

Grassy Plains Community Hall Association Rental Agreement for the Grassy Plains Community Hall

Please Read Carefully and Sign

Rental Agreement Between: The Grassy Plains Community Hall Association and:

Person/Organization _____(Lessee)

Mailing Address _____

Contact Name _____ Phone No _____

Alternate Contact Name _____ Phone No _____

Event Name _____

Expected number of persons attending _____ Legal Capacity Maximum 200 persons *

Licensed: Yes/No Licensee _____

Serve It Right Holder _____

Copy Attached of Liquor License: Yes/No

Serve It Right Certificate: Yes / No

Start Date _____ Event start time _____

End Date _____ Event end time _____

Event Damage Deposit: Cash / Cheque Payable at time of signing contract to hold booking

Rental Charge: Cash / Cheque Payable and due 5 banking days prior to rental

Available Rentals

Main Hall With Grounds ** (C/W Tables & Chairs)	\$325.00	Deposit	\$300.00
Main Hall (C/W Tables & Chairs)	\$275.00	Deposit	\$300.00
Main Hall as a Performance Venue ***	\$775.00	Deposit	\$450.00
Main Hall, Grounds and Outside Stage	\$400.00	Deposit	\$400.00
Outside Stage & Grounds**	\$250.00	Deposit	\$300.00
Grounds only**	\$150.00	Deposit	\$300.00
Hall Exterior Deck only	\$50.00	Deposit	\$300.00
Ball Diamond	\$50.00	Deposit	\$300.00
Chairs 125 \$15.00 per group of 25; Tables 15 \$5.00 per table		Deposit	\$100.00
Sound System / PA (single mike and one playback line)	\$100.00	Deposit	\$300.00
Sound System Professional, (for use by qualified technician only)	\$225.00	Deposit	\$400.00
H/D Projection System C/W OPPO Blu-ray (HDMI Interface)	\$75.00	Deposit	\$400.00

Funeral & Memorial Services are no charge to residents, donation if able with thanks, but not necessary.

CONDITIONS

- 1-****If alcohol is to be served the user will require a SOL (Special Occasion License)
- 2- ***** PAL (Party and Alcohol Liability) must be purchased prior to event. This is available at any insurance company.
- 3- Commercial General Liability Insurance, is recommended, but is not a requirement.
- 4- The person whose name appears on this agreement, will meet at a mutually agreeable time, with one of the hall directors, to do a full inspection of the facility and grounds, and make careful note of any damage or deficiencies at that time. This shall take place prior to their rental commencing. If a request for the use of the sound system has been made, the person who will operate the system must also attend.
- 5- An inspection will be done after the event, and the deposit will be refunded if inspection is satisfactory.
- 6- The User WILL be billed for any extra cleanup required to get the Hall back to its original condition, at an hourly rate of \$25.00 per hour, a minimum charge of two hours shall apply.
- 7- Any loss or damage that occurs is the responsibility of the User, and will be billed at full replacement value and or present professional trade rates.
- 8- Cleanup must be completed by 12:00 p.m. the next day, unless there is a rental for that day, in this case all cleanup must be done the night of the event, and the post event inspection, done in AM of the following day.
- 9- Keys must be returned on the next business day, following the function. If keys are not returned the cost of replacing the locks will charged to the User.
- 10- Cancellation: 7 days' notice is required for full facility rentals. If you cancel within the 7 days, \$50.00 of your damage deposit will be forfeited
- 11- Contents from the Community Hall must not be removed at any point in time.
- 12- User shall provide all their own condiments, paper products (paper towels, cups, napkins, ect.) and all other expendables.
- 13- User shall be responsible for any and all snow clearing, of walkways and or plowing of parking lot, as well as any ice removal and or salting of walkways, entrances and exits.

* OCCUPANCY LOAD-MAXIMUM PERSONS IN FACILITY

Maximum capacity for this facility is 200 persons and is governed by the British Columbia Building Code, this, however, is not true for all configurations, i.e. venue mode is 150 seated occupants, standing is not permitted. It is the responsibility of the user to ensure that aisle ways and fire exits are kept clear at all times.

**Penning Area

The GPCCHA leases the area directly behind the hall, to the local Penning Association, this area is considered private property, entering this area will be considered trespassing. The User should make this known to their security personal, staff, volunteers and patrons.

*****Venue setting**

(Theatrical or Musical Performance, Lecture or Presentation)

The Grassy Plains Hall can offer a full venue setup if required, complete with sound system, stage curtains, stage lighting, and staff. (Minimum staff of two required and include in price, additional staff at additional cost)

In order to maintain the value of our investment, the GPCH directors limit the usage of venue equipment, to a more formal and supervised setting, (Sound-proofing and stage drapes, professional sound system, stage and room lighting, HD projection system). Also required is a minimum staffing of two, Theater Technician, and a House Manager, the renter agrees to provide: a volunteer staff of two ushers, one box office person, all kitchen staff, setup volunteers, as well as cleanup and teardown crew.

The user may opt to have a full staff and cleaning provided by the GPCHA. This will be quoted upon request, and added to the rental agreement

******Special Occasion License (SOL)**

A Special Occasion License (SOL) is a license issued for not-for-profit special occasions, such as weddings, banquets, club functions and community festivals, where alcohol will be served or sold. If you or your organization plan to serve alcohol at an event in a public place (i.e. any place other than a personal residence, that could draw the attention of the public), or sell alcohol at an event held in any location, you need a SOL. You must apply on line for your license (*a minimum of four weeks prior to your event*) at; <https://solo.bcldb.com/>

******* Party and Liquor Liability Insurance (PAL)**

Liquor Liability Insurance is not mandatory as far as the Provincial or Federal laws dictate. However, venues themselves may have a policy or bylaw that makes it mandatory for renters to have liquor liability coverage. They have that right and are not in contravention of any laws in doing so.

