



Village of Chase

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Chase, British Columbia V0E 1M0
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COMMUNITY HALL RENTAL AGREEMENT AND USER GROUP OBLIGATIONS

This package contains:

1. Rental Application – must be fully completed (including all payments) a minimum of 30 days before the event or at time of booking if less than 30 days;
2. User group obligations;
3. Kitchen closure checklist
4. Community Hall Closure Checklist;
5. Hall measurements and occupancy loads;
6. Hall diagram

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ITEM 1. VILLAGE OF CHASE
COMMUNITY HALL RENTAL APPLICATION

GENERAL PUBLIC
Rental Agreement Between the Village of Chase (“Village”) and the Applicant

Name (individual/organization) _____

Contact Name _____

Address _____ Postal Code _____

Phone # _____

Purpose of Use _____ Number of Persons Expected _____

Rental Date(s) _____ Time From: _____ To: _____

(Include time required to perform set-up and clean-up)

✓

✓

✓

Main Hall – Full Day \$250	Room A – Hourly \$25/hr	Kitchen – Dishes only \$50	
Main Hall – Half Day \$165	Room B – Full Day \$120	Full Kitchen	
Main Hall – Hourly \$40/hr	Room B – Half Day \$85	Bar (included w/main hall)	
Wedding / Dance \$500	Room B – Hourly \$20/hr	Table Cloths \$5 ea	
Memorial / Funeral \$75	Room C – Full Day \$120	Chair Linen \$5 ea	
Room A – Full Day \$150	Room C – Half Day \$85	PA System \$35	
Room A – Half Day \$100	Room C – Hourly \$20/hr	A/V Equipment \$35	

RENTAL FEE \$ _____

- A 10% rental deposit is required to hold the date and will not be refunded in the event the Applicant cancels regardless of the number of days-notice.
- The rental deposit will be applied to the Rental Fee.
- Transferability of the rental deposit may be allowed the sole discretion of the Village.

DAMAGE & KEY DEPOSITS \$ _____

- If the Hall is in a condition acceptable to Village staff the Damage Deposit will be refunded.
- If the key is not returned within 5 business days a charge of \$100 will be retained by the Village. If the key is subsequently returned, this amount will be refunded.
- Deposits will be refunded within 10 business days.
- If applicable, cleaning charges will be deducted from the Deposit at a rate of \$60 per hour plus a 15% administration fee

Applicable fees and the full rental amounts must be paid 30 days prior to the event or at the time of booking if less than 30 days

INSURANCE

Insurance Company _____

(Village must be named as an additional insured and a copy provided prior to the event)

Copy on file

SBC Insurance \$ _____
(Applicant can purchase SBC Insurance through the Village of Chase – ask for rates)

OTHER PERMITS

Liquor Licence Approval # (if applicable) _____

Copy on file

It is your responsibility to ensure all applicable permits and/or licenses are in place for your event.

TOTAL AMOUNT OWING \$ _____

- I have read and understand the noted obligations pertaining to the use of the Chase Community Hall
- I am 19 years of age or older
- I understand the Rental Deposit is non-refundable
- I agree to adhere to the Terms & Conditions as set out in the Community Hall Policy, a copy of which has been provided to me as part of the Rental Agreement package.

I certify the information in this form is true and I understand my legal obligation as the Applicant.	
Signature of Applicant	Date

Personal information on this form is collected under the *Freedom of Information and Protection of Privacy Act*. Any questions regarding this collection should be directed to the Deputy Corporate Officer.

- A copy of this Agreement has been provided to the Applicant
- A copy of this Agreement has been provided for the file

FOR OFFICE USE ONLY	
Amount Paid \$ _____	Date Received: _____
Outstanding \$ _____	Due Date: _____
NOTES:	

