



**COMMUNITY HALL RENTAL AGREEMENT**



## APPLICATION of RENTAL – TELKWA COMMUNITY HALL

This application form must be complete for any activity held at the Telkwa Community Hall. Applicants, please read the Rental Agreement “Schedule A” and Clean-up Checklist “Schedule B” and initial each page; sign and date the end of this agreement.

### 1. CONTACT INFORMATION

Name of Renter (Soc., Org., etc.):	
Primary Contact:	
Phone Number:	Email Address:
Mailing Address:	
Alternate Contact Name:	
Alt. Phone Number:	Alt. Email Address:

### 2. EVENT INFORMATION

Type of Event:	Date of Event:
Event Start Time:	Event End Time:
Expected Attendance:	<b>*Note: Maximum allowable attendance, is 247 people</b>

### 3. RENTAL FEES

❖ Damage deposit of \$700.00 is required at the time of booking	
❖ Fifty (50%) percent of the rental fee is required at the time of booking	
1. Half-Day Rate: Monday to Thursday <input type="checkbox"/> 4 hours = \$130.00 + GST	2. Half-Day Rate: Friday to Sunday <input type="checkbox"/> 4 hours = \$160.00 + GST
3. Daily Rate: Monday to Thursday <input type="checkbox"/> 8 hours = \$200.00 + GST <input type="checkbox"/> + kitchen = \$360.00 + GST	4. Daily Rate: Friday to Sunday <input type="checkbox"/> 8 hours = \$280.00 + GST <input type="checkbox"/> + kitchen = \$400.00 + GST
5. Full-Day Rate: Monday to Thursday <input type="checkbox"/> 24 hours = \$600.00 + GST <input type="checkbox"/> + kitchen = \$1080.00 + GST	6. Full-Day Rate: Friday to Sunday <input type="checkbox"/> 24 hours = \$840.00 + GST <input type="checkbox"/> + kitchen = \$1200.00 + GST
7. Kitchen rental ONLY, includes: <input type="checkbox"/> dishes, cutlery, glasses = \$250.00 + GST	8. IN-KIND Donation <i>*Council support letter req.*</i> <input type="checkbox"/> Hall   <input type="checkbox"/> Kitchen   <input type="checkbox"/> Both
9. <input type="checkbox"/> \$200.00 - Event Permit (Public events) as per the Event Regulation Bylaw	
<input type="checkbox"/> Damage Dep.	<input type="checkbox"/> 50% Dep.
<input type="checkbox"/> Balance Paid	<input type="checkbox"/> Event Insurance
<input type="checkbox"/> Liquor Licence	<input type="checkbox"/> User Groups Informed
<input type="checkbox"/> Key-Code Provided	<input type="checkbox"/> Key-Code Deleted

INITIAL

--	--



## RENTAL AGREEMENT – SCHEDULE A

---

1. The Telkwa Community Hall (the “Facility”) is a non-smoking facility, and shall not be used for anything other than the Event stated in this Rental Agreement.
2. The Renter agrees not to conduct any business or activity that would violate any legislative provision including the Criminal Code of Canada.
3. By order of the Office of the Fire Commissioner, the maximum occupancy of the Facility is limited to 247 people.
4. The Renter agrees to be present at the event and is responsible for security, participant conduct, and maintaining the Facility in a clean condition.
5. The Renter will ensure that parking for the event will not curtail access to Village streets and neighbouring properties.
6. 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.
7. The Facility is not equipped with a telephone, Renters are advised to have a cellphone in case of emergency.
8. The Renter will receive a unique key-code for the Facility for the duration of the Event.
9. The Renter is responsible for ensuring the safety of event volunteers and attendees and, must comply with the Order of the Provincial Health Officer (PHO) on Gathering and Events, found online on the Provincial website: [www2.gov.bc.ca](http://www2.gov.bc.ca).
10. The Renter is responsible for all costs associated with their event including but not limited to all equipment supplied, additional staffing, setup and take down, clean-up, facility damages, technicians, ticket printing, sales, etc.
11. The Renter shall ensure that all equipment, appliances, dishes, flatware and stemware and the Facility itself are not damaged or missing during the term of the Event, as replacement and/or repair costs will be deducted from the Renter’s damage deposit. If the replacement/repair costs exceed the damage deposit, the Renter will be responsible for all costs over and above that amount.
12. The Renter will obtain “Event Insurance” and provide a copy to the Village of Telkwa at least 2 days prior to the start of the event.
13. If alcoholic beverages will be consumed at the Event, the Renter will obtain approval from the Liquor Control Branch, and provide a copy to the Village of Telkwa at least 2 days prior to the start of the event.
14. The Renter will provide their own “Commercial Insurance” if a business or organization conducts events on an ongoing basis, a copy of which is required at least 2 days prior to the start of the Event.

INITIAL

--	--



## RENTAL AGREEMENT – SCHEDULE A

---

15. A minimum of fourteen calendar days (14 days) must be given for cancelling an Event booking. Cancellations less than fourteen calendar days (14 days) prior to the Event will result in a forfeiture of 50% of the rental fee.
16. Any charges relating to the use of the Facility will be charged in accordance with the Fees and Charges Bylaw and amendments thereto, and will be payable upon signing the Rental Agreement.
17. The Renter indemnifies and agrees to indemnify and save harmless the Village of Telkwa in respect of 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.
18. The Renter hereby agrees to release and forever discharge the Village of Telkwa, its elected representatives, officers, employees, and agents, from 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.
19. The Village of Telkwa retains the right to cancel any event for emergency situations, or if the Rental Agreement is not adhered to.

INITIAL

--	--



## GENERAL CLEAN-UP CHECKLIST – SCHEDULE B

---

The Facility must be cleaned to ensure the return of your full damage deposit. Any damage to the Facility/Grounds/Equipment/Appliances during the term of your Event MUST be reported (during business hours) to the Village of Telkwa Office 250-846-5212 or (after-hours) to 250-846-9144.

### KITCHEN:

- Dishes, glasses, and cutlery must be washed, dried, and returned to their original location
  - Pots and pans must be washed, dried, and returned to their original location
  - All equipment, appliances and surfaces must be cleaned to the same or better condition
  - Floors swept
  - Garbage bags must be removed and placed by the kitchen area door for pick-up
  - Garbage bins must be cleaned
  - Kitchen exhaust filter must be cleaned
- 

### CHAIRS & TABLES: \*must NOT be removed from the Facility for any reason

- All chairs and tables must be cleaned and neatly stacked away in their proper assigned areas
- 

### FACILITY/GROUNDS:

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

### WASHROOM:

- Sinks and countertops and mirrors must be cleaned
  - All floors must be swept
  - All garbage bags must be removed and placed inside the kitchen area door for pick-up
  - All garbage bins must be cleaned
- 

### SECURITY - Before leaving the Facility:

- All windows closed
- All lights turned off
- All appliances: natural gas and electric appliances are off
- Dishwasher pump off
- All personal items removed
- All doors are locked and secured

Thank you for booking your Event with the Village of Telkwa, we hope it was a success!

INITIAL

--	--



## ACCEPTANCE & ACKNOWLEDGEMENT

---

By signing this Acceptance and Acknowledgement document to rent the Telkwa Community Hall (the "Facility"), I \_\_\_\_\_ (the "Renter") agree to the terms and conditions set out in the Rental Agreement Schedule "A" and the General Clean-Up Checklist Schedule "B".

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the Village of Telkwa.

\_\_\_\_\_  
Authorized Signatory

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Village of Telkwa – Administration

Print Name: