

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. **Appropriate permits must be obtained by the renter and displayed when food is sold/served and alcohol is sold/served.**
2. Occupancy is limited to 207 people
3. **ALL EXIT DOORS MUST BE UNLOCKED** while building is in use.
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. Damage, breakage, or loss will be charged to the renter at cost.
6. Use recycling and garbage receptacles that are provided.
7. Before leaving make sure that: **dish sanitizer is off; coffee machine is unplugged; heat is turned down; lights are off; ALL eight doors are locked.**
8. Upon completion of the contract, keys to the Hall and adjacent buildings must be returned to the Booking Agent/Maintenance Coordinator.
9. **IF FIRE ALARM SOUNDS, 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 dish sanitizer instructions and list of kitchen supplies)
- This is a non-alcohol event: I take responsibility to ensure the building and parking lot are alcohol free.
- Exclusive use of the Green Room

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

Function: _____

Day/Date: _____ Month: _____ Year: _____
Long Term Starting Date: _____ Ending Date: _____
Rental FROM: _____ am/pm TO: _____ am/pm
Rental \$ _____ Damage Deposit \$ _____ Key # _____ PAID

I agree to the above terms and fees and I have read and understood the Facility Use Appendix on the reverse: _____

Signed

APPENDIX A – FACILITY USE

Kitchen equipment available: □ Plates, bowls, cutlery, mugs/cups □ Limited numbers of glasses, cooking utensils and some trays □ Stove, coffee maker and tea pots.

Use of dish sanitizer: All cups, plates, cutlery must be sterilized in the dish sanitizer. Turn on the dish sanitizer to warm up 20 minutes prior to use. All food scraps must be put into the compost bucket provided, the dishes must be washed before putting in the dish sanitizer. Clean any food scraps out of the screen and turn off the dish sanitizer at the end of the event.

The following is a list of regulations and procedures that must be followed by people or groups renting the community hall:

- Fire regulations permit the occupancy of no more than 207 persons.
- Fire exits must not be blocked by chairs, props or any other obstacles.
- All exit lights must be lit.
- The renter must be responsible for the activities in the Hall, immediately outside the Hall and in the Hall parking lots.
- The renter will be made aware of the location of fire extinguishers, phones and electrical switches.
- Smoking or the use of burning substances is not permitted in the Hall except in the wood-stoves. The Booking Agent must be advised if the wood-stoves are to be used.
- During evening events, parking lot lights are to be switched on to provide lighted access to vehicles.
- Pets must be kept outside the building.
- Any temporary alterations of the space, such as risers, must be approved by the Booking Agent.

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

Responsibilities of Renters:

- Sweep floors throughout the Hall.
- Mop floors throughout the Hall with a damp mop only, no detergents.
- Vacuum door mats. Floor mats must remain in place at the doors.
- Wipe tables and kitchen counters.
- Turn off dish sanitizer following posted instructions. Clean food scraps out of screen.
- Remove garbage from washrooms and Hall bins and place in grey garbage storage bin outside.
- Remove any refuse, bottles, cans and cigarette butts from the grounds and parking lots.
- Track lights and bulbs must not be removed.
- Stack leather chairs on the side galleries of the main room.
- Return blue plastic chairs on trolleys to the storage annex Chair Room.
- Return five big wooden tables to storage annex Chair Room. (Can be stacked.) The other three wooden tables remain in the Hall on the galleries or Round Room.
- Fill any holes made in the walls using Polyfilla spackle (stored in the cupboard at right of cooking stove).
- Turn all lights off upon exit—including stage, washrooms, entrance and parking.
- Secure the building and storage annex Chair Room, assuring that all eight doors are locked (six hall doors, one storage annex Chair Room door and the Green Room door).

Two renters on the same day will receive further instructions from the Booking Agent.

REVISED October 31, 2017