COMMUNITY HALL USER OBLIGATIONS

1. An orientation 'Walk Through' the Hall is mandatory for first time users and must be scheduled at the Village office no later than 3 business days prior to rental date.
2. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
3. Applicants must limit their use of the Hall to those areas specified in this Application. If an Applicant rents the kitchen and Rooms A and B for example, they are not authorized to use the Main Hall and vice versa. The Applicant will obey all signs and notices in the Hall which say "do not touch" or "leave on", etc.
4. The Applicant will be responsible for setting up the Hall and returning all items to the designated areas.
5. The Applicant will clean the Hall at the conclusion of the event. The list of expected clean-up is included in the Application package.
6. Any breakages, damages or missing items must be reported to the caretaker or the Village office.
7. All garbage and recyclables are to be removed from the Hall by the Applicant.
8. The Applicant User Group shall be responsible to cover **ALL** costs associated with the repair of any damage or extra cleaning resulting from the Applicants Hall. Extra time required for cleaning or putting away tables, chairs, etc. will be deducted from the Deposit at a minimum rate of \$60.00 per hour plus a 15% administrative fee.
9. Smoking is prohibited in the building, and the BC Tobacco Control Act requires a 3 m smoke free buffer around all entrances.
10. No unauthorized alcohol shall be permitted in the Hall. Consumption of alcohol may be permitted provided the user follows the regulations of the BC Liquor Control and Licensing Act. A copy of the Special Occasion Permit shall be provided to the Village before the event begins. The Permit must be posted in a conspicuous place in the Hall during the event. No Liquor may be sold after 1:30 AM, and all liquor must be consumed by 2:00 AM. Alcoholic beverages must not be taken outside or into the washroom areas.
11. Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided before the event.
12. Exit doors shall remain unblocked at all times.
13. No exposed candles may be used.
14. Use of confetti or glitter is strictly prohibited.
15. Only thumbtacks or straight pins may be used if putting up decorations on the corkboard. NO decorations are to be affixed to the area below the corkboard.

ITEM 2. VILLAGE OF CHASE
COMMUNITY HALL RENTAL APPLICATION

16. Removal of items that are not the Applicants is prohibited.
17. The Applicant agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean up) may result in additional charges.
18. The Village accepts no responsibility for any items left in the Hall by the Applicant, organization members or function attendees.
19. It is understood that the Applicant shall indemnify and hold the Village harmless from and against all claims or demands with respect to the use of the Hall. The Village is not responsible for personal injury or damage or for loss of personal items or equipment of the Applicant or anyone attending on the invitation of the Applicant.
20. Private functions are responsible for their own coffee, tea, etc.
21. The Applicant is at all times responsible for the conduct of persons in attendance during their use of the Hall and acknowledges damage or disorderly conduct may result in denial of future rental requests and/or payment of associated costs incurred will be deducted from the Security Deposit.
22. The Applicant shall be responsible to pay any fees to any organization in connection with the provision and/or use of audio visual services of any kind
23. The Applicant Group agrees to pay the security and key deposits noted in this Agreement which are returnable upon return of the keys and confirmation from the caretaker that there are no missing items, no damage has occurred and no excessive cleaning is required.
24. The Applicant shall Inspect the facility prior to use to ensure it is safe to use. Unsafe conditions to be reported to the Caretaker or the Village office.
25. Parking in the back alley is strictly prohibited as this is a designated parking lane.
26. Frivolous or non-essential after hour calls to Public Works or the Caretaker will be deducted from the security deposit at a rate of \$60.00 per call.
27. Alcohol and Food
 - a) It is the renters responsibility to obtain a liquor permit and it must be visible where alcohol is being served;
 - b) Alcoholic beverage distribution is restricted to the bar area only;
 - c) The renter must remove all food and drink items from the Hall at the end of the event. Dishes must be washed, rinsed, dried and put away in the appropriate area. Failure to do so will result in charges against the damage deposit;
 - d) Upon completion of the event all appliances must be cleaned. Failure to do so will result in charges against the damage deposit;
 - e) Garbage must be bagged and thrown in the large bins outside.

KITCHEN CLOSURE

1. If you have rented the kitchen or have a caterer – the dishes, pots and pans, etc. must be washed, dried and put away (follow the posted Public Health Guidelines and dishwasher directions).
2. Clean any food spills inside and outside of oven.
3. Clean coffee urns and pots inside and out. Dry completely.
4. All food must be removed from kitchen, fridges and freezers. Any food left behind will be discarded.
5. Ensure counters and hard surfaces (including dumbwaiter and trollies) are washed down.
6. Wipe down cupboards, walls, etc from spills.
7. Wipe fridge inside and out.
8. Sweep floors and discard debris.
9. Wipe any spills from floors.
10. Put all garbage in bins at back of building.
11. The Caretaker will wash the floors.

ITEM 3. VILLAGE OF CHASE
COMMUNITY HALL RENTAL APPLICATION

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VILLAGE OF CHASE CLOSING THE COMMUNITY HALL

EVENT COMPLETION:

1. If you have used tables and chairs – wipe down tables, stack on dollies 10 high and neatly place them in the designated storage room.
2. If you have used the audio visual (A/V) equipment – make sure the screen is raised and all A/V equipment has been turned off.
3. Garbage – pack up garbage and put into bins (laneway - back of building) make sure basement door is locked behind you.
4. Take bottles/cans with you.
5. Check behind curtains in Main Hall (if applicable) for cups, cans, food, etc.
6. Remove any items put on the walls including tacks, staples, tape, etc.
7. Sweep floors, wipe up any spills. The Caretaker will wash the floors.
8. Check washrooms and common areas to make sure everyone has left the building and that these areas are generally tidy.
9. Flush toilets if needed.
10. Check that downstairs back door (pull on bar) and back, side and front outside doors, are closed, push on doors not bars (slam shut if necessary).
11. Turn off all the lights.
12. Close front doors make sure that upper and lower “bolts” are set.
13. Lock front door with key. Pull on doors to ensure that bolts are set. The doors will not open if done properly.
14. Ensure the inside and outside doors are locked properly.
15. Take all belongings with you – the Village cannot guarantee the security of items left in the Hall.

