

	5772 Horsefly Road, Horsefly, BC V0L 1L0 250 620 3771 Today's date: _____ For help please CALL: Louise 250 620 0556 or Janine 250 620 0016		
Applicants Name: _____ Nature of Event: _____ Organization/Company: _____ Mailing Address: _____ Email Address: _____ Phone: _____ Cell _____			
Rental Agreement for The Horsefly Community Hall 2023 (Maximum Occupancy: 150 people)			
Date Of Use _____			
Rental Rates	By hour How many hours Sub total		
Main Floor	\$15.00		
Basement Floor - does not include kitchen	\$15.00		
Kitchen - only	\$25.00	Four Hour Minimum	Kitchen orientation may be required
		By day	
Entire hall - Friday noon - Saturday			includes from 12 pm Friday until Saturday. Clean up permitted until 8am Sunday. Kitchen orientation may be required
		\$320.00	
Entire hall - Friday noon - Sunday 5pm			includes from 12pm Friday until 5pm Sunday. Kitchen orientation may be required. Clean up permitted until midnight
		\$640.00	
		Annual	
Service Groups -once a month meetings - annual hall bookings		\$50.00	Other events to be covered by Memoranda of Understanding
Damage & Key Deposit - for liquor-free events is \$250.00 payable on booking day			
Damage & Key Deposit - when liquor is served - \$500.00 payable on booking day			
WIFI Code:			\$35.00
Members in good standing will receive a 20% discount on all rentals			
Set up and take down fee \$40.00/ hour			
Cleaning - \$40.00/hour - pre-arranged. Anytime the hall has to be cleaned on an emergency basis the fee is \$80.00/hr			
		Yes NO Total	
Number of Guest	<input type="text"/>	Alcohol <input type="text"/>	
Total Rental Fees	\$ _____	Due at Booking (Damage Deposit) \$ _____	Balance: \$ _____

See page 2 for General Terms and Conditions

General Terms and Conditions

The renter is responsible for cleaning the hall (information regarding cleaning is attached). Failure to do so will result in extra cleaning charges. Any damages to the hall during the rented time frame are solely the responsibility of the renter. Until further notice - The piano CANNOT be moved as floor damage is certain

Community Hall Restrictions

1. The hall is a non-smoking facility. No smoking is permitted inside the building, in covered areas, steps or ramps
2. All activities must be under the immediate control and supervision of a competent and trustworthy adult who will personally supervise the facility
3. No pets allowed in Kitchen
4. Use of alcohol requires a Special Occasions License (copy must be provided to the booker)
5. Decorations: Absolutely no burning candles, no confetti, glitter or rice. No staples, tacks or nails are to be used on walls, floors, doors or tables

Rental Fees, Damage Deposit

At the time of booking the Horsefly Community Hall will require:

1. The full amount of damage deposit
2. A post-dated cheque for the rental fee dated 30 days before the event. Once these are received the hall booking can be confirmed

Cancellation Policy

Rentals fees are non-refundable unless a 30 day notification is provided, or the hall can be re-booked. _____(initials) This does not apply in the case of public health orders.

1. The renter will be responsible for any additional insurance, or permits, or licenses that may be required. _____(initials)
2. The renter shall leave the hall facilities used in a clean condition. This means floors swept and spot cleaned for spills and things of that nature, chairs and tables put away, all garbage collected and placed in foyer, bathrooms tidied, toilets flushed, all food stuff, decorations etc. removed from hall. _____(initials)
3. The renter who rents the kitchen will wipe all counters, wash all dishes, sweep and wash the floors, remove all food from fridge, wipe fridge, stove and oven. _____(initials)
4. At the time of booking, the renter has the option for a full janitorial clean up. \$40.00/hour
5. If the hall is left in an unacceptable condition, the renter will be charged an emergency janitorial rate of \$45.00/hour. _____(initials)
6. The deposit must be paid in full before the hall is considered rented. A full payment of expected rental and damage and key deposit must be paid 30 days prior to event. _____(initials)
7. Hall property is not to be removed from hall without express written permission _____(initials)

Maintenance Checklist

To receive your damage deposit the hall must be inspected by our volunteers after your event to confirm that your group completed the following items.

