

Hatzic Prairie Hall Rental Agreement

10845 Farms Rd, Mission, B.C, V2V 0B7

hatzicphall@gmail.com

Applicant Information:

Name: _____ Group/Organization: _____
(if applicable)

Phone: _____ Email: _____

Address: _____ City: _____ Postal Code: _____

Event Information:

Purpose of Event: _____

Rental start date: _____ Time: 10:00 am

Rental end date: _____ Time: 10:00 am

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

Payment Information: (please just check costs, HPH member will fill in the rest)

Rental Amount: \$400 Monday - Thursday
 \$500 Friday - Sunday
 \$ _____ (multi-day total)Received by:
 Cash
 E-transfer
 Cheque

Date Received: _____

Rental Damage
Deposit: \$200

Date Received: _____

Received by:
 Cash
 E-transfer
 Cheque

- Rental damage deposit is to be paid at the time of rental booking. The hall shall be considered booked when payment is received.
- Rental damage deposit, or remainder thereof, will be returned immediately after the event by cheque or cash. The amount of the refund shall be based on an evaluation by the Hall representative. Charges may include damages, clean-up fees, not vacated by the agreed time, noise complaints, etc.
- The full rental amount is to be paid one full month in advance of the rental date.
- The hall board reserves the right to cancel any booking date if rental and deposit are not paid as stated above.
- E-transfer: hatzicphall@gmail.com (preferred)/Cheques to: Hatzic Prairie Recreation Commission
 - An additional charge of \$50.00 will be added for each returned cheque issued.

Terms & Conditions:

- 1) It is the responsibility as the rentee to have all permits and licenses necessary for your event available and on display including a licensed server for the bar and liability insurance.
 - a) You must get a Special Occasion Liquor License if you wish to serve alcohol.

- b) Present the six-digit License Number to a board member before your event.
 - c) Renters planning to serve alcohol must purchase Event Liability Insurance including Liquor Liability Insurance in the amount of \$2 million adding Hatzic Prairie Hall as an Additional Insured. A copy of the renter’s Insurance Certificate must be provided to a board member before your event.
- 2) Due to fire regulations, the hall capacity is 150 people.
 - 3) The Renter is responsible for ensuring that:
 - a) No persons, groups, 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
 - 4) Please maintain a reasonable level of music, as we are in a residential area.
 - 5) The kitchen may be used for serving food (no cooking), and left clean and free of any leftovers, garbage, equipment or supplies brought into the hall.
 - 6) You, as the rentee are responsible for all damages to the hall, its contents, and surrounding area.
 - 7) No rice, confetti, or table sprinkles are permitted within the hall or on the property.
 - 8) Decorations may only be placed on walls with non-marking adhesive only. Nothing is to be nailed, stapled, or glued to the walls or ceilings. Hooks are provided.
 - 9) Tables and chairs in the hall are not to be used outdoors.
 - 10) The renter agrees to the following cleanup responsibilities: (see list in hall)
 - a) Chairs stacked 10 high by colour, and placed in back room
 - b) Tables wiped down and stacked on top of each other in back room
 - c) Sweep and mop all floors including kitchen, auditorium, stage, and bathrooms.
 - d) Kitchen: mop floor, clean countertops, fridges, oven, and food server if used.
Empty and clean coffee urn, Empty dishwasher and replace clean dishes in the cupboard.
 - e) Bathrooms: mop floor, clean sinks and countertops, empty garbage.
 - f) Garbage: remove all garbage from bathroom, kitchens and from around the outside of the building and parking area (including any cigarette butts). You are responsible for disposal of garbage.
 - g) Turn off all lights, set furnace to 18, and lock all doors upon leaving the hall.
 - 11) The hall is to be vacated and left clean by 10am the following day after the rental.
 - a) All side doors need to be shut and locked correctly, lock the front door.
 - b) Close and lock the gate.
 - c) Leave the keys in the lock box.
 - 12) The key will be in the lock box with a code provided to you the week of your rental.

THANK YOU

Signature of Rentee: _____ Date: _____

Notes: _____

Rental Damage Deposit Returned: _____ Amount: _____ Date: _____
Initial Cash / Cheque