

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 # _____ Email: _____

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 – 8 hours	<input type="checkbox"/>	Room A – 5 hours	<input type="checkbox"/>	Room C – 5 hours	<input type="checkbox"/>
Main Hall – 5 hours	<input type="checkbox"/>	Room A – Hourly	<input type="checkbox"/>	Room C – Hourly	<input type="checkbox"/>
Main Hall – Hourly	<input type="checkbox"/>	Room B – 8 hours	<input type="checkbox"/>	Kitchen – Dishes only	<input type="checkbox"/>
Wedding/Dance/Entire Hall	<input type="checkbox"/>	Room B – 5 hours	<input type="checkbox"/>	Full Kitchen	<input type="checkbox"/>
Commemorative – 5 hours	<input type="checkbox"/>	Room B – Hourly	<input type="checkbox"/>	Bar (included w/main hall)	<input type="checkbox"/>
Room A – 8 hours	<input type="checkbox"/>	Room C – 8 hours	<input type="checkbox"/>	PA/Audio-Video System	<input type="checkbox"/>

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 that Wi-Fi is NOT part of the rental
- 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 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: