equipment during the rental period must be immediately reported to the Village Office either in person or by calling 250-846-5212.