

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)

Upper Hall – 12 hours		Room A – 4 hours		Room C – 4 hours	
Upper Hall – 8 hours		Room A – Hourly		Room C – Hourly	
Upper Hall – Hourly		Room B – 12 hours		Kitchen – Dishes only	
Upper Hall - Weekend		Room B – 4 hours		Full Kitchen	
Commemorative Service – up to 5 hours		Room B – Hourly		Alcohol event (includes bar)	
Room A – 12 hours		Room C – 12 hours		PA/Audio-Video System	

**RENTAL FEE** \$ \_\_\_\_\_

- A 10% rental deposit is required 15 or more days prior to the event. A 100% payment is required if less than 15 days until event.
- 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** \$ \_\_\_\_\_

- A Damage Deposit is required as per the *Fees and Charges Bylaw 820-2016*. 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 15 days prior to the event or at the time of booking if less than 15 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 (includes 15% administration fee) \$ \_\_\_\_\_  
(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 that all forms of smoking and vaping is prohibited on the property
- 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.

<b>I certify the information in this form is true and I understand my legal obligation as the Applicant.</b>	
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

<b>FOR OFFICE USE ONLY</b>	
Amount Paid \$ _____	Date Received: _____
Outstanding \$ _____	Due Date: _____
NOTES:	