

West Creston Community Hall Society
1350 West Creston Road, Creston, BC V0B1G7

RENTAL AGREEMENT

Application to Rent (Part "A")

Part "A": To be printed out, filled in, and signed by the applicant.
Mail Part "A" with the \$150 Booking Deposit (if applicable) to the above address
(or e-mail Part "A" and send a cash transfer to wchstreasurer@gmail.com).

Applicant's Name: _____ (hereinafter called "Renter")

Mailing Address: _____

City: _____

Postal Code: _____

Phone Number: _____ Alternate Number: _____

Email Address: _____

Purpose of Event: _____ Number of Guests: _____

Date of Event: _____

Rental Starts: _____ Rental Ends: _____ Amount: \$ _____ (A)

Extra Time: Set-up: _____ (Y/N) Tear-down: _____ (Y/N) Amount: \$ _____ (B)

Tablecloths: _____ (Y/N) (White L _____ S _____) (Black L _____ S _____) Amount: \$ _____ (C)

Alcohol will be served at this event: _____ (Yes/No). (If YES, then proof of insurance will be required as outlined under **INSURANCE** in Part "B".)

Amount Due with this Application: _____ (\$150 Booking Deposit, if applicable)

TOTAL Payable (14 days before event): _____ (A+B+C above)

The Renter hereby makes application to rent the facility for the dates shown above, and agrees to abide by all the Terms and Conditions;

Signature (Renter): _____ **Date:** _____

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Booking Deposit: \$ _____ **Accepted by:** _____ **Date:** _____

Rental Fees: \$ _____ **Rec'd by:** _____ **Date:** _____

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Terms and Conditions (Part "B")

*Part "B": Renter is to print and retain this Part "B" for future reference.
These are the conditions which apply to your rental and use of the facilities.
Any references to the facility or its representatives are hereinafter called "Society".*

- 1) CAPACITY:** The Renter agrees not to exceed the Hall capacity of 125 at any time during the event.
- 2) AGE OF MAJORITY:** The Renter warrants that they are nineteen (19) years of age or older at the time of signing this Agreement.
- 3) PERMITS:** All required permits are the sole responsibility of the Renter.
- 4) ALCOHOL:** The Renter shall have adequate liability insurance coverage for an event where alcohol is served or available to their guests. Indicate above whether alcohol will or will not be available. Designated Drivers are also recommended.
- 5) INSURANCE:** If alcohol is being consumed on the property during the rental, the Renter must acquire Event Liability Coverage insurance to the limit of \$2,000,000. The West Creston Community Hall Society must be named as Additional Insured in the policy. Proof of insurance must be presented to the Society representative **with final payment** or the rental may be cancelled.
- 6) BOOKING DEPOSIT:** A Booking Deposit shall be paid by the Renter and accepted by the Society in order to hold an event date. The Renter agrees to allow the Society to convert the Booking Deposit over to and use it as a Damage Deposit once the full rental fees are paid.
- 7) DAMAGE DEPOSIT:** A Damage Deposit is required if a Booking Deposit has not been paid. The Damage Deposit may be forfeited in whole or part if the hall, kitchen and/or grounds were not left in the same clean and tidy condition as when first occupied or if any of the Terms and Conditions has not been complied with. All Damage Deposits, or portions thereof, will be returned by the Society within 30 days of the event.
- 8) CANCELLATION:** Booking Deposits are **non-refundable** and will be forfeited to the Society as compensation for loss of booking opportunity. Any other rental fees paid by the Renter will be refunded by the Society within 30 days of the cancellation.
- 9) DAMAGE:** The Renter shall be responsible for any damage caused by the Renter and/or their guests. The Renter shall forfeit all or part of the Damage Deposit and reimburse the Society for all costs in excess of the Damage Deposit.
- 10) TERMINATION:** The Society reserves the right to terminate this agreement, summarily and without penalty, if the Renter is in default of the Agreement. The Society may or may not return any portion of the deposits and/or rental fees depending on the severity of the situation, as solely determined by the Society.
- 11) INDEMNITY:** The Renter shall indemnify and hold harmless the West Creston Community Hall Society and any of its elected officials, employees, and volunteers from any or all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the Society.

