



**District of Highlands  
Community Hall Rental Agreement**

729 Finlayson Arm Road

Phone: 250-474-1773

**Caretakers: 250-474-7601**

Permit No. \_\_\_\_\_

Today's Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Organization/ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### EVENT INFORMATION

Date of Use: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

(FYI – hall closes at 12am, no exceptions)

#### Rental Fees:

2 day event - \$750       1 day event - \$400       Half day event - \$250 (up to 5 hrs)       Hourly rate \_\_\_\_\_ hours - \$75/ hour = \$ \_\_\_\_\_

#### Security Deposit:

2 day event - \$375       1 day event - \$200       Half day event - \$125       Hourly rate \_\_\_\_\_ hours - \$50/ hour = \$ \_\_\_\_\_

#### Extra Fees if Required:

Set up and take down \$40/ hour       Cleaning - \$40/hour

Number of Guests: \_\_\_\_\_ Alcohol:  Yes  No Insurance: \$ \_\_\_\_\_

Total Rental Fee: \$ \_\_\_\_\_ Due at booking: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_  
(security and insurance) (due 30 day prior to rental – post-dated cheque required)

### General Terms and Conditions

The hall closes at 12am (midnight) – opening and closing of the hall is accommodated by caretakers. The renter is responsible for cleaning the hall (information regarding cleaning is attached) failure to do so will result in extra cleaning charges. Any damages to the hall during the rented timeframe are solely the responsibility of the renter.

### Community Hall Restrictions

1. The hall is a non-smoking facility
2. All activities must be under the immediate control and supervision of a competent and trustworthy adult who will personally supervise the facility
3. No pets
4. **The hall closes at 12am - No exceptions**
5. Use of alcohol requires proper Special Occasions License (copy must be provided to staff)
6. Decorations must be **free standing**, ABSOLUTELY NO confetti, glitter, rice, tape, staples, burning candles or tacks allowed on the walls or ceiling or floors.

# Rental Fees, Security Deposit & Insurance

At that time of booking the District will require:

1. The full amount of the security deposit
2. The full amount of the insurance
3. A post-dated cheque for the rental fee dated for 30 days prior to the event. Once these are received the hall can then be reserved.

**Security deposits will be returned provided the event does not run past midnight, the hall is left clean and undamaged; please refer to the cleaning checklist.**

## Cancellation Policy

Rental fees are non-refundable unless a 30 day notification is provided - unless the facility can be re-booked.

## Lost or Stolen Property

The District is not responsible for any lost, stolen or damage property or injuries

I the undersigned hereby represent and warrant that I have sufficient power, authority and capacity to legally bind the Licensee and that I am authorized to sign this permit on behalf of the Licensee.

I have read and understand all the terms and conditions of this permit, including the Terms and Conditions attached hereto and all Schedules attached hereto, all of which form part of the permit, and I understand that they are contractual and legally binding. I hereby agree, on my own behalf and on behalf of the Licensee, to be bound by all of the terms and conditions of this permit, including the Terms and Conditions attached.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(District staff)

---- District of Highlands Staff Use ----

### Payment Schedule

Application date: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_ Due on: \_\_\_\_\_ Received: \_\_\_\_\_

Insurance Amount: \_\_\_\_\_ Due on: \_\_\_\_\_ Received: \_\_\_\_\_

Rental Fee Amount: \_\_\_\_\_ Due on: \_\_\_\_\_ Received: \_\_\_\_\_

Cleaning Fee Amount: \_\_\_\_\_ Due on: \_\_\_\_\_ Received: \_\_\_\_\_

Setup/ takedown Amount: \_\_\_\_\_ Due on: \_\_\_\_\_ Received: \_\_\_\_\_

### Cancellation Policy

To receive a refund, your cancellation must be received either in writing or by phone at least 30 days prior to your reservation date. Thereafter, refunds will not be returned unless the facility is re-booked.

Cancelled on or before \_\_\_\_\_ for full refund (30 days prior to reservation date).

**The applicant is required to sign District of Highlands Community Hall Use Agreement (attached).**



*District of Highlands  
Maintenance Checklist*

Dates of use: \_\_\_\_\_ Start/Finish: \_\_\_\_\_

Renter Name/ Event: \_\_\_\_\_

To receive your security deposit refund, the caretakers will inspect the facility after your event and check off that your group completed the following items. Cleaning supplies are located in the closet in the kitchen or alternate arrangements may be made with the caretakers. *Failure to complete the tasks below may result in reduction of your security deposit refund.*

