

# 108 Mile Ranch Community Hall Rental Agreement

4924 Telqua Drive, 108 Mile Ranch, B.C.

Between **108 Mile Ranch Community Association**, a B.C. Society incorporated under number S0010964, herein called "RCA".

and:

Name of Renter/s: \_\_\_\_\_ (Renter)

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ (Event) Time: From \_\_\_\_\_ To \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of people: \_\_\_\_\_ maximum

Main Hall: \$ \_\_\_\_\_ Upper Hall: \$ \_\_\_\_\_

Damage/Security Deposit paid: \$ \_\_\_\_\_ (Deposit)

The Renter/s warrant that the information provided herein is true and accurate and agrees to perform the promises set out, both in the Agreement, Terms & Conditions and the Schedules attached.

The undersigned warrant and agree that they are authorized to sign this agreement and that the signatories shall be personally liable and responsible for the promises and responsibilities in this agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**RENTER/S:**

\_\_\_\_\_  
RENTER SIGNATURE

\_\_\_\_\_  
RENTER SIGNATURE

**108 MILE RANCH COMMUNITY ASSOCIATION:**

\_\_\_\_\_  
**RCA contact**

**Email: 108communityhallbookings@gmail.com; Phone** \_\_\_\_\_

TERMS AND CONDITIONS

1. **Rent & Keys:** Hall rates are as set out on page one and are payable in full prior to the event, unless otherwise agreed in writing. The renter shall make arrangements with RCA to pick up Hall keys and shall return them promptly after the Event.

2. **Deposit:** A deposit in the amount listed on page one shall be paid at the time of booking and will be held by RCA as security for Hall damage, additional cleanup cost or for key loss. The damage deposit will be forfeited if the Renter fails to fulfill its promises under this agreement or Covid-19 Orders. Forfeiture of the damage deposit does not absolve the responsibility of the renter for any and all damages for which they are responsible over and above the value of the damage deposit.

3. **Damages:** The Renter agrees to assume full responsibility for any and all damage done to the Hall during the rental period. The parties agree that the RCA may undertake any repairs and the damage deposit may be used to compensate for any such costs.

4. **Cleanup:** The Renter agrees to leave the Hall and grounds in a clean and tidy condition. Requirements regarding cleanup are attached to this agreement and will be posted in the kitchen area. Any excessive cleanup costs will be charged to the Renter at \$50 per hour.

5. **Regulations:** The Renter agrees to comply with all applicable fire, safety, liquor, and Covid-19 Orders or regulations and shall be responsible for the conduct of all persons attending the Event. The Renter is responsible for obtaining a Special Occasion Liquor Permit before the function and the permit must be shown when picking up the hall keys. The renter agrees to adhere with all B.C. Liquor Laws. Smokers must only use the designated outdoor area south of the building.

6. **Indemnity:** The Renter agrees to indemnify and save harmless RCA in respect of any and all claims, demands, actions, suits, costs which may arise or result, either directly or indirectly, from or in connection with this agreement or any damage or injury to any person or property occurring in connection with the use of the Hall facilities, grounds or equipment.

7. **Liability Insurance:** Unless waived by the RCA in writing, the Renter must pay for and have in effect for the total term of this agreement a comprehensive general liability policy in the amount of at least \$3,000,000 per occurrence, naming the RCA and the Cariboo Regional District as additional insured. The Renter must supply a copy of the policy to the RCA or its agents at least five (5) days prior to the beginning of the use of the facility. The RCA may deny access to the Event and cancel this Agreement should the Renter not obtain liability insurance as agreed.

8. **Cancellation:** If the Renter cancels this agreement and if the RCA cannot re-rent the premises for the period in question, then the Deposit may be forfeited.

Initials: \_\_\_\_\_

**SETUP AND CLEANUP**

1. **Decorations:** No tape, tacks, nails, or staples on walls or ceilings are permitted. No confetti, rice and/or table sprinkles are permitted either in or outside the building. All decorations and signs shall be taken down and removed at the end of the Event.
  
2. **Set up:** Fire regulations require a 6-foot aisle to all fire exits and 4 feet between tables. Fire regulations permit a maximum of 198 people in the main hall and a maximum of 80 people in the upper hall. Any structural changes require the pre-approval of RCA.
  
3. **Cleanup and Lockup:**
  - Please **do not** stack the **chairs** as we wash them before stacking.
  - **Garbage** must be removed from the building and put in the garbage bin outside the rear doors.
  - **Kitchen:** Turn off stove, oven, fan; drain and turn off dishwasher.
  - Check **washrooms** for running water and lights off.
  - Turn off **lights** and lock **doors**.
  - Return **keys**

Initials: \_\_\_\_\_

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108 Mile Ranch Community Association

RCA contact

Email: 108communityhallbookings@gmail.com; Phone \_\_\_\_\_