

## Little Smoky Community Center Rental Policy

Damage Deposit is due upon booking. Rental is due when the Renter Receives the keys. The Damage Deposit will be refunded if written notice of event cancellation is received by the Booking Agent no less than 30 days prior to the event.

If alcohol is to be made available at the event, a copy of the PAL or other insurance and the Liquor License must be provided before the key will be released to the renter.

Hall and grounds are to be left in the same condition in which they were when the renter receives the key.

No confetti of any kind.

No tape of any kind or tack/pins are to be used on the walls of the Hall.

All doors to the Hall are to remain closed.

Smoking MUST occur at least 5 meters from all doors, as per provincial law. Cigarette butts must be cleaned up from Hall grounds.

Any cleaning required to bring the Hall back to the condition it was prior to the renter receiving the key will be taken from the renter's Damage Deposit return at the rate of \$25/hr.

Any damage incurred by the renter or renter's guests will be taken from the Damage Deposit return. If the amount of damage is over the amount of the Damage Deposit being returned, you are legally responsible to pay for it.

No tables or chairs from the Hall are to be used outside of the Hall.

No musical instruments are to be moved around within the Hall, unless the renter is willing to pay for tuning and / or repairs.

Chair trolleys must be used to move the chairs.

### **Rental Rates:**

Damage Deposit - \$300

Day - \$400 (Member - \$200/day)

½ Day - \$200 (Member - \$100/day)

Evening (after 6) - \$125/day

Kitchen - \$100/day

Meeting Room - \$100/day

Sound System - \$20/day

I, the undersigned renter, agree to abide by the Rental Policy.

Signed by Renter \_\_\_\_\_ on \_\_\_\_\_ (Date)

Signed by Booking Agent \_\_\_\_\_ on \_\_\_\_\_ (Date)

## Little Smoky Community Center Rental Agreement

This rental agreement is between the Little Smoky Community Center and \_\_\_\_\_ for the rental of the Little Smoky Community Hall and the immediate surroundings for \_\_\_\_\_ days(s). A day is defined as a 24 hour period. The key will be picked up at \_\_\_\_\_ and returned at \_\_\_\_\_. The rent is \_\_\_\_\_ and the security deposit is \_\_\_\_\_ and both must be paid in advance in cash, by certified cheque or by e-transfer to littlesmokycommunitycenter@gmail.com. E-transfer comments must include who the payment is for and for which event it should be applied. If damage or cleanup exceeds the amount of the security deposit, the renter (you) agrees to be responsible for the same.

The Hall and grounds are to be left in clean condition as specified on page 1.

The renter (you) is responsible for any insurance wanted or required to cover your event.

I \_\_\_\_\_, have Party Alcohol Liability (PAL) insurance or other \_\_\_\_\_ insurance.

I \_\_\_\_\_, do not have PAL insurance or other comparable insurance and take full responsibility for any damage to property or injuries to individuals.

Signed by Renter \_\_\_\_\_ on \_\_\_\_\_ (Date)

Signed by Booking Agent \_\_\_\_\_ on \_\_\_\_\_ (Date)