



RENTER MUST Be 25 years of age or older and assume responsibility for this event. The Renter agrees and ensures a maximum capacity for the hall of 134 persons, as stated by the Fire Marshall, is not exceeded.

RENTAL FEES: TO SECURE THE REQUESTED DATE THE RENTER MUST:

- (a) Fill out and sign the Rental Agreement, and return to: steelheadCOMMUNITY@gmail.com
- (b) Deposit Only: Pay full damage deposit by e-transfer to steelheadcommunityDEPOSITS@gmail.com

RENTER PAYS RENTAL FEES 4-WEEKS PRIOR TO THE EVENT: E-Transfer to Steelheadcommunity@gmail.com

***PLEASE NOTE: Rental E-transfer is different from the Damage Deposit E-transfer address.**

****DAMAGE DEPOSIT IS FORFEITED IF EVENT IS CANCELLED LESS THAN 4 WEEKS PRIOR TO EVENT DATE****

DAMAGE DEPOSIT will be returned to renter after the event, if conditions are met, **MINUS COSTS** for:

- 1) Necessary repairs including facility damage, floors, gyprock, paint repairs, etc. – Minimum \$100 per repair;
- 2) Necessary extra cleaning if hall is not left as clean as when you rented it – Minimum 1 hour at \$50 per cleaning hour;
- 3) CIGARETTE BUTTS – Any cigarette butts left on grounds - \$50 charge & Receptacle not emptied - \$50 charge;
- 4) THE FULL DEPOSIT if the police or fire trucks are required to attend and/or Good Neighbour Policy is not followed;
- 5) FIRE BAN – Fires during Fire Ban minimum \$150 fine and possible heavy fines from City of Mission if Fire Trucks are called.

INSURANCE The renter **MUST OBTAIN EVENT INSURANCE** with minimum \$2-million liability and must cover the total period from arrival/check-in until when you leave/check-out. Insured must match the rental agreement.

* Certificate must be mailed to the Hall Manager 2-weeks prior to the event at steelheadcommunity@gmail.com

The SCA Board of Directors, volunteers, and community members shall not be held liable or responsible for any loss, damage or injury including loss of life to Renter or Attendees (including pets or animals) of stated event, any equipment used, or vehicles left in the parking lot.

PERMIT Renter **MUST OBTAIN A 'LIQUOR PERMIT'** if there is ANY alcohol. <https://justice.gov.bc.ca/lcrb/sep>
Permit must be emailed to the Hall Manager 2-weeks prior to the event at steelheadcommunity@gmail.com

*Permit **MUST BE DISPLAYED** on the entrance door to the hall **DURING THE EVENT**.

*Renter is liable for any fines that may arise for not securing a Liquor Permit prior to the event.

SECURITY The Renter ensures that all doors and windows to the hall are secured when leaving;
The Renter ensures that the gates to the parking lot are closed, and all vehicles are removed when leaving;

CONDITIONS:

- 1) Smoking is prohibited in, or near, the Hall and is only allowed at the fire pit by the parking lot;
- 2) Renter is responsible for cleaning up all cigarette butts from receptacle and premises, as stated above;
- 3) Decorations are to be attached to wood **only with masking tape**;
- 4) **NO pins, tacks, nails, staples, tape, etc. on drywall or floor surfaces, this includes Command Strips & Scotch Tape**;
- 5) **NO** confetti, glitter or metal table sprinkles are to be used anywhere indoors or outdoors of the Hall;
- 6) All decorations must be removed prior to leaving the Hall;
- 7) No smoke/fog machines are permitted inside the Hall, they will set off fire alarms;
- 8) Hall chairs & tables **must stay** indoors: Rented chairs and tables used outside are not to be used indoors;
- 9) All recyclables, food waste and garbage, including bathrooms, must be removed from the property at events end;
*Please dispose of garbage responsibly, i.e. at the Mission Sanitary Landfill or other appropriate location. The landfill is located 5 minutes from the Hall at 32000 Dewdney Trunk Road, and is typically open 8am to 4:45pm, 7 days per week, excluding stat holidays.
Call (604) 826-9008 or email landfill@mission.ca for more info.*
- 10) **NO CANDLES OR FLAMES OF ANY KIND INSIDE OR OUTSIDE THE HALL; **This includes fireworks, tea lights, and sparklers****
- 11) Tables and chairs must be **put away tidy and wiped clean**;
- 12) Firepit **must** be doused with water and cool before leaving property. Events held during fire season are subject to City-wide and/or Provincial Fire Bans and are heavily enforced if fires are on site, as stated above;
- 13) **NO** unleashed dogs on premises and no dogs inside the hall, no exceptions. All animals must be cleaned up after. A minimum \$50 fine will apply for cleaning or damage.
- 14) **NO** metal shoe heels, including Stilettos, Blakey's, or other sharp, pointed heel types, are permitted on the Hall hardwood floors.
Floor damage is too significant, and fines or loss of damage deposit will apply;
- 15) Check-out on 'morning after' is 11am, unless mutually agreed upon and paid for in advance.

