



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: _____ Total Guests: _____ Projector (\$25/day): _____

OCCUPANCY LIMIT: 90 GUESTS

_____ Day Booking (Mon – Thurs only) 9:00 AM to 3:00 PM \$135.00

_____ Evening Booking (Mon – Thurs only) 5:00 PM to Midnight \$135.00

_____ Day & Eve Booking (Fri -Sun & Stat Holidays) 9:00 AM to Midnight \$330.00

_____ Weekend Rate 5:00 PM Friday to Midnight Sunday \$540.00

_____ Hourly Rate: (Mon – Thurs only, Minimum of two-hour booking) \$55.00 / HR

_____ Regular Weekly Rental: (Mon – Thurs only, four-hour bookings once per week for one month) \$55.00 / Booking

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.

Parking: Please note that the hall parking lot has 16 designated parking spaces.
Additional parking is located in the public paid parking lots A & B. Please note that paid parking is in effect all year round.

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. 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: _____

Cancellation Policy: If the date secured 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: _____

Community Hall Wi-Fi

Username: Community Hall

Password: CultusHall#

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

1. All attendees will abide by the No Smoking Bylaw No. 1148, 2019.
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. A projector is available for use at a fee of \$25.00 per day; all equipment must be left in the Hall following rental to avoid replacement fee.
7. No equipment of any type to be left or stored in the kitchen or any other part of the Hall following rental.
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 following the rental.
10. Turn off all water, lights and air conditioning (including washrooms and kitchen).
11. Adjust heat setting accordingly; Winter temp to be left at 15 degrees and no heat in the Summer.
12. Outside area must be kept clean and free of garbage and/or debris.
13. Close and lock all doors and windows following rental.
14. Return key to the Cultus Lake Park Office (can be mail slotted if after hours).
15. Quiet Hours in Cultus Lake Park are between 11:00 P.M. and 7:00 A.M.
16. The Park office will be provided with a copy of the Special Event Licence if serving or selling alcohol.
17. The Park office will be provided with a copy of the required liability insurance on day of key sign out or prior.
18. 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 Licence and the Serve-It Right rectification, when providing any bar service.
19. 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.
20. Attendees will not park any vehicle or trailer on the grass area surrounding the Park office.
21. The Renter will be responsible for any damage to landscaping and/or irrigation caused by attendees, resulting in loss of the authorized damage deposit.
22. Food Trucks are not permitted to be on site at the Community Hall.
23. Any additional parking outside of the 16 provided stalls will be utilized in public paid parking lots.

Signature: _____ Date: _____

Office Use Only:

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

Serving Alcohol? YES _____ NO _____ If yes, Special Event Licence Received? _____

Insurance: \$2 million _____ \$5 million _____ Received _____

Pre-Authorization/Damage Deposit of \$500.00

Visa / MasterCard # _____ Exp. Date: _____

Date Processed: _____ Auth #: _____

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

Keys returned: Yes / No

Cancellation? Yes / No Refund Issued? _____

Projector? Yes / No Projector Equipment Returned? Yes / No