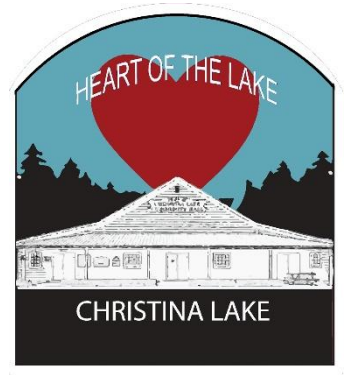


CHRISTINA LAKE COMMUNITY ASSOCIATION

90 PARK ROAD, BOX 331, CHRISTINA LAKE, BC, V0H 1E0
(250)444-9467 rentals@christinalakehall.ca <https://christinalakehall.ca/>



STANDARD RENTAL AGREEMENT- 2025

This letter of agreement confirms the **TERMS AND CONDITIONS** and Requirements to which the RENTER agrees to rent the Community Hall provided by Christina Lake Community Association (hereinafter referred to as CLCA).

At the time of booking and to secure the hall for the requested date, the RENTER agrees to pay:

- a **Non-refundable Booking Deposit of \$500.00** (or the total of the rental if less than \$500.00) **
- a \$500.00 Damage Deposit to be paid not less than one month in advance of event date, or at the time of completion of this document, if less than one month in advance of event. **

**e-transfer to: clcarental@gmail.com cheque to: CLCA Box 331, Christina Lake V0H 1E0

One month prior to the event date the RENTER must provide:

- An e-transfer or cheque payable to CLCA, for the remaining rent of the hall.
- Liquor License. (if applicable)
- Proof of Insurance (see below for further details, "[RELEASE AND HOLD HARMLESS](#)")

RESERVATION FORM

Christina Lake Community Association agrees to provide the RENTER access and use of the facility and its equipment (tables, chairs, dishes, etc.) in accordance with the details outlined below and with the attached [TERMS AND CONDITIONS](#).

RENTER'S Name: [] Date (agreement completed): []

RENTER'S Phone (Home, cell, etc.): [] RENTER'S Email: []

Event information:

Name of Event: [] Date & Time of Event: []

Type of Event: (e.g. wedding, memorial, party, meeting): []

Expected Attendance: []

Caterer (N/A or Yes with Name of Caterer): []

RENTAL FEE STRUCTURE

Space beingrented	Check box for selections	Number of Hours	Fees	Total fees charged
Large hall & Bar (not including Heritage Room)	<input type="checkbox"/>	Maximum 6	\$100 an hour or portion of an hour	
Large hall & Bar (including Heritage Room and Small hall)	<input type="checkbox"/>		\$1,000 for a full day	
Small hall	<input type="checkbox"/>		\$50 an hour or portion of an hour	
Heritage room	<input type="checkbox"/>		\$50 an hour or portion of an hour	
Kitchen (full use), any catering services	<input type="checkbox"/>		\$500 per day	
Kitchen (light use - coffee cups, water glasses, coffee pots only)	<input type="checkbox"/>		\$200 per day	
Stage	<input type="checkbox"/>		\$50	
Extra time for Decorating (5:00 to 9:00 p.m., evening before event)	<input type="checkbox"/>		\$200	
Memorial / Funeral Set-up, Clean-up, Food / Beverage support included	<input type="checkbox"/>		\$350	
Celebration Post event Clean-up – Please inquire	<input type="checkbox"/>			
Bartender Service – Please inquire	<input type="checkbox"/>			
Total Rental Cost				
<input type="checkbox"/> Less: 50% discount for local, Registered Non-profit Organizations (on hall or room rental fees only,) as applicable				
Less: Booking Deposit				\$500
Remaining Total				

RELEASE AND HOLD HARMLESS

I agree, by signing this **RELEASE AND HOLD HARMLESS AGREEMENT**, to accept any and all liability resulting from my use of the rental of the Christina Lake Community Hall. I further agree to hold harmless CLCA, its officials, volunteers, and/or employees from any and all claims resulting from my use of the rental of said hall.

I confirm I will obtain and provide Proof of Insurance as follows:

Liability Insurance:

<input type="checkbox"/> no-liquor event	\$2,000,000
<input type="checkbox"/> liquor-provided event	\$5,000,000

**** CLCA to be noted as additional insured**

Renter's Information:

RENTER'S Name: []

SIGNATURE OF RENTER: []

RENTER'S Mailing Address: []

TERMS AND CONDITIONS

The signature below denotes that **RENTER** will abide by these terms and conditions.

The RENTER agrees to:

- Assume full responsibility for the discipline of members, guests and others who may be in attendance.
- See that orderly conduct is maintained both inside and outside on the property.
- Clean up immediately following the event.
- Use the brooms, dustpan, wet mop and mop buckets that are available to clean up obvious spills from floor.
- Ensure that all doorways are kept clear and unlocked (as per fire regulations).
- Ensure that the maximum total capacity of 300 is not exceeded.
- Report all damage or difficulties in the use of the hall as soon as possible to the CLCA representative.
- Restrict use of the facility to the purpose stated in this agreement and not permit the use of the facility for any other purpose without the prior, express and written consent of the CLCA or the CLCA'S representative.
- Strictly observe existing liquor and public event laws; obtain and comply with required liquor and event permits.
- Refrain from touching the heating/air system thermostat.
- Not allow any waste or nuisance at the facility or use or allow the facility to be used for any unlawful purpose according to laws of the Province of BC and the Dominion of Canada.
- Enforce smoking / vaping only in designated areas, and in compliance with Provincial laws.
- Not allow open flame anywhere on the property.

- Use fireproof decorations only.
- Not allow confetti anywhere on the property.
- Not apply tape,nails, or staples to the floor or any painted surfaces.
- Not assign or sublease the facility, or any right or privilege connected with the facility.
- Not drag chairs across floor.
- Not keep, use or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire and liabilityinsurance.
- Not use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.
- Ensure that anyone doing contract work on CLCA property must provide proof of personal and professional liability insurance. Proof of WCB coverage must also be provided.

LIABILITY AND INDEMNITY

The RENTER agrees that it will indemnify and save harmless the CLCA, the Christina Lake Community Association from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.

The CLCA shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.

CANCELLATION POLICY

A Non-refundable Booking Deposit of \$500.00 is required for hall rental. Cancellations and alterations in duration of the rental must be made by the RENTER a minimum of 30 days prior to event. In the event that CLCA cannot fulfill its part of the agreement, the Booking Deposit shall be refunded in full. The CLCA cannot be held further liable.

DAMAGE DEPOSIT

The RENTER accepts full responsibility for the hall rental during the entire rental period. A Damage Deposit of \$500.00 is required not less than one month in advance of the event, or at the time of booking the Hall rental (completion of this document), if less than one month in advance of event. Only after inventory and cleanup checklists have been completed and approved may this deposit be refunded.Subject to any Clause of the agreement that authorizes the CLCA to deduct money from the Damage Deposit, the CLCA will process the Damage Deposit refund within two (2) weeks of the completion of the event, and a cheque will be mailed to the RENTER.

I hereby acknowledge that I have carefully read the above, and that all information provided is complete, accurate and true, and will form the basis of this agreement.

SIGNATURE OF RENTER: _____ **DATE:** _____

HALL REPRESENTATIVE: _____ **DATE:** _____