



SILVER CREEK COMMUNITY ASSOCIATION
 3048 Hornsberger Road
 Salmon Arm B.C.
 V1E 4M1

HALL RENTAL CONTRACT

RENTER INFORMATION (please print)

RENTER NAME/ORGANIZATION: _____
 CONTACT PERSON(S): _____
 PHONE NUMBER(S): _____
 EMAIL: _____
 MAILING ADDRESS: _____
 LIABILITY INSURANCE POLICY #: _____
 SPECIAL EVENT PERMIT (if applicable) #: _____
 NAME OF INSURED: _____

Security/Damage Deposit	A security/damage deposit of \$200.00 (an additional \$100 damage deposit if AV/PA system is rented), rental fee, plus a completed Rental Agreement is required at time of booking to CONFIRM the date requested. Once inspected by SCCA member, the refund will be returned if the Hall is left how it was found (clean and tidy). Hall's capacity is 120 people.		
Kitchen & AV/PA Rental	An Additional \$25.00 each per rental		
Hall Only (includes 20-8ft rectangular tables, 8 -8 ft round tables, 6-4ft square tables and 110 chairs)	Per Hour \$25.00	Per Full Day (6am to 6am) \$200.00	Per Half Day (6 hours) \$100.00
Booking Dates Requested			
Description of Event			
Additional Information			

Please return contract to silvercreekhallrentals@gmail.com .

Payment (cheques only) and contract may also be dropped off at the Silver Creek General Store.

All bookings are subject to availability of the Hall and confirmation by SCCA representative.

PERMISSION to use the Silver Creek Community Hall in accordance with the information provided in this permit, including all terms & conditions and any other applicable restrictions, is: (check one)

GRANTED, subject to proof of liability insurance, as described in Terms & Conditions (1.) and (2.).

NOT GRANTED, due to reasons attached in writing.

Deposit Received: \$ _____ Rental Payment Received \$ _____ Date received: _____



TERMS and CONDITIONS

1. The User may use the Silver Creek Community Hall as identified in the Rental Agreement.
2. The User shall be responsible for and shall indemnify and save harmless the Silver Creek Community Association (SCCA) their employees, Directors and contractors for any and all liability, loss, expenses and costs which may arise or result, either directly or indirectly, from any damage or injury to any person or property occurring or allegedly occurring in connection with the use of facilities, grounds or equipment by the User, the User's agents, participants or guests in programs or activities conducted by the User.
3. The User will be required to provide proof of liability insurance for the purposes described in (1), prior to rental issuance.
4. All events serving liquor must purchase liability insurance.
5. The User agrees that any damage or loss of facility property, amenities or equipment will be repaired or replaced, at the cost of the User, without delay to the satisfaction of the SCCA representative.
6. The SCCA shall not be responsible for any personal injury, damage, loss, or theft of items belonging to the User, the User's agents, participants or guests.
7. The User shall ensure that its agents and participants leave the facility in clean and tidy condition. If clean up is not satisfactorily complete, the \$200.00 Security/Damage Deposit will NOT be returned.
8. A Special Event Permits (SEP) must be acquired and regulations of the Liquor Control and Licensing Act must be adhered to if any consumption or serving of liquor is involved and must be in accordance with said Act and any other authorization that may be required. Permits available online at <https://specialevents.bcldb.com>
9. The User will not attach any nails, tacks or screws to any amenity without prior approval by the SCCA representative.
10. Possession or discharge of fireworks or firecrackers of any kind is prohibited.
11. The User accepts the condition of the Rental Agreement, equipment and amenities as provided.
12. The User will provide the appropriate adult supervision for all activities involving minors.
13. The User and all agents, participants and guests will adhere to all posted signs and code of conduct.
14. This Agreement is not valid until signed by the User and approved and signed by SCCA rental coordinator.
15. Failure to comply with all Terms & Conditions may result in immediate cancellation of the Rental Agreement and loss of damage deposit/payment.
16. Late/over time events/user groups are subject to a \$50/hour (or fraction of an hour) fee.

ADDITIONAL TERMS & CONDITIONS SPECIFIC TO THIS APPLICATION: _____

I hereby affirm I have read, understood and agree to all the Terms & Conditions above:

USERS SIGNATURE: _____ DATE: _____

For the Association: _____ Date: _____



!Thank you for renting the Silver Creek Community Hall!

***Please pick up hall key from the Silver Creek Store for your event and return to the store after. If the store is closed after your event, return the key first thing in the morning. ***

Cleaning Instructions:

- Sweep and mop hall floors including bathrooms, entry, main halls, and kitchen (if used)
- Turn off and Return all AV equipment to its place (including???)
- Clean bathrooms, wipe down sinks and wash floor
- Clean all appliances and equipment used in kitchen, leave cloths in sink for laundering
- Wipe down tables and chairs before returning to storage
- Ensure that lights and fans are off, windows are securely closed.
- Heat setting is returned to 12 degrees
- Our hall is on a septic, please clean dishes of food waste into the garbage prior to washing and do not flush any foreign objects down the toilet (toilet paper and bodily wastes only please)
- Empty and remove all of your garbage.
- Lock doors and ensure hall and kitchen doors are securely closed/locked
- Remove any/all debris in parking lot, grounds and back porch.

Thank you for renting our hall, we always welcome suggestions

The Silver Creek Community Association