



# Village of Chase

## Community Hall Rental Application

Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town/Village \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_

Indicate rental options. Include the time required to perform set-up and clean-up.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Upper Hall – 12 hours                    | <input type="checkbox"/> Room A – 12 hours | <input type="checkbox"/> Room C – 12 hours     |
| <input type="checkbox"/> Upper Hall – 8 hours                     | <input type="checkbox"/> Room A – 4 hours  | <input type="checkbox"/> Room C – 4 hours      |
| <input type="checkbox"/> Upper Hall – Weekly                      | <input type="checkbox"/> Room A – Hourly   | <input type="checkbox"/> Room C – Hourly       |
| <input type="checkbox"/> Upper Hall – Weekend                     | <input type="checkbox"/> Room B – 12 hours | <input type="checkbox"/> Kitchen – Dishes Only |
| <input type="checkbox"/> Commemorative Service<br>– up to 5 hours | <input type="checkbox"/> Room B – 4 hours  | <input type="checkbox"/> Full Kitchen          |
| <input type="checkbox"/> PA/Audio-Video System                    | <input type="checkbox"/> Room B – Hourly   | <input type="checkbox"/> Bar                   |

- A 10% non-refundable 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 non-refundable rental deposit will be applied to the Rental Fee.
- Transferability of the non-refundable rental deposit may be allowed at the sole discretion of the Village.

Special Event Liquor Permit Number (if applicable) \_\_\_\_\_

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



# Village of Chase

## Community Hall Rental Application

### OTHER PERMITS

Special Event Liquor Permit Number (if applicable) \_\_\_\_\_

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

### DAMAGE DEPOSIT

- 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.

- ☐ I have read and understand the User Group Obligations and Community Hall Policy 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.

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

Signature of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

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.



# Village of Chase

## Community Hall User Group Obligations

### Community Hall User Group 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 on the entire property under the *Tobacco and Vapour Products Control Act*.
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.



# Village of Chase

## Community Hall User Group Obligations

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.
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 all 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. 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.
  - 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.



# Village of Chase

## Community Hall Kitchen Closure Checklist

### Kitchen Closure Checklist

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. 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.



# Village of Chase

## Community Hall Closure Checklist

### Community Hall Closure Checklist

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 to 4:30 Monday to Friday at 250 679 3238.

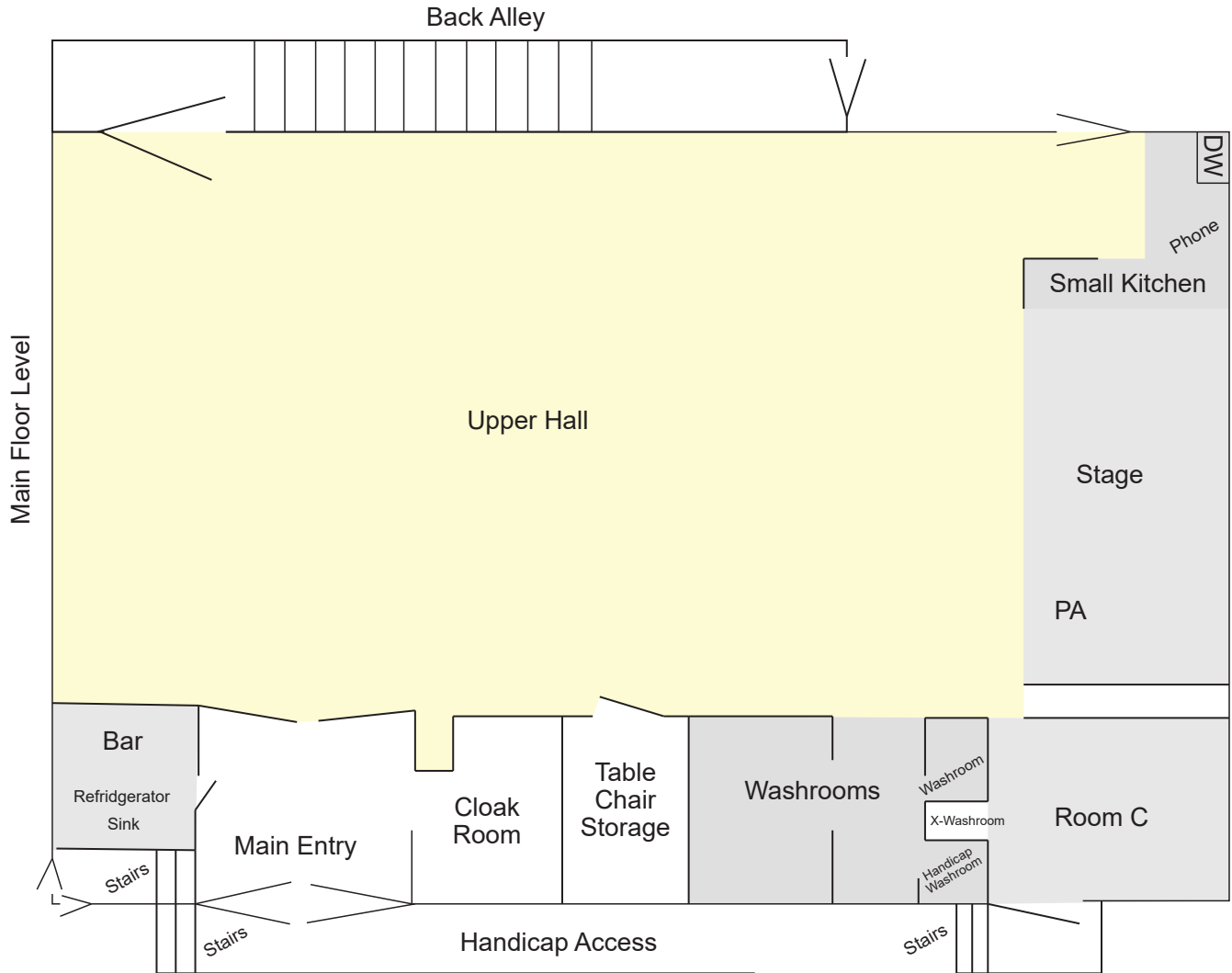
If there is an **after-hours emergency only** (broken water pipe, major heating problem, etc.) you may contact the Village's Public Works Emergency Standby person by calling 250 318 2467.



