



CARLIN HALL RENTAL AGREEMENT

(Private Functions/Events)

AGREEMENT BETWEEN:

LESSOR: Carlin Hall Community Association
4051 Myers Frontage Road, Tappen, BC V0E 2X3

LESSEE: Name: _____

Address: _____

Contact Phone Number: _____

Contact Email: _____

PREMISES: Carlin Community Arts & Cultural Centre, upper floor (excluding stage/curtains) and upper parking lot.

DATES: Beginning on: _____ day of _____ 20__ at _____ AM PM *(please circle)*

Ending on: _____ day of _____ 20__ at _____ AM PM

Purpose of Lease: _____

Kitchen required: Yes No *(please circle)*

Plates and cutlery required: Yes No

Coffee urns & cups Yes No

PA system required: Yes No

AV system required: Yes No

Wifi required: Yes No

Alcohol served: Yes No

Approximate number of guests: _____

Table/Chair set up: *(please circle)*

Theatre

Boardroom

Banquet (large tables 8 chairs max)

Coffee shop (small round table 4 chair max) Classroom

Head table required: Yes No (if Yes, for how many?) _____

DUTIES AND UNDERSTANDING OF THE LESSOR:

1. The Lessor shall furnish the upper floor of the hall (with the exception of the stage area), kitchen and bathroom facilities. Lease shall include the use of the upper parking lot. No overnight parking is permitted without specific agreement of the Lessor. Exterior plugins and water outlets are not to be used.



2. The Lessor will either provide the Lessee with a key to the premises or ensure that an authorized member of the Carlin Hall Community Association is in attendance to provide entry and closure. Lessee will return key at conclusion of rental on date specified above.
3. The Lessor shall make available its tables and chairs and other equipment located on the premises as agreed with the Lessee. Lessor will set up the tables and chairs as requested by the Lessee. NONE OF WHICH IS TO BE TAKEN OUTSIDE OR LEAVE THE PROPERTY.
4. Lessor reserves the right to enter the premises at any time during the lease period.

DUTIES AND UNDERSTANDING OF THE LESSEE:

1. The Lessee shall pay the Security Deposit at the signing of this lease. The Security Deposit shall be returned to the Lessee within ten (10) days of the expiration of the lease minus any deductions for damages, extraordinary cleanup and/or other expenses associated with the Lessee's use of the premises.
2. The Lessee shall pay the Rental Amount in full at least ten (10) days prior to the commencement of the lease date. Failure to pay on time shall result in the termination of this lease without notice at the option of the Lessor.
3. The Lessee shall be solely responsible for any loss of personal property by Lessee or any of Lessee's guests, patrons, employees, or agents.
4. The Lessee shall be solely responsible for any damages to the premises or damage to or loss of Lessor's property caused by the Lessee, the Lessee's guests, patrons, employees, agents or any others who enter the premises or grounds during the period of the lease. Notwithstanding the security deposit, the Lessee shall reimburse the Lessor in full for any such damages.
5. The Lessee shall be solely responsible for any personal injuries or illness sustained or contracted by Lessee or Lessee's guests, patrons, employees, agents or others who enter the premises or grounds during the period of the lease.
6. The Lessee shall not use the premises nor grounds for any activity prohibited by law; nor permit any such activities by others.
7. The Lessee shall not do, nor permit to be done, anything which will in any way increase the risk of fire in the building.
8. The Lessee shall not attach anything by any means to the stage curtains which shall remain closed and untouched for the duration of the lease.
9. The Lessee shall not use pins, staples, tacks, to attach anything to the walls.



LIQUOR

10. The Lessee shall not
 - sell
 - allow to be served
 - allow to be consumedany alcoholic beverages without first securing a license from the Liquor Control Board of British Columbia. **LICENSE TO BE DISPLAYED DURING RENTAL.**
11. The Lessee shall not
 - sell
 - allow to be served
 - allow to be consumedany alcoholic beverages to any minor under the age of nineteen (19) years.
12. The Lessee shall not permit anyone who is intoxicated to be served alcoholic beverages nor to consume alcoholic beverages.
13. The Lessor, its agents and employees are not in any manner responsible for the service of alcoholic beverages. Service of alcoholic beverages is the sole responsibility of the Lessee and must be under the direct supervision of a person qualified with a **valid Serving it Right Program Certification.**

CONDUCT, CLEANING & INSURANCE

14. Lessee is responsible for Lessee's conduct and for the conduct of all Lessee's guests, patrons, employees, agents and others who enter and subsequently leave the premises during and after the period of the lease. Should any person create a disturbance or otherwise be in breach of his lease, the Lessor reserves the right to terminate this lease at any time without refund to Lessee.
15. Lessee shall restore the premises to good order before vacating, decorations taken down, tables cleaned, floor swept, kitchen utensils and plates etc. properly washed and put away. The Lessee shall ensure that all doors and windows are securely locked; lights, dishwasher, cook stoves, coffee pots, sound equipment, etc. shall be switched off and where possible, unplugged, before vacating the premises. Tables to be wiped and chairs stacked (7). The Lessee shall promptly vacate the premises upon termination of the lease.
16. Lessee must hold **valid Liability Insurance** of not less than \$2,000,000 which covers the period of the lease. Such insurance must include "**Host Liquor Liability**" when/if alcohol will be consumed during the period of the lease.

Insurance:

Lessee holds valid liability insurance as indicated above: _____(initial)



Lessee must initial at **either** a. b. below:

a. Lessee holds a liquor license from the BC Liquor Control Board and has secured Host Liability _____ (initial)

b. Lessee certifies that liquor **will not** be sold, served nor consumed during the period of the lease. _____ (initial)

17. Lessee should note here any damage identified during a tour of the premises conducted with the Lessor. If no damage is noted, then this space shall be marked as N/A.

Lessee and Lessor's agent shall initial here indicating agreement.

Lessee

Lessor

RENTAL AMOUNT:

\$40/hour (minimum rental 2 hours): Total hours: _____ Total rental fee: _____

Daily rate \$300 (8 or more hours) No. of days: _____ Total rental fee: _____

Security Deposit: \$500.00 (*to be paid at time of booking refundable upon cancellation more than 30 days prior to rental or after rental minus any damages*)

Total rental fee due two weeks prior to rental date.

Kitchen (includes plates and cutlery) \$60

Coffee urns and cups \$10

Sound system (Yamaha): \$50

AV system (projector and screen/house sound/stage lighting) with technician to operate: \$50 per hour (*subject to availability of technician to operate*)

Additional charges: \$10 per bag of garbage

This Lease contains the entire agreement and understanding between the parties.

There are no other agreements or understandings, expressed or implied.

THE PARTIES HAVE EXECUTED this Agreement as follows:

For Carlin Hall Community Association

Lessor

Lessee

Signature: _____

Signature: _____

Name: _____
Please print

Name: _____
Please print

Date: _____

Date: _____