



RENTER MUST be 25 years of age or older and assume responsibility for this Event and the Hall including all associated Premises. RENTER ENSURES a maximum capacity for the Hall of 134 persons, as stated by the Fire Marshall, is not exceeded. PRESENT AT CHECK-IN the named Renter or designated person (must be named on this agreement) and shall retain exclusive control over access to the Hall and may not give control or access to others, including vendors, for any reason for duration of this Agreement.

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

1. Return completed Rental Agreement to: steelheadCOMMUNITY@gmail.com
2. Pay full damage deposit by e-transfer to: steelheadcommunityDEPOSITS@gmail.com (Deposits Only)

RENTAL FEES: PAID 4-WEEKS PRIOR TO THE CHECK-IN DATE: E-Transfer to steelheadCOMMUNITY@gmail.com

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, drywall, paint, etc. – Minimum \$100 per repair;
2. EXTRA CLEANING HOURS if the Hall and Premises are not left as clean as when you rented it – Minimum 1-hour at \$50 per 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 a Fire Ban - Minimum \$150 fine (see #4) & possible fines from City of Mission if Fire Department is called.

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

INSURANCE The Renter **MUST OBTAIN EVENT INSURANCE** with a minimum \$2-Million liability, must cover the duration of the event including the total period from Check-In until Check-Out times. 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 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.

LICENSE Renter **MUST OBTAIN A 'LIQUOR LICENSE'** if there is ANY alcohol. <https://justice.gov.bc.ca/lcrb/sep>
License must be emailed to the Hall Manager 2-weeks prior to the Event at steelheadcommunity@gmail.com
License must be displayed near the bar and be easily accessible DURING THE EVENT.
Renter is liable for all fines that may arise for not securing or displaying any required Licenses or Permits during an 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, Drugs, Vaping is prohibited in, or near, the Hall. Smoking & Vaping only allowed at permanent cigarette butt 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, **Do NOT tape anything to floors**;
4. **NO** pins, tacks, nails, staples, tape, etc. on drywall or floor surfaces, **this includes** Command Strips & Scotch Tape;
5. **NO** confetti, seeds, glitter or any table sprinkles anywhere indoors or outdoors of the Hall, cleaning fees will apply as stated above;
6. All decorations & items must be removed from the Hall and the Premises prior to check-out, late fees may apply;
7. No smoke, fog or spark machines are permitted inside the Hall, they will set off fire alarms, No spark machines on premises;
8. Hall tables and chairs must be put away tidy and wiped clean;
9. Hall tables and chairs must stay indoors. Rented decor, chairs and tables used outside are not to be used indoors.
****Furniture, equipment, and décor must be lifted when moved** and must not be dragged or slid across any flooring surfaces, including hardwood and tile.
10. 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 Rd & is typically open 8am - 4:45pm, 7 days per week, excluding stat holidays. Call (604) 826-9008 or email landfill@mission.ca
11. **NO CANDLES, SPARKS, OR FLAMES OF ANY KIND INSIDE OR OUTSIDE THE HALL**
****This includes fireworks, tea lights, and sparklers****
12. Fire pit must be doused with water and cool before leaving the Premises. Events during fire season are subject to City-wide and/or Provincial Fire Bans and are heavily enforced if fires are onsite, 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. Evening Before Check-In: 6:00 PM | Morning After Check-Out: 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 at \$50.00 per hour, or a portion thereof, beyond the scheduled Check-Out time.
17. Renter is responsible for all vendors hired and ensures they have insurance and the proper licenses and permits required.



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. FOREST & CREEK are private property and not part of the rental. Entry is strictly prohibited.
6. **NO** overnight camping or overnight parking of vehicles on the Premises, no exceptions. Please move them to the street.
7. **NO** parking close to, or in front of, neighbours' driveways or gates. Parking is to remain orderly along the street, if overflows required.
8. 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 this area are Cardinal St & Mill Pond : <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.
5. All vendors are aware of, and follow, all conditions and policies set by the SCA & have insurance, the proper licences and permits.

Event Date(s): _____ Duration: (# of Days) _____ Event Type: _____ Number of Guests: _____

Renter Address: _____
All individual Renters must provide a current residential address for purposes of this Agreement, to be verified by ID. 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: \$1000.00 Deposit Type: _____ Deposit Paid Date: _____

Depositor Name: _____ Depositor Email: _____
(If different than your regular email)

*Rent: Day of Event	\$
*Rent: Evening Before (From 6:00 PM)	\$
*Rent: Morning After (Until 11:00 AM)	\$
*Extras (Extra Hours, etc)	\$

Time of Event: _____ - _____ Hours: _____
(Hourly Rentals)

Extras: _____

TOTAL DUE: \$ _____ DUE DATE: _____

I am making a voluntary financial donation to the SCA towards Hall maintenance and the Community Activities Programs.
The wording and information on this document is generic and for recording purposes only. X _____

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 restrooms). 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 practical 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 and 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 the Agreement & Conditions 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 | Designated Person: Print Name _____ Email _____

Phone: _____ Address: _____