



RENTER MUST be 25 years of age or older and assume responsibility for this Event and the Hall including all associated Premises. The Renter shall ensure that the Insurance Policy and Rental Agreement accurately reflect the same named individual, or organization. The Renter agrees and ensures a maximum capacity for the hall of 134 persons, as stated by the Fire Marshall, is not exceeded. The named Renter must be physically present at the time of check-in and shall retain exclusive control over access to the Hall and may not give control or access to others, for any reason, for the duration of this Agreement.

**TO SECURE RENTAL: AFTER CONFIRMING DATE WITH HALL MANAGEMENT, THE RENTER MUST:**

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

**RENTAL FEES: RENTER PAYS RENTAL FEES 4-WEEKS PRIOR TO THE EVENT:** E-Transfer to [steelheadcommunity@gmail.com](mailto:steelheadcommunity@gmail.com)

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

**DAMAGE DEPOSIT** will be returned to the Depositor after the Event, if all conditions are met, **MINUS COSTS** for:

- 1) Necessary Repair including Facility or Premises damage, not limited to floors, gypsum, paint, etc. – Minimum \$100 per repair;
- 2) Necessary Extra Cleaning if the Hall and Premises are 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 the Premises: \$50 fee & Receptacle not emptied: \$50 fee;
- 4) THE FULL DEPOSIT: if Police or Fire Departments are required to attend and/or Good Neighbour Policy is not adhered to;
- 5) FIRE BAN: Fires during Fire Ban - Minimum \$150 fine (see above) & possible fines from City of Mission if Fire Department is 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 name and address on Policy must match the Rental Agreement and list Additional Insured names as provided. Certificate must be e-mailed to [steelheadcommunity@gmail.com](mailto:steelheadcommunity@gmail.com) 2-weeks prior to the event.

The Steelhead Community Association (SCA), its Board of Directors, officers, volunteers, and community members shall not be liable for any loss, damage, injury, or death to the Renter, attendees, guests, animals, or property on or near the premises, regardless of cause. The Renter assumes full responsibility for the safety and conduct of all persons and animals attending the Event and agrees to indemnify and hold harmless the SCA and its representatives from any and all claims, damages, or actions arising from or related to the Event or use of the premises.

**LICENCE** Renter **MUST OBTAIN A 'LIQUOR LICENCE'** if there is ANY alcohol. <https://justice.gov.bc.ca/lcrb/sep>  
 Licence must be emailed to the Hall Manager 2-weeks prior to the Event at [steelheadcommunity@gmail.com](mailto: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 or displaying a Liquor Permit during to the Event.

**SECURITY** The Renter ensures that all doors and windows to the Hall are secured when not on the Premises;  
 The Renter ensures that the parking lot gates are locked and closed and all vehicles are removed when not on the Premises;

**CONDITIONS:**

- 1) **All** Smoking is prohibited in, or near, the Hall and is only allowed at the fire pit by the parking lot where there is a cigarette receptacle;
- 2) Renter is responsible for cleaning up all cigarette butts from any receptacle and from the Premises before check-out;
- 3) Decorations are to be attached to wood only, with masking tape to avoid damage to the Structure;
- 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 anywhere indoors or outdoors of the Hall, cleaning fees will apply as stated above;
- 6) All decorations must be removed from the Hall and the Premises;, prior to check-out;
- 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 Premises at check-out;

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](mailto: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 the Premises. 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. NO dogs inside the hall, no exceptions. Minimum \$100 fine for damage or not cleaned up after;
- 14) NO metal shoe heels, including Stilettos, Blakey's, or other sharp, pointed heel types, are permitted on the Hall's hardwood floors. Floor damage is too significant and fines, or loss of damage deposit, will apply;
- 15) Check-in on 'evening before' is 6:00 PM and Check-out on 'morning after' is 11:00 AM, unless mutually agreed upon in writing and paid for in advance. Hall and Premises must be fully vacated by 1:00 AM regardless of overnight or extended rentals.
- 16) Late check-outs are subject to additional rental fees of \$50.00 per hour, or portion thereof, beyond the scheduled check-out time.

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

- 1) Nothing is left in the Hall or on the Premises, including any vehicles, after check-out. Late check-out rental fees, as above, will apply.
- 2) Neighbours are not to be disturbed by loud music, loud vehicles, vehicle 'burnouts', etc.
- 3) Music is stopped by 12:00 AM | Hall and Premises must be fully vacated by 1:00 AM regardless of overnight or extended rentals.
- 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, not included in the rental and these boundaries must be respected & not entered.
- 6) **NO** overnight camping or overnight parking of vehicles on the 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 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 in the forested area, 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: V4S 1L2.
- Road cameras for the area (Cardinal & Mill Pond) can be found here: <https://www.mission.ca/services/roads-transportation/road-cameras>
- 4) Attendees are aware that the closest store is an approximated 30-minute round-trip drive.

Event Date: \_\_\_\_\_ Event Type: \_\_\_\_\_ Depositor Name: \_\_\_\_\_

Renter Address: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

*All individual Renters must provide a current residential address for the purposes of this Agreement, to be verified by ID, and must match Insurance Policy.  
A business address is only acceptable when the Renter is an organization or business renting the Hall.*

Renter Phone: \_\_\_\_\_ Renter E-Mail: \_\_\_\_\_

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

*Rent: Day of Event	\$
*Rent: Evening Before (From 6:00 PM)	\$
*Rent: Morning After (Until 11:00 AM)	\$
*Extras (Additional 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 acknowledge that I have read, understood, and agree to abide by all conditions stated herein. I accept full responsibility for any damage to, or theft from, the Hall and the Premises, whether caused by myself or by any person attending the Event. I understand and agree that all or a portion of the damage deposit may be withheld if: Any damage occurs to the Hall, the Premises, or any fixtures, equipment, or property contained therein or in proximity to the Hall; and/or the Hall is not left in a clean and orderly condition, requiring janitorial services beyond the standard cleaning procedure (being the cleaning of washrooms). I further acknowledge that the determination of such damage or additional cleaning requirements shall be made at the discretion of the Hall's management, acting reasonably, and that their decision regarding the full or partial return or forfeiture of the damage deposit shall be final. Management is not required to be present at check-out but will inspect the Hall and Premises as soon as practicable thereafter. The inspection findings, including photographs if deemed necessary, will be used to assess any reasonable deductions from the damage deposit for repairs, loss, or extra cleaning. All fines are deemed voluntary donations made in support of community events & Hall maintenance. The Rental Agreement and Conditions are subject to change at any time without prior notice at the discretion of the Hall's management or the Steelhead Community Association. The most current version of this Agreement, in effect at the time of the Event, shall govern and be binding upon the Renter, regardless of when any previous version was signed. A copy of the current version will be provided to the Renter for signature at check-in or in advance by email. Failure to review and sign the current version of this Agreement may result in the cancellation of the booking and denial of access to the Premises, without refund.

Renter Signature

Renter Print Name

Date

Renter Signature

Renter Print Name

Date

Event Planner Print Name \_\_\_\_\_ Event Planner Email \_\_\_\_\_

Event Planner Business Info: \_\_\_\_\_