

## RENTAL AGREEMENT

**OKANAGAN CENTRE COMMUNITY HALL**  
11099 Maddock Avenue OKANAGAN CENTRE BC V4V 2J4 250-766-5345 / 250-766-2372

Rental Date: \_\_\_\_\_ Name of Renter/Group: \_\_\_\_\_ Telephone No: \_\_\_\_\_

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

Purpose of Rental: \_\_\_\_\_ \*\* Note: Hall capacity limited to 120 people.

### Rental Costs:

- Hall Rental: \$ \_\_\_\_\_       Extra Rental: \$ \_\_\_\_\_  
 Cleaning: \$ \_\_\_\_\_       Dishes: \$ \_\_\_\_\_  
 Booking Deposit \$ \_\_\_\_\_      Date Received \_\_\_\_\_  
 **Cash** Damage Deposit: \$ \_\_\_\_\_      \*\*Required upon receipt of key and returned upon completion of inspection by a Hall Board member by 11:00am the following morning of the event.

\*Cheque should be made out to *Okanagan Centre Hall*.

\*Set up and take down times are included in the 24 hour rental time.

\*Decorations may be put up on the hooks provided on the trim wood, or with masking tape. Please do not use duct tape, nails or any type of adhesive (i.e. glue) on tables or chairs.

\*If String confetti of any kind, rice etc. is used in the hall or on the deck, an automatic \$75 will be charged against the Damage Deposit.

\*The Community Hall of Okanagan Centre Board is not responsible for theft or destruction of renter personal property while on the premises.

### Sound System:

The Okanagan Centre Hall does not provide a sound system, nor is the Hall Board responsible for music played under SOCAN regulations.

### Cleaning Requirements:

- All Floors (main and adjacent, bathrooms and kitchen) must be **swept and damp mopped**.
- All dishes must be washed and dried through the dishwasher, and restacked in piles of 20 in appropriate cupboards.
- Food and drink removed from refrigerators.
- Chairs must be returned to the stage and sacked in numbers of 6 chairs to a stack.
- All garbage must be taken away with you.** \$5.00 will be deducted from the Damage Deposit per bag of garbage left behind. We do not have garbage pickup.
- Both thermostats must be turned down to 55C.
- All lights turned off and all doors locked before leaving.

In consideration of the neighbourhood, the *outside deck* must be closed off at **10:00pm**. *Hall* must be closed at **1:00am**. **\*\*We reserve the right to cancel any event in progress if noise levels cause a disturbance to the neighbourhood.**

### Cancellation Policy on Bookings:

- \$ 50.00 with a month's notice.
- \$100.00 with two weeks notice.

### Licences and Insurance:

- Renter is responsible for event liability insurance.
- Renter is responsible for event liquor licence.

### Smoking:

- Our facility is a non-smoking one inside. Smokers are required to use the containers on the outside deck. During the summer, the surrounding area is often very dry therefore we would ask that caution be used when smoking outside the facility.

**I have read the above rules and regulations, and agree that failure to adhere to any of them will result in forfeiture of the appointed damage deposit.**

Signature of renter: \_\_\_\_\_ Signature of Hall Board Member: \_\_\_\_\_

Date Key received: \_\_\_\_\_ Date Key returned: \_\_\_\_\_

Damage Deposit returned: \$ \_\_\_\_\_

***Thank you for renting the Okanagan Centre Community Hall. Please note that this facility is not owned by the Municipality but is a community asset, and as we are a volunteer group of residents who care for it for our community, your consideration is most appreciated in treating it with respect.***

Notes: