

**Seymour Arm Community Association**  
PO Box 18, Seymour Arm, B.C. V0E 2V2

# Rental Agreement

Contact person \_\_\_\_\_  
phone \_\_\_\_\_

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## RENTEE

Name \_\_\_\_\_ phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Place of Employment \_\_\_\_\_

ID (Visa/Mastercard/AmericanExpress) \_\_\_\_\_

Expiry Date \_\_\_\_\_

Drivers License \_\_\_\_\_ License Plate Number \_\_\_\_\_

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## ACTIVITY

Purpose of Rental \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Hrs \_\_\_\_\_ to \_\_\_\_\_

No. of people \_\_\_\_\_

Liquor **Y** **N** If yes, permit number \_\_\_\_\_

Proof of Liability Insurance \_\_\_\_\_

Miscellaneous  
Comments \_\_\_\_\_

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## FEE AGREEMENT

Community Hall

Damage Deposit     \$200.00 Paid at time of booking.

Basic Rent             \$225.00 per day Non Member

\$200.00 per day Member

Day is 08:00 AM until, 02:00 AM the next morning.

Hourly rate \$20.00 per hour to maximum of 5 hours,  
Over 5 hours day use rate applies.

Kitchen use \$25.00 per day

Outside facilities:

BBQ \$25.00 per day, Left in clean condition.

Tents \$25.00 per day, you transport plus do set up and take down

Tables and Chairs \$50.00 per day, you transport plus do set up and take down

Additional fees

Garbage \$5.00 per bag, you fill, we transport

Generator \$5.00 per hour

Start reading \_\_\_\_\_

End reading \_\_\_\_\_

Cleanup beyond normal sanitation will be charged by an hourly rate

Payments Received:

Booking Deposit \$ \_\_\_\_\_ cheque cash date received \_\_\_\_\_

Damage deposit \$ \_\_\_\_\_ cheque cash date received \_\_\_\_\_

Balance Owing \$ \_\_\_\_\_ cheque cash date received \_\_\_\_\_

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### Complete this section if damages charged

Damage deposit \$ \_\_\_\_\_

Less Damages incurred \$ \_\_\_\_\_

Reasons \_\_\_\_\_  
\_\_\_\_\_

Damage Deposit Returned \$ \_\_\_\_\_ cheque cash date returned \_\_\_\_\_

Damage Deposit returned to Name \_\_\_\_\_

Signature \_\_\_\_\_

## CONDITIONS OF RENTAL AGREEMENT

- Booking is confirmed on receipt of a \$150 booking deposit. Balance of rental fee and damage deposit are payable prior to the rental date. The booking deposit is non-refundable within 30 days of the rental unless an alternate rental is contracted.
- The Rentee is responsible for any loss or damage to property occurring during the rental period. All fixtures, lights, ornaments, trophies, chairs, tables, kitchen equipment, and cutlery are the property of the hall and are not to be removed. Any and all contents of the hall shall remain in the hall. Missing or broken contents are the responsibility of the Rentee. The Rentee agrees to pay additional charges for any broken or missing contents. Damage deposit shall be applied in part or in whole to any expenses incurred by the rentor as a result of damages or loss to the facilities/equipment during the period that the rentee was responsible for same.
- The Rentee is responsible for all users, guests, persons in relation to the use and occupancy of the property.
- Liquor permits are the responsibility of the Rentee. The Rentee must abide by all of the Laws of British Columbia and the British Columbia Liquor Control Board with respect to the liquor license. It is required that anyone using the hall when alcoholic beverages are being consumed, that they purchase "Host Liquor Liability Insurance". This can generally be purchased through the same insurance company that your home or car is insured with.
- The Rentee will adhere to all current "Non-Smoking Policy" and "Noise Bylaw" as well as all Municipal, Provincial and Federal laws related to the use and occupancy of the property.
- The Hall must be cleaned and vacated on the day of rental or the next day if the hall is not in use. Chairs and tables must be stacked and returned to storage area. The hall must be neat. Attached are "Cleaning Guide Lines" as "Schedule A" which form part of this lease agreement.

The Seymour Arm Community Association, reserves the right to cancel any event in the above facility and have the authority to remove, or have removed, any persons from the facility if it is felt that any part(s) of this agreement were broken or that the facility is not being used for the purpose for which this agreement is intended, or that the rentee is not complying with the Liquor Control Act, the regulations under that Act, as well as the policies of the British Columbia Liquor Control Board, or that the above listed conditions of rental are not being met.

**Rentor** \_\_\_\_\_ **Rentee** \_\_\_\_\_ **Date** \_\_\_\_\_

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## “SCHEDULE A”

### Seymour Arm Community Association Hall General Cleaning Instructions

- All garbage is to be collected and put in plastic bags.
- All decorations that have been put up are to be removed. Including the removal of all tape or other wall fastening material
- All floors in the main hall and entrance are to be swept and mopped.
- Kitchen floor, and washroom floors are to be wet mopped.
- Used washroom paper toweling to be placed in receptacles and any spill of washroom soap to be cleaned from sink counters.
- Stove and oven are to be cleaned and all dishes are to be washed. The fridge is to be left clean and counter tops and sinks are to be wiped down.
- All equipment is to be returned to the Kitchen.
- Lights, and generator are to be turned off when leaving the hall. Please insure that all exit doors are securely closed and locked.
- It is the responsibility of the Rentee to report any damages to hall or its contents.
- Any additional cleaning that is required will be charged at the rate of \$20.00 per hour and deducted from the deposit paid.

Items not available:

Linen, Decorations.

NOTE:

You will be shown through the facility once in anticipation of booking. Key will be given to rentee on day booked. You will be shown where all required supplies are located, and how to start and shut down the generator. Generator readings will be taken upon receipt of your key and again upon return of this key. Facility inspections will also be completed at these times, and should include any relevant notations.