- Key is returned to lock box
- All floors are swept (entrance areas, washrooms, meeting areas)
- All dishes are cleaned - using dishwasher - and put away
- Ovens and stoves are cleaned of any spillage
- Kitchen worktops cleaned with approved cleaner - stored in kitchen
- All soiled kitchen towels and clothes to be placed in marked bag for laundering
- Sinks cleaned - no food residue to be left in sink. Wet towels to be spread out on sink to dry
- Refrigerators wiped out of any spills, all your food removed
- Kitchen floor to be mopped with ONLY the mop and bucket in kitchen
- All garbage to be placed in foyer for removal - recycling in receptacles in basement
- Washrooms - toilets flushed, no garbage on floor, garbage emptied
- Tables wiped clean, folded and stored under stage. Chairs returned chair trolleys
- Lights turned off, heat turned down, exterior checked for any garbage/butts left on grounds. All cigarette butts to be removed and place in butt container

The Horsefly Community Hall Rental Agreement

The Individual, Group or Organization, hereinafter shall be referred to as the "Licensee". The rental facility (The Horsefly Community Hall) shall be referred to as the "Facility". The Horsefly Community Club requires that the Licensee:

1. adhere to the terms of this Agreement otherwise it may be cancelled or withdrawn at any time, this permit is not transferable;
2. be responsible for any damages incurred by using the Facility;
3. exercise the greatest of care in the use of the Facility and leave the premises clean and tidy (as the facility was originally viewed. Failure to do so shall result in an extra fee for cleaning;
4. Inspect the facility prior to use to ensure it is safe to use. Unsafe conditions to be reported to the Hall Booker or the President ;
5. report all damages immediately to the Hall Booker or the President ;
6. ensure that all activities covered in this Agreement are under the immediate supervision and control of a competent and trustworthy adult who will personally supervise the Facility;
7. call the Hall Booker and cancel this Agreement if the Facility will not be used on designated dates;
8. pay whatever fees are levied according to this Agreement;
9. inform, to the best of his/her/their ability, all responsible officials associated with the Agreement of the Terms, Regulations and Cancellation policy;
10. any costs over and above the normal contracted services (i.e. additional clean-up, garbage pick-up, maintenance personnel) will be charged back to the Licensee at the conclusion of the event;
11. the Licensee shall strictly observe and obey all statutes, bylaws and statutory regulations relating to the facility or its use;
12. the Licensee may not assign any of the rights granted by this agreement to any other person;
13. all bylaws, statutes and regulations relating to the fire prevention, applicable for the Facility must be observed;
14. alcoholic beverages are not permitted on premises without prior approval of The Horsefly Community Club and a license duly issued under provision of the Liquor Control and Licensing Act;
15. The Horsefly Community Hall and/or the Horsefly Community Club is not responsible for any lost, stolen or damaged property or injuries;
16. the facility may not be altered in any way without prior written consent of The Horsefly Community Club;
17. The Horsefly Community Hall may at any time while its premises are occupied or used by the Licensee, enter the premises and inspect the premises and may make or cause to be made any alterations, repairs, or additions which in its opinion it believes are necessary for the safety of persons or for use of the premises or preservation of the premises and The Horsefly Community Hall shall not be liable to the Licensee for any damage, direct or consequential, caused by such inspection or works undertaken by The Horsefly Community Hall;
18. the Licensee accepts and will use the Facility at their own risk and shall assume all risks and hazards incidental to use of the Facility and agrees to release, absolve, and save harmless and keep indemnified The Horsefly Community Hall, and The Horsefly Community Club from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to personal property howsoever caused, arising out of or in connection with the use of the facility notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of The Horsefly Community Hall, or representatives;
19. if at any time during the term of this agreement The Horsefly Community Hall requires this Facility, The Horsefly Community Hall reserves the right to cancel any booked times upon fourteen days notice.
20. The Horsefly Community Hall shall not be required to provide the Facility to the Licensee in the event that the Facilities are unavailable as a result of unforeseen malfunction, breakdown of component of the equipment of the Facility, or as a result of inclement weather or natural disaster, any of which makes the provision of renting the Facilities either unsafe or, in the view to The Horsefly Community Hall, impractical.
21. Where applicable The Horsefly Community Hall requires the Licensees to have a minimum liability insurance of \$2,000,000 naming The Horsefly Community Hall as an additional insured. A copy of the insurance document must be submitted prior to issuance of permit.

CANCELLATION POLICY

I hereby certify that I have read and agree to the conditions _____ Date: _____

The Horsefly Community Hall Rental Agreement

Dates of use: _____ Start/Finish _____

Renter Name/Event: _____

For HCC Volunteer Use Only

☐

No Issues

☐

Damage

☐

Garbage/Cleaning neglected

Description of damage/other
issues: _____

Inspected by: _____ (HCC Volunteer)
Date/time: _____