

**Rental Agreement**  
**Mt. Lehman Community Hall**

6418 Mt. Lehman Road. Mt. Lehman, B.C. V4X 2G5  
778 241-8954 (Sara Shadbolt, Hall Manager)

**Renter must:** be 25 years of age or older and assume responsibility for the event. The Renter ensures maximum capacity for the hall, (115 persons stated by the Fire Marshall), is not exceeded.

**Rental fee:** The Renter pays the **damage deposit** to secure requested date.  
The Renter pays the **balance** of rental fees four weeks prior to event.  
Damage deposit will be returned to renter by cheque after the event, MINUS COSTS for:  
1. necessary repairs including repair of damage to gyproc (minimum \$50),  
2. necessary extra cleaning, OVER 2 HOURS JANITORIAL TIME.  
3. the full deposit when there is serious neighborhood disturbance as evidenced by neighbor complaints and/or police calls  
4. the full deposit when an event is cancelled less than 2 weeks prior to an event unless the Hall is rented again (unless otherwise negotiated with Hall Manager).  
5. \$50 if the key is not returned on time.

**Event Insurance:** The Renter must obtain **Event Insurance, and produce a letter or certificate to Hall Manager** on demand. The MLCA Board of Directors, volunteers, and community members shall not be held liable or responsible for any loss, damage, or injury including loss of life, to: Renter or attendees (including pets or animals) of stated event, any equipment used, or vehicles in parking lots.

**Permits:** The Renter **must obtain a permit** for any alcohol brought into the Hall.  
The permit **must be displayed** on the entrance door to the hall, during the event.

**Security:**

- The Renter picks up **the key** from, and returns it to, the Hall Manager, by arrangement.
- The Renter ensures that all doors to the hall are secured and sets the alarm and
- manually locks the front door upon leaving the hall; ( Alarm codes are provided with the keys)
- locks the gate to the large parking lot and returns the key to the Hall Manager.

**Conditions:**

1. **Smoking is prohibited** in the Hall.
2. Renter must provide ashcans for his/her guests to smoke outside. No butts are to be left on ground.
3. No decorations are to be attached to gyproc (unless sticky-tac or painter's tape is used.)
4. Pins may be used on wood if care is taken with the paintwork.
5. **No confetti or metal table sprinkles** are to be used anywhere.
6. All decorations must be removed prior to leaving the Hall.

**Good Neighbor Policy:** **The Renter assumes responsibility** for ensuring that:

1. Nothing is left in the Hall except by prior arrangement.
2. Neighbors are not disturbed by loud music, loud cars,
3. Music is stopped by 1 a.m., Hall vacated by 2 a.m.
4. The event stays orderly so that neighbors do not have to call police. If police are called to your event, the MLCA Board may withhold your deposit and reserves the right not to rent to you again.

Date of Event \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Rented by: \_\_\_\_\_ Home phone \_\_\_\_\_  
Address: \_\_\_\_\_ Work/cell phone \_\_\_\_\_  
E-mail: \_\_\_\_\_ Postal Code \_\_\_\_\_

Damage Deposit: \$ 300.00 Date paid: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_  
Security Officers: \$ 385.00 (Hall Manager has sole discretion to waive requirement for security.)  
Pay for day before/day after: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

By signing this contract as the renter, I agree to abide by the conditions stated above and to be held fully responsible for any damage to or theft from the premises, incurred by any person or myself attending said Event. I am aware that a portion, or all, of the damage deposit will not be returned if there is any damage to the Hall, grounds, or anything contained therein, or if the Hall is not left clean and the services of the janitor are required over and above the normal cleaning procedure of 2 person-hours. (It helps save the Janitor's time if you **wipe** and put away the tables that you use, and make sure there are no cigarette butts and empties around the outside of the hall. Thank you.)

Signature: \_\_\_\_\_ Member  Non-member

How did you know about Mt. Lehman Hall? \_\_\_\_\_