



2018 COMMUNITY HALL RENTAL AGREEMENT

Booking Date: _____

I/We wish to rent the Cultus Lake Community Hall on (DAY) _____ (MONTH) _____ 20_____.

- Private or
- Public Event Description _____

_____ Day Booking (Mon – Thurs only) 9:00 AM to 3:00 PM \$128.00 - HALL MUST BE LEFT IN A CLEAN & REASONABLE STATE BY 3:00 PM

_____ Evening Booking (Mon – Thurs only) 5:00 PM to Midnight \$128.00 - HALL MUST BE LEFT IN A CLEAN & REASONABLE STATE BY 2:00 AM

_____ Day & Eve Booking (Fri, Sat & Sun) 9:00 AM to Midnight \$310.00 - HALL MUST BE LEFT IN A CLEAN & REASONABLE STATE BY 2:00 AM

_____ Weekend Rate 5:00 PM Friday to Midnight Sunday \$510.00 - HALL MUST BE LEFT IN A CLEAN & REASONABLE STATE BY 2:00 AM

I/WE HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. All attendees will abide by the No Smoking Bylaw No. 1077
2. No playing ball, floor hockey or other sports that could damage the floor, walls or lighting fixtures
3. Nothing is to be nailed, stapled or glued to the walls or ceiling
4. NO **CONFETTI (Initial)** _____ of any type (paper, metallic, etc.) to be used inside or outside of the Hall
5. All tables and chairs are to be stacked and placed back where they were found after use
6. Hall is to be swept and left clean and neat after use
7. No equipment of any type to be left or stored in the kitchen or any other part of the Hall
8. Kitchen is to be kept clean, counters and tables to be sanitized (solution provided)
9. No cutlery, dishes or any other equipment is to be stored in the kitchen cupboards/fridge
10. Garbage to be removed after use (garbage cans provided and leave garbage contents inside building at the front door)
11. Ensure all water is turned off
12. Turn off all lights (including washrooms and kitchen)
13. Adjust heat setting accordingly; Winter temp to be left at 15 degrees. Summer turn off heat
14. Outside area is clean and free of garbage and/or debris
15. Close and lock all doors and windows
16. Return key to the Cultus Lake Park Office (can be mailed slotted if after hours)
17. Quiet Hours in Cultus Lake Park are between 11:00 P.M. and 7:00 A.M. (Extension may be granted upon request)
18. The Park office will be provided with a copy of the Special Event License if serving or selling alcohol
19. The Park office will be provided with a copy of the required liability insurance on day of key sign out

Insurance: * Rental rates do not include liability insurance and must be purchased separately.** Events without alcohol require \$2,000,000 liability coverage and events with alcohol require \$5,000,000 liability coverage, including a Host Liquor Endorsement. Insurance must also list Cultus Lake Park as additional insured. **Keys will not be signed out until a copy of the proper insurance is received by our office.** Non-compliance of this requirement will result in the hall rental being cancelled and all rental fees being forfeited.

Alcohol: Any serving and/or sales of alcohol on site requires a “**Special Event Permit**” which can be obtained through <https://solo.bcladb.com/> for a nominal fee. **A copy must be provided to the Park office prior to Hall use/rental and at least 5 business days before the event date.** Attendees may not bring their own alcohol to the hall as per the BC Liquor Control and Licensing Branch Regulations. Further information regarding liquor licensing and regulation can be found at: <http://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

PLEASE NOTE: The above terms and conditions are strictly enforced and failure to comply will forfeit release of your \$500.00 preauthorization and charged to your credit card, should the damage and/or cleaning exceed \$500.00 the additional amount will be charged to the credit card on file.

I give authorization to charge any damages to my credit card provided (Signature) _____

Cancellation Policy: If the date secured is cancelled with 7 days prior to the scheduled event, a \$ 50.00 (1 day rental) or \$ 100.00 (weekend booking) cancellation fee will be deducted from the total amount reimbursed.

Name _____

Telephone # _____ Email _____

Address _____ City _____

Province _____ Postal Code _____

Signature: _____ Date: _____



Office Use Only:

Hall Rental + 5% GST Total \$ _____ **Date** _____ **Receipt #** _____

Serving Alcohol? YES _____ NO _____

If yes, Special Event License Received? _____

Insurance: \$2 million _____ \$5 million (with Host Liquor Endorsement) _____ Received _____

Pre-Authorization/Damage Deposit of \$500.00 Visa / MasterCard # _____

Date Processed: _____ Auth #: _____

Damages? Yes / No If yes, details and amount charged: _____

Keys returned: Yes / No

Cancellation? Yes / No Refund Issued? _____

Notes: _____