

OKANAGAN CENTRE COMMUNITY HALL 11099 Maddock Avenue LAKE COUNTRY BC V4V 2J7

Hall contact: 250-766-5345 250-766-2372

RENTAL AGREEMENT for _____ Date: _____

Renter Name: _____

Email: _____ Ph _____ (h/w) _____ (cell)

Address: _____

Purpose of Rental: _____ ** Note: Hall capacity **120 persons**

Booking Deposit: \$ _____ Date Paid: _____ (Refer to Cancellation policy below)

Rental and Deposits:

Event Pkg: \$ _____ Hall Rental: \$ _____ Extra time/Cleaning: \$ _____

Dishes: \$ _____ Other \$ _____

Cash Damage Deposit: \$ _____ **Required upon receipt of key: deposit will be returned by cheque within ten days following event. Please ensure we have correct mailing address.

Cheque for Hall Rental should be made out to *Community Hall Association of Okanagan Centre*.

Set up and take down times are included in the rental agreement time frame.

Decorations may be put up on the hooks provided on the trim wood, or with masking tape. Use of duct tape, nails or any type of adhesive (i.e. glue) on wall, tables or chairs is not allowed.

Use of String confetti of any kind, confetti, rice etc. is prohibited in the hall or on the deck; failure to adhere to this will result in an automatic \$75.00 to be charged against the Damage Deposit.

The Community Hall of Okanagan Centre Board of Directors is not responsible for theft or destruction of renter personal property left on the premises before, during or after the event.

Should the piano be moved there will be an automatic charge to the Damage Deposit as per notice posted on the piano.

In consideration of the neighbourhood:

This is a **NON-SMOKING facility inside**: Smoking is only permitted outside where containers are provided.

Outside deck must be closed off at 10:00pm.

Hall must be vacated by 1:00am. No overnight RV, trailer or camping on Hall property.

WE RESERVE THE RIGHT TO CANCEL ANY EVENT IN PROGRESS, OR INVOLVE THE RCMP IF NOISE LEVELS CAUSE A DISTURBANCE TO THE NEIGHBOURHOOD.

I have read and understand the above rules and regulations, and agree that failure to adhere to any of them will result in forfeiture of the appointed damage deposit, and/or cancellation of the event. This facility is owned and maintained by a dedicated group of volunteers. Please respect it and its surroundings.

Signature of renter: _____ Signature of Hall Board Member: _____

Date Key Received _____ Date Key Returned: _____

Damage Deposit returned: \$ _____ Board Member Initial: _____

Please read and adhere to Cleaning Requirements:

- O **Sweep and Damp Mop All Floors** (main and adjacent, bathrooms and kitchen).
- O All dishes through the dishwasher.
- O Dinner & side plates, saucers stacked in piles of 50 in appropriate cupboards.
- O Cups in appropriate cupboard.
- O **All Food and drink and ALL GARBAGE removed** from premises. (A \$10.00 penalty will be assessed per each bag of garbage left.)
- O Chairs stacked on the appropriate trolleys with no more than **16 chairs on each**.
- O Tables wiped clean and carefully stacked on appropriate trolleys.
- O All lights turned off and all doors and windows locked before leaving.

Licences and Insurance:

In consideration of the Okanagan Centre Community Hall permitting the User to use the Facility the User agrees as follows:

1. The User does hereby release, remise and forever discharge, and agrees to indemnify and save harmless

The Okanagan Centre Community Hall, its officers, executives, directors, volunteers and representatives (hereinafter referred to as “the Releasees”) from and against all claims, actions, costs, expenses, (including legal expenses and costs on a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, howsoever caused, arising out of or in connection with or during the use of the Facility and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the Releasees or any of them.

2. The User waives any and all claims the User has or may have in the future against the Releasees.

3. The User agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.

*****Note you are responsible for purchasing a liquor licence and Special Event insurance for any event held at our location. Please click on the link below for further information.***

<http://www.ibr.ca/on/business/risk-management/liquor-liability/risk-management>

Signature of Renter

Signature of Hall Board Member