- \_\_\_\_\_ Kitchen surfaces wiped down
- \_\_\_\_\_ All kitchen supplies used must be cleaned adequately and put away
- \_\_\_\_\_ All dishes cleaned – using dishwasher – and put away
- \_\_\_\_\_ Oven and range cleaned of any spillage
- \_\_\_\_\_ Sinks cleaned
- \_\_\_\_\_ Refrigerators wiped out of any spills
- \_\_\_\_\_ All garbage and or recycling be put in the appropriate receptacles located inside the building
- \_\_\_\_\_ All floors throughout building swept (assembly area, entrance area, washrooms and kitchen)
- \_\_\_\_\_ Tables should be wiped clean, folded and stored under the stage. Chairs should be stacked and stored in the chair trolleys
- \_\_\_\_\_ Exterior checked for any garbage or refuse left on the grounds

-----**For District Staff Use Only**-----

No issues

Damage

Garbage/ Cleaning neglected

Description of damage/ other issues: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Date/time: \_\_\_\_\_  
(District staff/caretakers)

## **DISTRICT OF HIGHLANDS COMMUNITY HALL USE AGREEMENT**

The Individual, Group or Organization, hereinafter shall be referred to as the "Licensee". The rental facility (District of Highlands Community Hall) shall be referred to as the "Facility". The District of Highlands requires that the Licensee:

1. adhere to the terms of this Agreement otherwise it may be cancelled or withdrawn at any time, this permit is not transferable;
2. be responsible for any damages incurred by using the Facility;
3. exercise the greatest care in the use of the Facility and leave the premises **clean and tidy (as the facility was originally viewed)**. Failure to do shall result in an extra fee for cleaning;
4. inspect the facility prior to use to ensure it is safe to use. Unsafe conditions to be reported to the Caretaker or the District of Highlands Office;
5. report all damages immediately to the Caretaker or the District of Highlands Office (250-474-1773);
6. ensure that all activities covered in this Agreement are under the immediate supervision and control of a competent and trustworthy adult who will personally supervise the Facility;
7. call the District of Highlands Office at 250-474-1773 and cancel this Agreement if the Facility will not be used on designated dates (see cancellation policy)
8. pay whatever fees are levied according to this Agreement;
9. inform, to the best of his/her ability, all responsible officials associated with the Agreement of the Terms, Regulations and Cancellation policy;
10. any costs over and above the normal contracted services (i.e. additional clean-up, garbage pick-up, security and/or maintenance personnel) will be charged back to the Licensee at the conclusion of the event;
11. the Licensee shall strictly observe and obey all statutes, bylaws and statutory regulations relating to the facility or its use;
12. the Licensee may not assign any of the rights granted by this agreement to any other person;
13. all bylaws, statutes and regulations relating to the fire prevention, applicable for the Facility must be observed;
14. **alcoholic beverages are not permitted on premises without prior approval of the District of Highlands and a license duly issued under provision of Liquor Control and Licensing Act;**
15. the District of Highlands is not responsible for any lost, stolen or damaged property or injuries;
16. **the facility may not be altered in any way without prior written consent of the District of Highlands;**
17. the District of Highlands may at any time while its premises are occupied or used by the Licensee, enter the premises and inspect the premises and may make or cause to be made any alterations, repairs or additions which in its opinion it believes are necessary for the safety of persons or for use of the premises or preservation of the premises and the District of Highlands shall not be liable to the Licensee for any damage, direct or consequential, caused by such inspection or works undertaken by the District of Highlands;
18. **the Licensee accepts and will use the Facility at their own risk and shall assume all risks and hazards incidental to use of the Facility and agrees to release, absolve, and save harmless and keep indemnified the District of Highlands, employees and representatives from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to personal property howsoever caused, arising out of or in connection with the use of the facility notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its employees or representatives**
19. if at any time during the term of this agreement the District of Highlands requires this facility, the District reserves the right to cancel any booked times upon fourteen days advance notice.
20. The District shall not be required to provide the Facility to the Licensee in the event that the Facilities are unavailable as a result of unforeseen malfunction, breakdown of a component of the equipment of the Facility, or as a result of inclement weather or natural disaster, any of which makes the provision of renting the Facilities either unsafe or, in the view of the District, impractical.
21. **Where applicable District of Highlands requires the Licensees to have a minimum liability insurance of \$2,000,000 naming The District of Highlands as an additional insured. A copy of the insurance document must be submitted prior to issuance of permit.**

### **CANCELLATION POLICY**

All fees must be paid at the time of booking. In the event of cancellation, facility rental fees are non-refundable unless a 30 day notification (as stated in District of Highlands Policy No. IV-2401) is provided or the facility/room is re-booked, in this case a \$10.00 administration fee will be deducted from the refund. Note: This is an administration fee and is non refundable.

I hereby certify that I have read and agree to the conditions \_\_\_\_\_ Date: \_\_\_\_\_

Highlands Community Hall – Floor Plan  
729 Finlayson Arm Road  
Tables – 25 - 6 ft. | Chairs - 125

