



COMMUNITY HALL RENTAL AGREEMENT

Today's Date: _____

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

- Private or
- Public

Event Description: _____ Total Guests: _____

- _____ 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

Full payment of booking fees (excluding the damage deposit) is required at the time of booking to secure your date. A \$500 preauthorized damage deposit will be required at the time of key pick up, and will be released on the first week day (excluding Statutory holidays) following your rental.

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://justice.gov.bc.ca/lcrb/sep> for a nominal fee. **A copy must be provided to the Park office prior to Hall use/rental and at least five (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.

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 booking is cancelled prior to thirty (30) days of rental date, 50% of your booking fees will be reimbursed. No reimbursements will be authorized within thirty (30) days of rental date.

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? _____



COMMUNITY HALL RENTAL AGREEMENT

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. All tables and chairs are to be stacked and placed back where they were found after use.
5. Hall is to be swept and left clean and neat after use.
6. No equipment of any type to be left or stored in the kitchen or any other part of the Hall following rental.
7. Kitchen is to be kept clean, counters and tables to be sanitized (solution provided).
8. No cutlery, dishes or any other equipment is to be stored in the kitchen cupboards/fridge following rental.
9. Turn off all water and lights (including washrooms and kitchen).
10. Adjust heat setting accordingly; Winter temp to be left at 15 degrees, and no heat in the Summer.
11. Outside area is clean and free of garbage and/or debris.
12. Close and lock all doors and windows.
13. Return key to the Cultus Lake Park Office (can be mailed slotted if after hours).
14. Quiet Hours in Cultus Lake Park are between 11:00 P.M. and 7:00 A.M. (Extension may be granted upon request).
15. The Park office will be provided with a copy of the Special Event License if serving or selling alcohol.
16. The Park office will be provided with a copy of the required liability insurance on day of key sign out.
17. The Renter agrees to abide by the requirements and conditions imposed by the BC Liquor Control and Licensing Branch including, but not limited to, the Special Occasion License and the Serve-It-Right certification, when providing any bar service.
18. The consumption of alcohol is permitted only within the Hall premises and with appropriate permit(s) posted in a visible area where the alcohol is being served.

Signature: _____

Date: _____