

Date Initiated \_\_\_\_\_

Staff Initials \_\_\_\_\_



# Facility Rental Form

<b>Organization:</b>		<b>Rental Date:</b>
<b>Contact Person:</b>	<b>Address:</b>	<b>Phone #:</b>
<b>Email:</b>	<b>Postal Code:</b>	<b>Alternative Phone #:</b>
<b>Event:</b>	<b>Driver's License#:</b>	<b>Special Occasion License#:</b>
<b>Set-up Time:</b>	<b>End Time:</b>	<b># of people:</b>
<b>Start up Time:</b>	<b>Out Time:</b>	

## Rental Fee Breakdown:

Event:	Child's Birthday <sup>0-2</sup>	Dance <sup>2</sup>	Meeting <sup>0,1</sup>	Party <sup>2</sup>
(circle one)	Potluck <sup>1,2</sup>	Reunion <sup>2</sup>	Wedding <sup>2</sup>	Workshop <sup>0</sup>

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? Yes No	If Yes, fill out janitor request form	<input type="checkbox"/> <b>2</b> <input type="checkbox"/> <b>4</b> <input type="checkbox"/> <b>Full clean (4+)</b>
Any additional Janitor Information?		

## Payment Information:

Description	Price	Date Paid
<b>Basic Rental Fee:</b>		
Additional Fees (list):		
Socan		
Set-Up		
Audio Equip		
Hwy Sign		
Outdoor Fee		
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 at least **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 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. **Please leave out all used tables if notified.**
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.
10. The renter will be responsible for damage costs that exceed the damage deposit amount.

### CANCELLATIONS

Renters must notify the BCCA office **30 days in advance** of the rental date, to receive their deposit, except in July, August and December when reservation deposits are **non-refundable**. 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). Liquor Host Insurance is **required** for all functions supplying liquor in a PUBLIC place. A copy of the SOL and the insurance is required by the BCCA and must be displayed at the event. The RCMP is notified in advance of all rentals serving liquor.

### 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

The fee for full hall evening rental with full kitchen use includes 4 hours of cleaning after the event. Full hall/full kitchen rentals during the day include 2 hours of cleaning. If additional clean up hours are required there will be an **\$18.00 per hour/per cleaning 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:

<b>Key #(s):</b>	<b>Renter's Name:</b>	<b>Signature:</b>
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