**Good Neighbour Policy:** The Renter assumes responsibility for ensuring that:

- 1) Please ensure nothing is left in the Hall or on grounds, including any vehicles, after 'check-out'.
- 2) Neighbours are not to be disturbed by loud music, loud vehicles, vehicle 'burnouts', etc.
- 3) Music is stopped by 12 a.m.; Hall is to be vacated by 1 a.m.
- 4) The event stays orderly and is not to become rowdy, to ensure the neighbourhood remains peaceful.
- 5) The forest surrounding the hall is private property, please respect this.
- 6) **No** overnight camping or overnight parking vehicles on premises, no exceptions.
- 7) No parking close to, or in front of, neighbours' driveways or gates. Parking is to remain orderly along the street, if overflow is required.
- 8) The 'evening before' rental is intended for setup and a quiet ceremony. We kindly ask that music and celebrations be kept to a minimum during this time.

Good Host Policy: The Renter assumes responsibility for ensuring that:

- 1) Attendees to the event are aware that the cellular service area can be spotty, Telus may be better, than others.
- 2) Attendees are encouraged to arrange for a safe ride home IN ADVANCE of the event.
- 3) Attendees are aware of our remote location with mountain road conditions. Postal code for weather: V4S1L2.
- 4) Attendees are aware that the closest store is an approximated 30-minute round-trip drive.

Event Date: _____ Type of Event: _____ Depositor Name: _____

Renter Address: _____ Number of Guests: _____

*Address and complete contact details of the renter are required, to be verified by ID.
A business address is acceptable only when an organization or business is renting the hall.*

Renter Phone: _____ Renter E-Mail: _____

Damage Deposit: \$ 1000 Deposit Type: _____ Deposit Paid Date: _____

*Rent: Day of Event	\$
*Rent: Evening Before (From 6pm)	\$
*Rent: Morning After (Until 11am)	\$
*Extras (Cleaning fee, extra hours, etc)	\$

Depositor Email: _____

(If different than your regular email)

Time of Event: _____ - _____ Hours: _____

(Hourly Rentals)

Extras: _____

TOTAL: \$ _____ Payment Due Date: _____

____Member ____Non-member

By signing this contract as the Renter and/or Event Planner, I agree to abide by the conditions stated above and to be held fully responsible for any damage to or theft from the premises, incurred by any person or myself attending said Event. I am aware that a portion, or all, of the damage deposit will not be returned if there is any damage to the Hall, grounds, or anything contained therein, or anything proximal to the said Hall, or if the Hall is not left tidy and the services of a Janitor are required over and above the normal cleaning procedure (being the cleaning of washrooms).

Please wipe tables, chairs and ensure there are no cigarettes, empties or garbage left either inside or outside of the Hall and everything is in order. **At checkout, the hall and premises must be left as clean as when you rented it.**

Renter Signature_____
Renter Print Name_____
Date_____
Renter Signature_____
Renter Print Name_____
Date

Event Planner Print Name _____ Event Planner Email _____

Event Planner Business Info: _____