Forgotten something? Contact the Village 8:30 – 4:30 Monday to Friday at 250-679-3238
If there is an **after-hours emergency only** (broken water pipe, major heating problem, etc.) you may contact the Village’s Public Works Emergency Standby person by calling 250-318-2467.

ITEM 4. VILLAGE OF CHASE
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COMMUNITY HALL MEASUREMENTS

Main Hall	61 feet, 7 inches x 52 feet, 11 inches
Room A	25 feet, 5 inches x 67 feet
Room B	19 feet, 3 inches x 15 feet

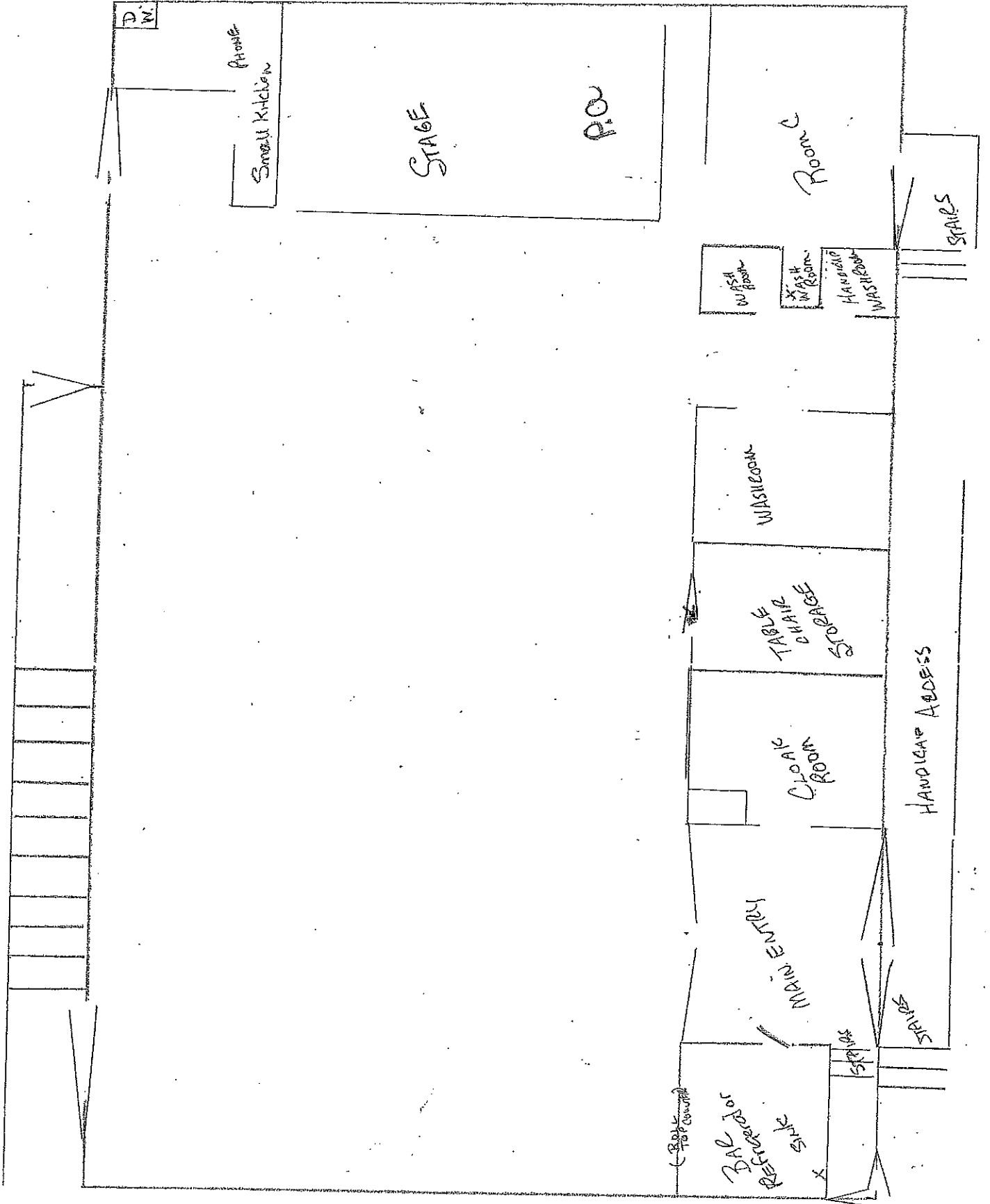
COMMUNITY HALL OCCUPANT LOAD

Main Hall	400 people when used for general assembly with just chairs (e.g. Remembrance Day, Public meeting)
	250 people when a meal is served using tables and chairs (e.g. Wedding, Dance, Banquet)
	760 people standing only
Room A	210 people when used for general assembly with just chairs
	165 people when using tables and chairs for a meeting
	130 people when serving meals
Room B	28 people when used with tables and chairs for a meeting