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12) NO SUBLET: The facility may not be sublet nor assigned to any other party without written approval from the Society.

13) RIGHT OF ACCESS: The Society, its officers, Caretaker, and Emergency Services have the right to access the property at all times.

14) SMOKING: This is a non-smoking facility. Part of your clean-up must include the pick-up of any cigarette butts left in the parking lot outside the doorways.

15) CANDLES: No open flames permitted. Use battery operated candles only.

16) KEYS: There is a lock box by the main door with the necessary keys. The Society will give the Renter a code to unlock the lock box on the first day of their rental. Keys must be returned to the box before departure. There is a **\$150** fee for lost keys.

17) BARBEQUES: No BBQs or propane tanks are allowed inside the Hall at any time.

18) TABLECLOTHS: Black and white tablecloths are available for rental at \$10.00 for large and \$7.00 for small.

19) EQUIPMENT: Inside furniture and equipment must stay inside. Chairs and tables are not be used outside. Outside rental chairs are available in Creston.

20) GARBAGE: Please recycle as much as possible by separating all your garbage. Recyclables and garbage are to be placed in the dumpsters at the end of the parking lot. All garbage is to be removed from each waste container and placed in the large white dumpster. The dumpster key is on the key ring. Returnable bottles and cans may be left in the containers outside the main door (donated to charity).

21) SIGNS & DECORATIONS: Decorations may be placed on the walls or windows using green painters tape only. Hooks are provided around windows and doors, but please do not move or rearrange hooks. All decorations are to be removed before departure. All damage caused by decorations or other props is a Renter expense and will be deducted from the Damage Deposit.

22) TELEPHONE: Only emergency calls please. The house phone is a party-line with the Caretaker and should be used only when necessary.

23) PETS: Pets are **NOT** allowed in the Hall at any time. All pets on the grounds and parking lot must be on a leash at all times. If this policy is not adhered to, this rental may be cancelled immediately and all deposits forfeited.

24) CAMPING: During longer events, the yards may be used for tents and campers. Please ask if you are not sure where to set up. Be careful with your food and be "bear aware" at all times. You are camping in a treed area in the country and do so "at your own risk". There are no RV connections.

25) FIRES: Fires in the fire pit only. Rules on the use of the fire pit are posted on bulletin board at the front entrance. Please ensure fires are supervised and you have the necessary equipment available to prevent the spread of a fire. BC Wildfire bans have priority.

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Renter Departure Form (Part "C")

Part "C": You are expected to check-off the items below prior to your departure, then leave the signed copy at the designated document location near the front entrance door, and then return the keys to the outside lock box.

- CLEAN-UP:** The Renter is responsible to clean the Hall and grounds after use. Leave the facility as clean as you have found it. Sweep and mop the kitchen floor. Sweep and damp mop the main hall. Remove all garbage. Clean the bathrooms. Remove all your possessions. Tables and chairs stacked in their assigned areas.

- KITCHEN:** All dishes and cookware are to be washed and stored in their proper places. Clean all counters. Clean the ovens and stove top.

- COFFEE MACHINE:** Wash coffee pots and unplug the coffee machine.

- DISHWASHER:** Empty all items from the dishwasher and double-check to ensure it has been turned "off". There should be no lights "on".

- GAS VALVE:** Turn the gas supply on the left and behind the stove to the "off" position. The valve is in the "off" position when the yellow handle is turned perpendicular to the pipe.

- LIGHTS & FANS:** Turn "off" all the lights & fans and unplug the accent lights.

- DOORS AND WINDOWS:** Our Hall is heated and cooled by geothermal, so all windows and doors are to be kept closed at all times. Before you leave, please make sure that all doors and windows are closed and locked.

- KEYS:** Return keys to the lock box outside the front entrance.

The Renter confirms that the facilities have been left in good order and acknowledges that any damage which may have occurred during their use of the facility has been reported to the Society and/or noted on the reverse side of this Renter Departure Form;

Signature (Renter): _____ **Date:** _____

Print Name (Renter): _____

******* For Society use only *******

Damage Deposit to be Refunded: _____ **(Yes/No) Amount: \$**_____

Signature (Society): _____ **Date:** _____