



COMMUNITY HALL RENTAL AGREEMENT Booking Date: \_\_\_\_\_

I/We wish to rent the Cultus Lake Community Hall (4220 Columbia Valley Highway, Cultus Lake, BC V2R 5B6) 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. Events with alcohol require \$5,000,000 liability coverage.

Insurance must also list Cultus Lake Park (4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5) 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 of the Permit and Special Event Server (SES) or Serving It Right Certification must be provided to the Park office prior to Hall rental.

Attendees may not bring their own alcohol to the hall as per the BC Liquor Control and Licensing Branch Regulations.

I will be serving and/or selling alcohol: \_\_\_\_\_ I will not be serving and/or selling alcohol: \_\_\_\_\_

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: \_\_\_\_\_

**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 Permit 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 Event Server certification and the Serving It Right certification, 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 Community Hall.
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.
24. Animals are not permitted inside the Community Hall, with the exception of dogs that are Guide and/or Service Certified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

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

Serving Alcohol? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, Special Event Permit Received? \_\_\_\_\_ SES or SIR 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

**Community Hall Wi-Fi**

Username: Community Hall

Password: CultusHall#