# Village of Chase

## Community Hall Floor Map

### Community Hall Main Floor

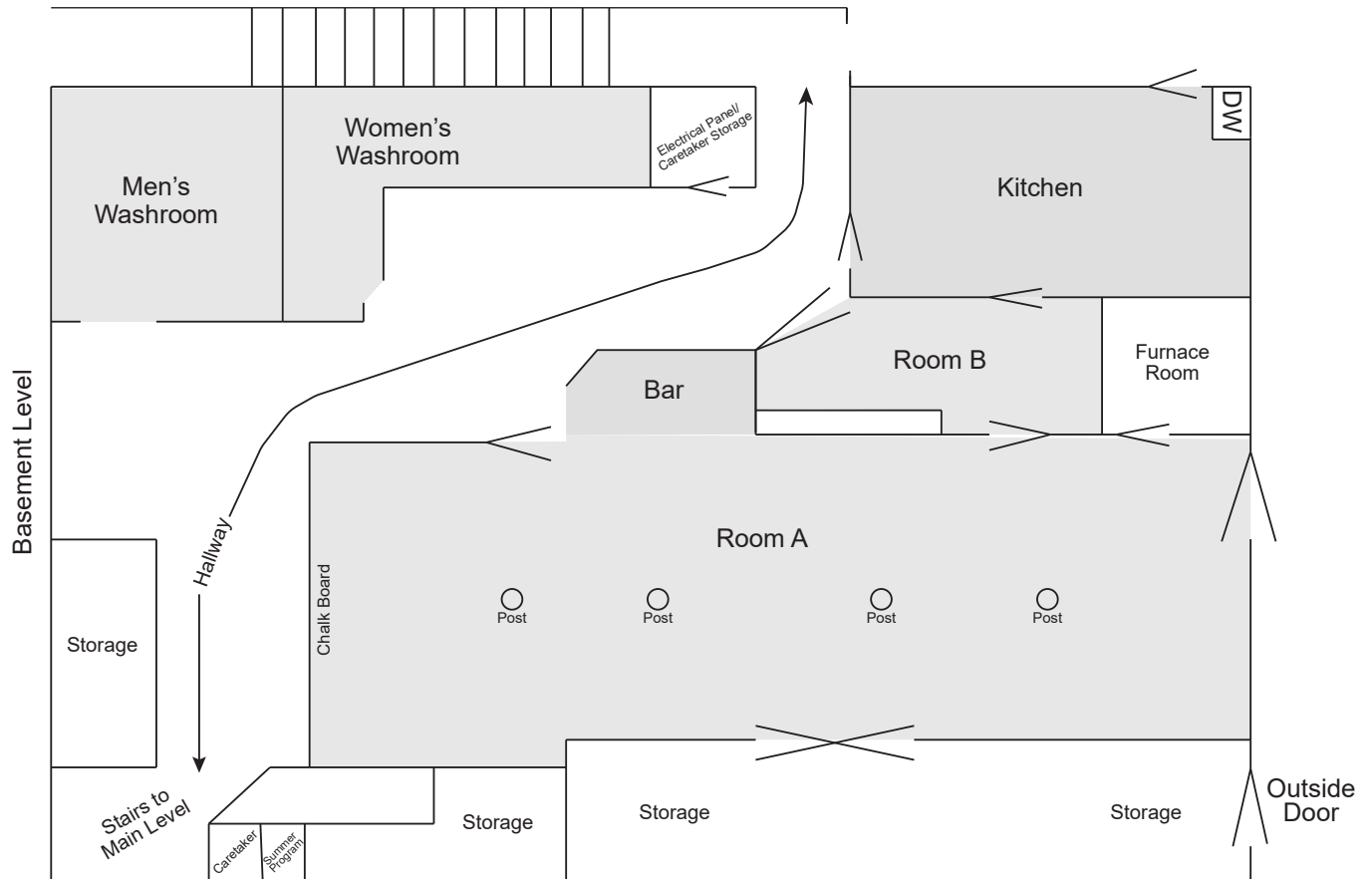




# Village of Chase

## Community Hall Floor Map

### Community Hall Basement Level







# Village of Chase

## Community Hall Fees & Charges

### Fees and Charges

Schedule "H" to Village of Chase Fees and Charges Bylaw No. 820 – 2016 (\*subject to change)

	<b>General Public</b>	<b>Not for Profit Users</b>
Upper Hall – Hourly	\$60.00 per hour	\$20.00 per hour
Upper Hall – 8 hours	\$250.00 (\$31.25/hr)	\$125.00 (\$15.63/hr)
Upper Hall – 12 hours	\$350.00 (\$29.17/hr)	\$175.00 (\$14.58/hr)
Upper Hall – Hourly (liquor permitted – includes bar)	\$80.00 per hour	\$35.00 per hour
Upper Hall 8 hours (liquor permitted – includes bar)	\$350.00 (\$29.17/hr)	\$150.00 (\$18.75/hr)
Upper Hall 12 hours (liquor permitted – includes bar)	\$450.00 (\$37.50/hr)	\$200.00 (\$16.67/hr)
Upper Hall – Weekend Event (48 hours, 5:00 pm Friday to 5:00 p.m. Sunday)	\$500.00 (\$10.42/hr)	\$400.00 (\$8.33/hr)
Upper Hall – Weekend Event (48 hours, 5:00 pm Friday to 5:00 p.m. Sunday (liquor permitted – includes bar)	\$650.00 (\$13.54/hr)	\$500.00 (\$10.42/hr)
Upper Hall – Commemorative Service up to 5 hours	\$100.00 per event (\$20.00/hr)	\$50.00 per event (\$10.00/hr)
Upper Hall – Commemorative Service up to 5 hours (liquor permitted – includes bar)	\$150.00 per event (\$30.00/hr)	\$100.00 per event (\$20.00/hr)
Room B - Hourly	\$30.00 per hour	\$10.00 per hour
Room B – 4 hours	\$85.00 (\$21.25/hr)	\$45.00 (\$11.25/hr)
