

COMMUNITY HALL ASSOCIATION OF OKANAGAN CENTRE

11099 Maddock Avenue, Lake Country, V4V 2J7

WIFI = guestwifi

Hall Contact: 250 766 5345 Jenny

Contact details for all board members posted on kitchen wall

RENTAL AGREEMENT for _____ DATE _____

EMAIL _____ PRIMARY PHONE _____

BACK UP CONTACT _____ PHONE _____

ADDRESS _____

PURPOSE OF RENTAL _____ ** Hall capacity 120 persons

BOOKING DEPOSIT: \$ _____ DATE PAID _____ Refer to website re cancellation policy

RENTAL PRICING & CASH DAMAGE DEPOSIT:

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

Dishes: \$ _____ Other: \$ _____ CASH Damage Deposit: \$ _____

Payment can be made in cash at start of rental or via ETRANSFER to payments@okanagancentre.net

If paying by cheque this must be done 10 days in advance.

Set up & 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.

No duct tape, nails or any type of adhesive i.e. glue on the wall, tables or chairs is allowed.

The Community Hall Association 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.

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 p.m.

Hall must be vacated by 1 a.m. No overnight RV, trailer or camping on hall property.

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

PLEASE READ AND ADHERE TO CLEANING REQUIREMENTS

EVENT PACKAGE RENTERS:-

- | | |
|---|---|
| All dishes through sterilizer | All food & drink & all GARBAGE removed from premises (A \$10 penalty per bag assessed if left behind) |
| Dinner & side plates, saucers stacked in piles of 50 in appropriate cupboards | Chairs stacked on trolleys with no more than 16 on each |
| Cups in appropriate cupboards | Tables wiped clean and carefully stacked on appropriate trolleys |
| | All lights turned off and all door and windows locked before leaving |

NON EVENT PACKAGE RENTERS:-

All of the above PLUS Sweep and damp mop all floors (main and adjacent, bathrooms & kitchen)

LICENCES & 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 representations (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 to death, injury, loss and damage to any persons 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 or common duty of care as an occupier of premises, or otherwise, of or by the Releasees or any of them
- 2 The Use 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 license and Special Event insurance for any event held at our location. Please click on the link for further information
<http://www.abc.ca/on/business/risk-management/liquor-liability>

HALL BOARD MEMBER CHECKLIST

Liquor license viewed by board member	YES	/	NOT APPLICABLE
Mandatory liability insurance (if alcohol on premises)	YES	/	NOT APPLICABLE
Number of guests MORE THAN 100	YES	/	NO

Signature of Renter

Signature of Hall Board Member