ITEM 5. VILLAGE OF CHASE
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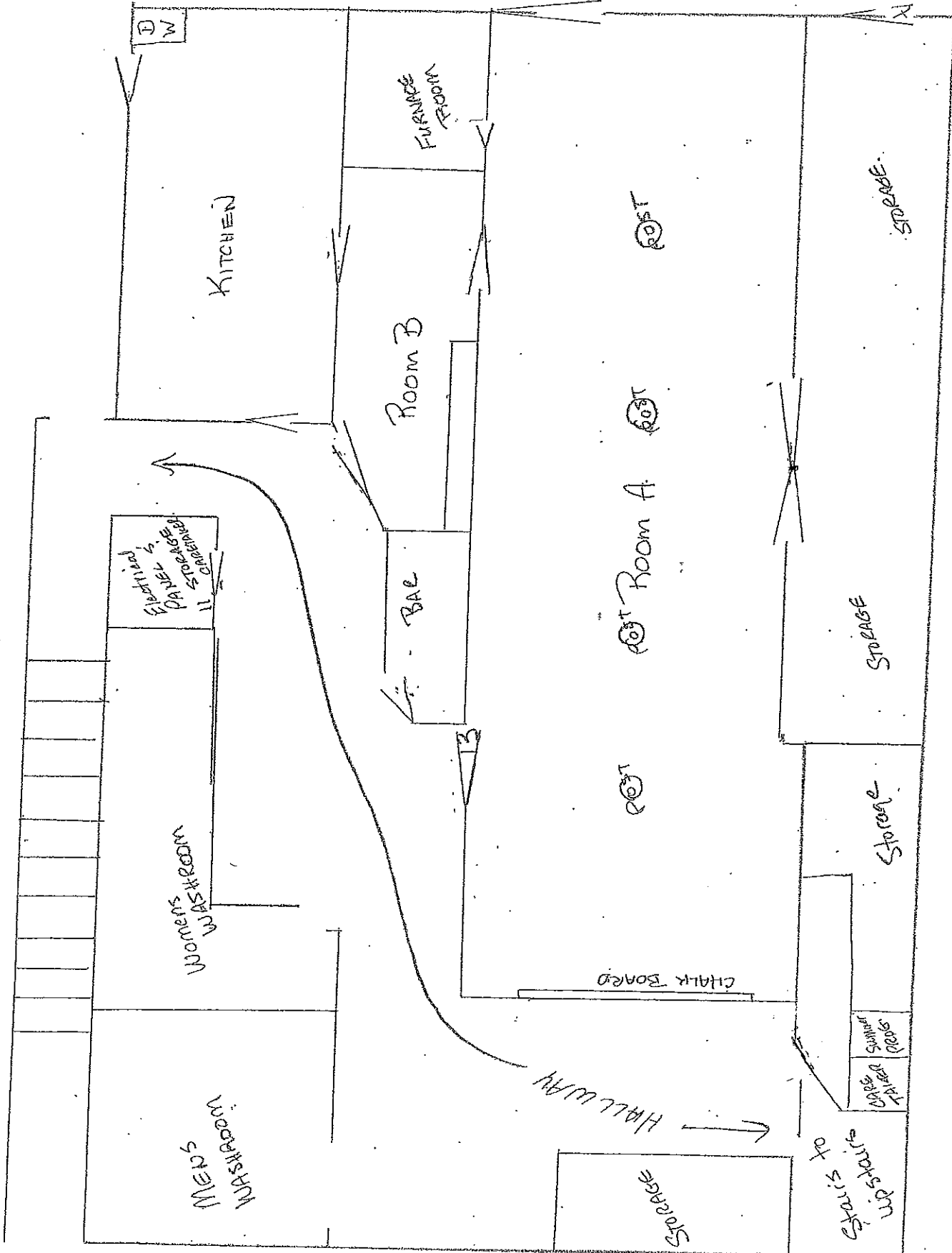
BACK-ALLEY



MAIN FLOOR LEVEL

* WASTE LAY DOOR NOT WORKING

OUTSIDE DOOR



BASEMENT LEVEL