Room B – 12 hours	\$120.00 (\$10.00/hr)	\$60.00 (\$5.00/hr)
Room C - Hourly	\$20.00 per hour	\$10.00 per hour
Room C – 4 hours	\$85.00 (\$21.25/hr)	\$45.00 (\$11.25/hr)
Room C – 12 hours	\$120.00 (\$10.00/hr)	\$60.00 (\$5.00/hr)
Full Kitchen (downstairs)	\$80.00 per event	\$40.00 per event
Kitchen (dishes only)	\$50.00 per event	\$25.00 per event
PA/Audio-Video System	\$40.00 per event	No charge



# Village of Chase

## Community Hall Rental Application

### Additional Fees

Events Requiring Insurance (purchased through the Village)	15% administration fee on the insurance amount
Damage and Key Deposits	\$250.00 per event. Failure to return key will result in \$100 charge
Cleaning Charges	\$60.00 per hour plus 15% administration fee in the event users do not fulfil their cleaning responsibilities

### Cancellation Fees

More than 14 days before event	10% of total rate
Less than 15 days before event	50% of total rate

The 10% rental deposit must be made at least 15 days prior to the event, or full rental amounts at the time of booking if less than 15 days.

Note: Unless specified, all rentals prohibit liquor on the premises.

Events open to the public at no charge for the sole benefit of all residents of Chase will not be required to pay rental fees. Damage deposits and any incurred cleaning charges will still apply. Events for fundraising purposes will require a Council decision in relaxing rental fees. Events with liquor may be considered differently than events without liquor. Damage deposits and incurred cleaning charges will still apply.