



Village of Chase

Community Hall User Group Obligations

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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.



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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.