

THE MCCONNELL CREEK FARMERS' INSTITUTE (HALL)

35483 Hartley Rd, Mission BC V2V 0A8 604-826-5833

Rental Agreement

Applicant Information:

Name: _____ Phone: _____

Name of Group/Organization, if applicable: _____

Address: _____ City: _____ Postal Code: _____

Email: _____

Event Information:

Purpose of event: _____ Private Public

Rental start date: _____ Time: _____

Rental end date: _____ Time: _____

Recurring rental? If so, describe (max one year): _____

Payment Information:

Rental amount: \$400 Full Day (6pm evening before to 10am morning after, e.g. weddings)

\$30/hour Private Rentals x _____ hours = \$ _____

Damage Deposit: \$250 Date collected: _____

Special Event Permit

\$5M Special Event Insurance

The signing of this agreement shall constitute a legally binding contract between the applicant, hereinafter referred to as the Renter, and The McConnell Creek Farmers' Institute (Hall), hereinafter referred to as the Hall.

The hall shall be considered booked when payment is received.

The amount of the damage deposit, or remainder thereof, will be refunded within 2 weeks after the event. The amount of the refund shall be based on an evaluation by the Hall representative. Charges may include cleaning, damage, long distance phone calls, not vacated by the agreed time, noise complaints, etc.

Terms and Conditions:

1. Alcohol

The Renter shall not permit alcoholic beverages on the premises except with, valid permits, valid insurance) and at least one certified server. Any use of alcohol on site requires a "Special Event Permit" which can be obtained through <https://justice.gov.bc.ca/lcrb/sep> for a nominal fee. A copy must be provided to the Hall representative prior to Hall use/rental.

Further information regarding liquor licensing and regulation can be found at:

<http://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

2. Insurance

Events with alcohol require (Party Alcohol Liability Insurance worth \$5,000,000 liability coverage, Insurance must also list The McConnell Creek Farmers' Institute (Hall) as additional insured. A copy of the proper insurance is received by the Hall representative to receive the key.

3. Occupancy shall not at any time exceed 120 persons.

4. Tickets to the event may not be sold at the door. The Renter shall, at their expense, provide security during the event including but not limited to appropriate and responsible door security acceptable to the Hall.

5. The Renter is responsible for ensuring that:
 - a) No persons, groups or organizations, other than the Renter identified in the application may use or occupy the premises without the written permission of the Hall,
 - b) The premises to be used for the stated purpose only,
 - c) All attendees adhere strictly to the terms and conditions of this agreement,
 - d) There is no smoking in the hall.
6. The Renter must not allow any activities on the premises that may constitute a nuisance to the neighbours or the public.
7. The setting up, taking down and cleaning of tables/ chairs is the sole responsibility of the Renter. Table and chairs are not to be dragged on the floor.
8. Tables and chairs in the hall are not to be used outdoors. Tables and chairs taken outdoors will result in loss of damage deposit.
9. The kitchen may be used for serving only, (no cooking), and left clean and free of any leftovers, garbage, equipment or supplies brought to the hall.
10. Decorations may only be placed on walls with non-marking adhesive only. Nothing is to be nailed, stapled or glued to the walls or ceiling.
11. No rice, confetti or table sprinkles are permitted within the hall or on the property.
12. The Renter agrees to the following cleanup responsibilities:
 - a) Kitchen counters and tables to be sanitized (cleaning solution provided).
 - b) All tables and chairs are to be stacked and placed back where they were found after use.
 - c) Decorations must be removed immediately following the event.
 - d) Floors must be swept and mopped with appropriate cleaning solution (provided)
 - e) Garbage to be removed after use- including bathroom garbage.
 - f) Ensure all water/lights are turned off.
 - g) Adjust heat setting accordingly: temperature to be left at 15 degrees.
 - h) Outside area is clean and free of garbage and/or debris.
 - i) Close and lock all doors and windows.
13. A representative of the Hall may at any time attend during the event to ensure compliance with this agreement.
14. The Renter shall ensure that the event conforms to all Federal, Provincial and local laws and regulations, and to this agreement. Noncompliance may result in cancellation of the event with no refund.
15. The Hall reserves the right to cancel an event without cause. The Hall will make reasonable effort to notify the Renter of cancellation as soon as possible.
16. The Renter consents and agrees to indemnify and save harmless The McConnell Creek Farmers' Institute (Hall) and its agents, employees, volunteers and directors, in respect to all claims, demands, actions, suits, loss of or damage to personal property, or costs arising out of an act or omission of the Renter or event attendees.

By signing below I agree that I have read, fully understood and agree to comply with the terms and condition sent out in this Rental Agreement.

Signature of Renter

Date