

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
- I have read, understand, and will comply with the ORDER OF THE PROVINCIAL HEALTH OFFICER GATHERINGS AND EVENTS (Pursuant to Sections 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008)
- I understand I must collect the full names, and telephone number, and email address for all patrons who attend each of my events and submit the information to the Village of Chase.

**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: