



### COMMUNITY HALL RENTAL AGREEMENT

Event:	Event Date:
Time(s):	Event day phone #:
# of Guests:	
Contact:	Phone #:
E-mail:	
Mailing address: (for refundable deposit)	

RENTALS	Fee	✓	Qty	Total
Main Hall - Full Day (8:00 am access to hall)	\$400			
Main Hall - Half Day (8am – 3pm or 4pm – 12 pm)	\$250			
Hourly (after 4 hrs goes to half or full day rental)	\$50/hr		hrs	
Kitchen Area (per day)	\$80			
Bar Area (per day)	\$60			
Linens - \$/tablecloth	\$8		linens	
SOCAN MUSIC FEES (if APPLICABLE) - see handout				
<b>Total Rental Fees</b> - Due _____ Received _____ receipt # _____				<b>\$</b>

REFUNDABLE DEPOSITS				
Main Hall	\$200			
Kitchen/Bar	\$200			
Key	\$35			
<b>Total Deposits (due at booking)</b> - Received _____ Receipt # _____				<b>\$</b>

This agreement is dated \_\_\_\_\_ between \_\_\_\_\_  
(the occupant) and The District of 100 Mile House (the provider).

\_\_\_\_\_  
Occupant Signature

\_\_\_\_\_  
Occupant Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature (Booking Agent)

\_\_\_\_\_  
Provider Name (please print)

\_\_\_\_\_  
Date

Rental Agreement # \_\_\_\_\_

**TERMS AND CONDITIONS**

The provider has agreed to make space available to the occupant in the building located at 265 Birch Ave, 100 Mile House, BC.

The occupant shall pay to the provider the current rates established per day, based on the areas being occupied for the event, deposits, as well as any additional charges pertaining to rental of the property.

The occupant shall not use the premises, nor allow the premises to be used, for any purpose other than for the event stated on the agreement. Max capacity is 361 persons.

The occupant is responsible for loss or damage to the property occurring during the rental period. All contents within the venue will remain in the venue. The occupant will be held responsible for all missing or damaged contents and will be required to pay additional charges for all damaged or missing contents. The occupant further acknowledges that the damage deposit will be applied in whole or in part to all expenses incurred by the provider as a result of damage or loss to the facilities/equipment during the rental period.

The occupant shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, with an insurer and on terms satisfactory to the District. The District is to be included as a named insured when required. Prior to the issuance of this Permit, if so required, the Permittee shall deliver to the District evidence, in a form satisfactory to the District, that the Permittee has obtained comprehensive general liability insurance with inclusive limits of not less than \$2,000,000.00 per occurrence or claim, including \$2,000,000.00 for bodily injury, death, property damage, economic loss, and all other loss and damage affecting any persons or property arising out of or in any way connected with the event. Insurance must be obtained for any and all days the occupant will be present in the Community Hall.

**Deposits:** Deposits are payable at the time of booking in order to secure your date. If deposits are not received by 45 days prior to the event, the booking will be cancelled. Hall rental payment is due in full 30 days prior to the event. If payment is not received 30 days prior, the booking will be cancelled. If the event is booked less than 30 days ahead of event, then all deposits and rental fees are due on booking. Cancellations less than 30 days prior to the event will receive a refund for the damage deposit only.

**Liquor Licenses:** Liquor licenses are the responsibility of the occupant and they must abide by all laws of British Columbia and the British Columbia Liquor Control board with respect to a Liquor License.

**Interior Health:** The occupant must ensure compliance to all related Interior Health regulations.

**Cleaning:** The occupant agrees to leave the hall and grounds in a clean and tidy condition. Cleaning/set-up time allotments are as follows:

- Full-day Rental – Up to 3 hours
- Half-day Rental – Up to 1.5 hours
- 3-4 Hour Rental – Up to 1 hour
- 1-2 Hour Rental – Up to 0.5 hours

\*Any additional time incurred above and beyond these allotments will be charged at a rate of \$25/hour and held from the refundable deposit\*

**Garbage:** All garbage must be removed by the occupant at the end of the event. Location for disposal will be identified by the provider.

**Keys:** The occupant shall make arrangements with the District to pick up hall keys and shall return them promptly after their event.

The District of 100 Mile House reserves the right to cancel any event in the above facility and have the authority to remove, or have removed, all persons from the facility if it is felt that any part(s) of this agreement were breached or that the facility is not being used for the purpose for which this agreement is intended, or that the occupant is not complying with the Liquor Control Act, the regulations under that Act, as well as the policies of the British Columbia Liquor Control Board, Interior Health, 100 Mile House RCMP and the District of 100 Mile House, or that the above listed conditions of the rental are not being met.

Initials: \_\_\_\_\_



DISTRICT OF  
**100 Mile House**

#1-385 Birch Avenue, PO Box 340  
100 Mile House, BC, V0K 2E0  
250-395-2434  
district@100milehouse.com

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**EXTRA DETAILS** (no extra charge)

Audio/Microphone:      YES                      NO

Podium:                      YES                      NO

Rental Agreement # \_\_\_\_\_

# 100 MILE COMMUNITY HALL

