

Date Initiated _____

Staff Initials _____



Facility Rental Form

Organization:		Rental Date:
Contact Person:	Address:	Phone #:
Driver's License#:	Email:	Alternative Phone #:
Event:	# People:	Special Occasion License#:
Set-up Time:	Start up Time:	End Time:

Rental Fee Breakdown:

Event:	Child's Birthday ¹	Dance ²	Meeting ¹	Party ²
(circle one)	Potluck ²	Reunion ²	Wedding ²	Workshop ¹

Upstairs:	Half Hall	No Kitchen	Before 6pm	Member
(circle one)	Full Hall	Limited Kitchen	After 6pm	Non-member
		Full Kitchen		

Other Facilities	Audio Equipment	Basketball Court	Downstairs	Field
Required:	Highway Sign	Hockey Court	Kitchen Only	Off-Site Tables
(circle one)	Outside	Tennis Court	Other:	

Janitor Required?	If Yes, tick box. (Fill out janitor request form)	
Any additional Janitor Information?		

Payment Information:

Description	Price	Date Paid
Basic Rental Fee:		
Additional Fees (list):		
Damage Deposit:		
Total:		
Reservation Deposit:	-	
Balance Owing:		

PLEASE READ BEFORE SIGNING

1. The hall will be let by contract only, except where designated by the board of directors. In all cases, preference will be given to the first party to book the facility. The individual **signing** the contract must be **19 years of age & must be present** at the function. The individual shall use the premises solely for the abovementioned event.
2. All persons and personal possessions **must** be vacated by the time specified on the contract. 2:00am is the latest allowable time on all rentals. There will be **no overnight camping**.
3. All keys are to be returned in the mail slot to the left of the front door by 2am. The person(s) signing for the key below is responsible for the key. If it is not returned within 5 working days, there will be a \$50 charge.
4. The premise must be left in the same condition as found; i.e., chairs and tables **cleaned & restacked** according to charts; dishes washed, bleached, rinsed & put away; all equipment & decorations removed; and garbage **bagged** & put in the outdoor garbage shed at the north east corner of hall. See below.
5. All bookings will be done through the administration office. **Reservation deposit of \$100 will be required at time of booking to hold rental date. The balance of rental & damage deposit required two weeks prior to rental date.** To get a member's discount, a membership must have been maintained for a minimum of 3 months.
6. The BCCA will not be responsible for damage to or loss of any equipment, supplies, etc. left in the Hall prior to, during or after the rental is completed. **Remove everything from the premises when done.**
7. The BCCA will not be responsible for damage, loss or injury to any person using the Hall, its equipment, or facilities.
8. The indoor chairs are not available for separate rental and are not to be removed from the Hall.
9. A first-aid kit is located in the upstairs kitchen.

CANCELLATIONS

Renters notifying the BCCA office **30 days in advance** of rental date, in months **other than** July, August & December, will be refunded their reservation deposits. Reservation deposits are **non-refundable** for the months of July, August & December. Reservation deposits for cancellations less than 30 days before the rental date will be non-refundable.

LIQUOR

Anyone planning on serving or selling liquor in a public place must apply to a government liquor store for a Special Occasion License (SOL). Anyone hosting a **private** special occasion (wedding, party) does not require a Serving It Right (SIR) certificate. For a PUBLIC special occasion, the applicant must complete the SIR for licensees course before applying for the SOL. Liquor Host Insurance is **required** for all functions supplying liquor to the PUBLIC. A copy of the SOL and the insurance is required by the BCCA.

SOCAN FEES

Copyright law requires that any performance of copyright protected musical works requires a license. This includes music being performed live, played by DJ or hosts and used for dancing. SOCAN is the Society of Composers, Authors and Music Publishers of Canada.

CLEAN UP

Please leave out all used tables. The fee for full hall rental with full kitchen use includes 4 hours of cleaning after the event. All other rentals (except hourly rate) include 2 hours of cleaning. Failure to comply with clean-up procedure will result in an **\$18.00 per hour/per cleaning person charge**, which will be deducted from the damage deposit.

DECORATIONS

Decorations are not to be placed on the ceiling and may only be attached to the wall with tacks or tape.

DO NOT EXCEED FIRE REGULATIONS CAPACITY-175 PEOPLE IN THE HALL

I have read and accept the above conditions of this contract:

RENTER: _____ **DATE:** _____

BCCA STAFF: _____

Key Release Information:

Key #(s):	Renter's Name:	Signature:
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