

## 2018 Hall Rental Handout

### **Applicant/s of the Canyon Hall hereby agrees to the following terms and conditions:**

1. Event cancellation: fifty percent (50%) of the rental fee will be refunded **only** when notification is **received in writing** by the CCA not less than 14 days in advance of the rental period.
2. The facility may not be sublet nor assigned to any other party without written approval from the CCA.
3. All equipment, displays and other goods brought to the Hall shall be the responsibility of the applicant. CCA assumes no responsibility for damage or loss of such equipment whatsoever.
4. The applicant will comply with all applicable fire, safety and liquor regulations and shall be responsible for the conduct of all persons attending the event during the period covered by this rental agreement. **Applicant assumes responsibility for any and all damage to the Hall premises.**
5. NO LIQUOR shall be permitted or consumed on the premises unless specifically authorized by a Special Occasion License issued to the renter under the BC Liquor Control Licensing Act.
6. If Alcohol will be consumed, the Renter must acquire Event Liability Coverage insurance to the limit of \$2,000,000. **The Canyon Community Association must be named in the policy as Additional Insured.** Proof of insurance must be presented to the CCA at check in.
7. Rental is in effect from 8:00 a.m. the day of the event until 12:00 noon the day following the event.
8. Chairs and tables must remain inside the hall.
9. This is a non-smoking facility. Part of your clean-up must include the pick-up of cigarette butts left in the parking lot and outside the doorways. It is recommended that the renter provide outdoor ashtrays for their guests, this could be as simple as a coffee can with sand.
10. Due to fire regulations lit candles are not permitted.
11. Boards are installed on the upper part of the interior walls, complete with hooks for attaching decorations. There is a centre wire which extends across the front of the stage area of the hall to accommodate placement of decorations. **THE USE OF STAPLES, NAILS, TAPE ON WALLS OR WALL BOARDS IS PROHIBITED. UNDER NO CIRCUMSTANCES CAN DECORATIONS BE HUNG FROM CEILING T-BARS, LIGHT FIXTURES OR FANS.** The use of confetti, glitter, silly putty, etc. is prohibited.
12. Dry camping is allowed in the hall parking lot. **This means no water, power or dumping.** All rules and regulations that apply in the hall, apply to the grounds as well. Garbage must be picked up and placed in the dumpster, this includes cigarette butts. Campers must be off the grounds by 12:00 noon following the day of the event.
13. **It is the responsibility of the Applicant to contact the Hall Caretaker to arrange for key pick-up, check in and check out.**

I have read and agree to the above terms and conditions:

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

2018 Hall Caretaker: Maryett Johnson 250-402-3207

## 2018 Hall Rental Handout

### FACILITY INSPECTION FORM:

Most questions can be answered during the Pre-Inspection so have them ready.

By the **Applicant** initialing the **Pre-Inspection** items s/he agrees that:

1. the facilities meet that particular standard at the time of check-in, AND
2. understands that the facilities must meet these same standards when checking out.

By the CCA representative initialing the Post-Inspection items s/he acknowledges:

1. the facilities meet that particular standard at the time of check-out.

Pre	Facility Inspection and orientation Items	Post
	Cleaning products, additional paper supplies, garbage bags stored in cupboard under sink.	
	Vacuum and step ladders stored under stage.	
	Orientation to lighting panels, fan switches, dish sanitizer, thermostats.	
	Keys (door & dumpster) received at pre-inspection and returned at post-inspection. (\$150.00)	
	All Chairs and tables are cleaned and stored as directed.	
	All used garbage bags must be deposited in dumpster and replaced with clean bags.	
	Kitchen counters and sinks cleaned.	
	All dishes, utensils, pots, pans, coffee urns, etc. must be washed, dried and replaced in	
	All bus pans, pots, utensils must be accounted for or replacement value will be charged.	
	Appliances must be thoroughly cleaned or a \$200 charge will be applied.	
	Dish sanitizer cleaned of debris.	
	The grounds are cleaned of debris, cigarette butts and decorations from the activity.	
	All floors dry mopped and then wet mopped.	
	All mops cleaned, wet mops rinsed and hung to dry.	
	Stage and entry matt vacuumed.	
	All walls and doorways checked for marks, splatters, left over tape, etc.	
	All property is in good repair and working order. Damaged property will be repaired or	
	Unless otherwise noted above, a \$35.00/hour cleaning fee will apply to all cleaning not done.	
	This form will be kept by Hall Caretaker. Applicant has received handout outlining rental	
	Coffee Urns cleaned and left open to dry on counter.	

Comments: \_\_\_\_\_

---

Pre: Initials \_\_\_\_\_

Post: Initials \_\_\_\_\_