

HORNBY ISLAND COMMUNITY HALL RENTAL CONTRACT

4305 Central Road, Hornby Island

Contact Booking Agent at Booking Phone 250-335-1848

NAME: _____ Phone: _____
(Please Print)

Address: _____ Email: _____

Hornby Contact Info (if applicable): _____

TERMS AND CONDITIONS

1. Occupancy is limited to 187 people
2. ALL EXIT DOORS MUST BE UNLOCKED while building is in use.
3. **Appropriate permits must be obtained by the renter and displayed when food is sold/served and alcohol is sold/served.**
4. Responsible care of the building and facilities and cleaning up of the Hall is expected (see reverse for full details on cleaning procedures)
5. Compensation for damage, breakage, or loss will be charged at cost.
6. There are appropriate recycling and garbage receptacles.
7. Before leaving please make sure that; **Dishwasher is off / Unplug coffee; Heat is turned down; Lights are off; Double check that ALL 6 doors are locked.**
8. **IF FIRE ALARM RINGS, THE HALL MUST BE EVACUATED AT ONCE. Call 911.**

Check what you wish to use:

Kitchen for Tea / Coffee

Full Kitchen

(See Appendix A on reverse for dishwasher instructions and list of kitchen supplies)

This is a non-alcohol event, I take responsibility to ensure the building & parking lot are alcohol free.

Fees: Payment of fees and damage deposit (if applicable) are to be remitted in advance.

Long Term Rentals: Maximum contract one year. Payment in advance by monthly postdated cheques.

Function: _____ Day / Date: _____ Month: _____ Year: _____

Long term Starting Date: _____ Ending Date: _____

Rental FROM: _____ am/pm TO: _____ am/pm

Rental \$ _____ Damage Deposit \$ _____ Key # _____

I agree to the above terms and fees _____

Signed

APPENDIX A – KITCHEN USE

Equipment available:

- Plates, bowls, cutlery, mugs/cups
- Limited numbers of glasses, cooking utensils and some trays
- Stove, coffee maker and tea pots.

Use of Dishwasher: All cups, plates, cutlery have to be sterilized in the dishwasher. Turn on the dishwasher to warm up 20 minutes prior to use. All food scraps must be put into the compost bucket provided, the dishes must be rinsed before putting in the dishwasher/sterilizer.

The following is a list of mandatory regulations and procedures for all users. Fire exits must not be blocked by chairs, props or any other obstacles.

- All exit lights must be lit.
- The renter is responsible for their own liability insurance.
- The renter must be responsible for the activities in the hall and in the parking lots outside the Hall.
- The renter must be aware of the location of fire extinguishers, phones.
- Smoking or the use of burning substances is not permitted in the Hall.
- During evening events, switch on parking lot lights to provide lighted access to vehicles.
- Breaker box locations: on wall near projection booth and stage right, behind curtain.
- Advise Booking Agent if use of wood stove(s) is planned and ask for instructions.

Clean-up Procedure

Plastic bags, toilet paper, spackle for walls and light bulbs are stored in the cupboard next to the cooking stove. Mops and brooms are kept in the furnace room at the back of the stage.

Renters are responsible for:

- Sweep floors. THROUGHOUT HALL. Wipe tables. Clean kitchen counters and mop floors
- Remove garbage from washrooms and Hall bins to the grey garbage storage bin outside.
- Remove refuse, and butts from the grounds and parking lot.
- Floor mats must remain in place at the doors; track lights and bulbs must not be removed.
- Stack leather chairs (on the gallery) on the side galleries of main room.
- Return plastic chairs on trolleys to the storage annex.
- Return 8 wooden tables to storage annex. Refer to organizational diagram for placement.
- Fill holes made in the walls using Polyfilla; stored in the cupboard at right of cooking stove.
- Turn lights off upon exit; stage, washrooms, entrance and parking.
- Secure the building and storage annex assuring that all eight doors are locked – 6 hall doors and 1 storage annex door and the green room door.

Rental Shared by 2 Renters (on same day)

- Renter A sweeps floors, (spot wash or full mop), empties garbage receptacles, cleans kitchen counters and washes dishes.
- Chairs are moved once by each renter. Floor to galleries or stage, basically move them once a day. (Renter A will coordinate with Renter B.) Renter B sweeps floors, (spot wash if necessary or full mop), empties garbage receptacles, cleans kitchen counters and washes dishes.