



*Carlin Hall Rental Agreement for Private Functions/Events*

AGREEMENT BETWEEN:

LESSOR: Carlin Hall Community Association (CHCA)  
4051 Myers Frontage Road, Tappen, B.C. V0E 2X0

LEESEE: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Email: \_\_\_\_\_

Premises: Carlin Hall Community Arts & Cultural Centre, Upper Level & Parking Lot (excludes Lower Level area & Parking Lot).

Purpose of Lease: \_\_\_\_\_

Begins On: \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_ AM PM

Ends On: \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_ AM PM

Services Available:	Coffee Urn & Cups	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Kitchen Facilities	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Plates /w Cutlery	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	PA System	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	AV System	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Stage Lighting	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Wifi req'd	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Alcohol served	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Approximate Number of Attendees:           

Table & Chair Set-Up:

Theatre  Boardroom/Banquet (large rectangular tables)   
Head Table  Coffee Shop/Classroom (small round tables)

## DUTIES & UNDERSTANDING OF THE LESSOR:

1. The Lessor shall furnish the upper main hall area and washroom facilities. No access is permitted to the Stage Area, Staging Room or Kitchen unless specified.
2. Lease includes use of the upper parking lot. No overnight parking is permitted without pre-arranged authorization from the Lessor. Exterior plug-ins and water outlets are not to be used. Parking in the lower level lot (FACES Dance Studio) is prohibited.
3. The Lessor will either provide the Lessee with a key to the premises or ensure that an authorized member of the CHCA is in attendance to facilitate entry and closure. Lessee will return key at the conclusion of rental as specified.
4. The Lessor shall make available tables and chairs and other equipment located on the premises as agreed with the Lessee. Lessor shall setup tables and chairs as required by the Lessee. **NONE OF THE TABLES, CHAIRS OR ANY CHCA HALL EQUIPMENT IS TO BE TAKEN OUT OF THE BUILDING OR LEAVE THE PROPERTY.**
5. Lessor reserves the right to enter the premises at any time during the lease period.

## DUTIES & UNDERSTANDING OF THE LESSEE:

1. The Lessee shall pay the Security Deposit at the signing of the lease. The Security Deposit shall be returned to the Lessee with ten (10) days of the expiration of the lease minus any deductions, 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 on or before fourteen (14) days prior to commencement of the lease date. Failure to pay on time **SHALL RESULT IN 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 the 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 could 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 attach anything to the walls (no pins, staples, tacks, etc).
10. The Lessee **SHALL NOT** sell, allow to be served or allow to be consumed:
  - (a) Any alcoholic beverages without first securing proper licensing from the Liquor Control Board of British Columbia.  
**LIQUOR LICENSE/PERMIT MUST BE DISPLAYED DURING LEASE.**
  - (b) Any alcoholic beverages to any minor under the age of nineteen (19) years.
  - (c) Any alcoholic beverages to any person(s) considered to be intoxicated.
11. The Lessor, it's agents, employees and volunteers 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:**

12. Lessee is responsible for Lessee's conduct and for the conduct of all Lessee's guests, patrons, employees, agents and any 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 the lease, the Lessor reserves the right to terminate the lease at any time without refund to the Lessee.
13. Lessee shall restore the premises to good order before vacating, any decorations taken down, tables cleaned, floors 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 clean and chairs stacked seven (7) high. Improper and/or inadequate cleaning shall be subject to an appropriate deduction from the damage deposit as determined by our cleaning contractors invoice.  
Optional cleaning and trash removal is available with costs per hour based on the number of attendees and type of event, to be determined at time of rental agreement signing.  
The Lessee shall promptly vacate the premises upon termination of the lease.
14. Lessee must hold **valid Liability Insurance** of not less than \$2,000,000.00 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 required above:   (initial)

**Lessee must initial *either*** (a) or (b) below:

- (a) Lessee holds a B.C. Liquor Control Board liquor license and has secured a Host qualified with a **VALID SERVING-IT-RIGHT** Program certificate. \_\_\_\_\_ (initial)
- (b) Lessee certifies that liquor will not be sold, served nor consumed during the period of the lease. \_\_\_\_\_ (initial)

15. Lessee should note here any damage identified during a tour of the premises conducted with the Lessor. If no damage detected, mark this space as N/A.

RENTAL AMOUNT:		COST
\$40/hr (minimum rental is 4 hrs)	Total hrs = _____	_____
\$300 - Daily Rate (times to be determined)	Total days = _____	_____
\$60 - Kitchen includes Plates & Cutlery		_____
\$10 - Coffee / Tea Urns & Cups		_____
\$50 - Sound System (Yamaha) & MC Mic		_____
\$50/hr AV System (Projector, Screen, House Sound & Operator)		_____
\$45/hr Post Event Cleaning (usually 2 hours or as necessary)		_____
Trash Removal - \$10/bag		_____
	Total Lease =	_____
	GST =	_____
	<b>TOTAL COST =</b>	_____

**Security Deposit is \$500** to be paid at time of lease booking, refundable within 10 days after the lease is completed minus any damages or fully refundable if cancellation notification is made 30 days prior to lease date.

**Total lease fee is due 14 days in advance. Final Payment due:** \_\_\_\_\_

*Payment may be made by eTransfer to carhall4051@gmail.com*

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:

FOR LESSEE:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_  
(DD/MMM/YYYY)

Date: \_\_\_\_\_  
(DD/MMM/YYYY)