The GPCHA has a mandatory clause regarding liquor liability; therefore you must purchase a minimum of \$1million Party and Liquor Liability Insurance (PAL), in order to rent the Grassy Plains Community Hall for any events that serve alcohol.

Without liquor liability (PAL) your group, host/hostess or even bartenders involved in the function are individually open for liability suits.

Commercial General Liability does not cover liquor liability, a separate policy would have to be purchased for coverage of your event.

This insurance must be purchased 24 hours prior to the event being held and list the Grassy Plains Community Hall Association as Additional Named Insured's.

Non-alcohol functions do not require PAL insurance.

Please contact an insurance agent for further details and cost.

Security

User is responsible for provision of appropriate security within and outside of the Hall during the event.

Licensed Events: The User hereby agrees to provide 2 adult individuals who will continuously supervise the external security of the Hall and adjacent properties and who do not have other responsibilities in addition to security.

All Ages Events: The User hereby agrees to provide 4 adults who will continuously supervise the external security of the Hall and adjacent properties and who do not have other responsibilities in addition to security. All interior and door security is extra and the responsibility of the User.

Security Continued

The User agrees that any individuals found consuming alcohol external to the GPCH building itself:

- Will not be admitted (or readmitted) to the Hall
- Will be asked to leave the GPCH property and the immediate area

During said events no individuals who are obviously intoxicated will be admitted. Failure to provide security or prevent public alcohol consumption not permitted by a valid liquor license will be grounds for:

- The GPCHA to immediately terminate the Rental Agreement, and the event itself.
- The forfeiture of the Event Deposit and Rent.
- If necessary an immediate request that the RCMP attend the scene.

The GPCHA or other representative of the GPCHA executive will be allowed unrestricted access to all events held at the Community Hall.

The User has the responsibility to patrons of their events and the community itself to ensure that their event is safe for people and property.

All Ages Events must end by midnight unless by previous arrangement.

Fire Lane

The driveway along the north side of the Hall, and its road access, must be kept clear except when using to load and unload equipment. This is a requirement of the Fire Marshall.

Handicap Parking

The space directly beside the fire lane is for handicap parking only and is marked as such.

Electrical

The GPCHA is to be notified immediately if there are any problems with the electrical systems.

The User is responsible for ensuring that proper safety procedures and techniques are employed when providing electrical power for stage, sound reinforcement, and lighting equipment.

DECORATIONS

Must be free standing, **ABSOLUTELY NO** confetti, glitter, rice, tape, staples or tacks allowed on the walls, ceiling or floors.

Users are asked to please use the hooks provided, to hang decorations, ceiling eyes are for stage rigging, and User must gain permission for use.

DOORS

During a licensed event, all doors must be kept closed, and or comply with present BC liquor laws.

NO SMOKING IN THE COMMUNITY HALL

The Hall is a non-smoking facility, as per the Province of British Columbia's Tobacco Reduction Act Statutes.

The user must ensure that no smoking takes place within the three-metre (10ft) buffer zone around doors, open windows and air intakes in public places, and is responsible to provide the necessary smoking area if required.

SOCAN

(The Society of Composers, Authors and Music Publishers of Canada)

The Grassy Plains Community Hall Association holds a SOCAN licence under tariff 21 Recreational Facilities. *Licence to use (publicly perform) music during recreational activities*

If you or your group intends to have live or pre-recorded music during your event, you will be covered by this licence. If however you are a promoter, producing, or presenting a performer or performers and are charging admission to an exclusive musical performance, you will require a separate licence.

The GPCHA is not responsible for any tax owing, not covered under tariff 21.

The renter should contact SOCAN and make the necessary inquiries regarding their concerns.

GENERAL CLEAN UP DUTIES

- Wipe and stack tables and chairs and move to designated areas.
- Sweep and mop all used areas.
- Remove from hall and grounds, all garbage and all recycling items.
- Please ensure bathrooms are cleaned, floors mopped, change tables, sinks, toilets and urinals cleaned.
- Sweep all outside walkways and remove any cigarette butts from the grounds.

KITCHEN RESPONSIBILITIES

- Wipe stoves, ovens, microwave, sinks and counters, sweep and mop floors.
- All food must be removed from cooler, ovens & freezers.
- Ensure all dishes & utensils are cleaned properly, and placed back in their designated areas.
- Put all used tea towels in designated tubs.
- Turn dishwasher off and ensure it is clean.

BAR RESPONSIBILITIES

- Bring liquor to the bar the day of the function and remove all liquor the night of the function.
- Wipe countertops, sweep and spot mop any spills.
- Remove all beverages, condiments and empty bottles.
- A liquor licence and Party Liquor Liability Insurance (PAL) are required if serving alcohol.
- It is recommended that the user make themselves familiar with the rules and regulations, regarding the use of alcohol at a public or private function, as set out by the local authority.

BEFORE LEAVING THE COMMUNITY HALL ENSURE THE FOLLOWING

- Turn off all lights (including bathrooms)
- Lock doors-Check all exits to make sure all doors are closed properly
- Report items to the GPCHA that need to be fixed, replaced or purchased
- If any damages occurred to the building or its contents, please notify the GPCHA the next day

**Please tick the rentals you will require and fill in the amounts at the bottom,
For the total of both Rentals and Deposits.**

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	Total Rentals		XXXXXXX	XXXXXXX
	Total Deposits	XXXXXXX	XXXXXXX	

Liability

In consideration of the Grassy Plains Community Hall Association permitting the Lessee to use the Facility, the Lessee agrees as follows:

1. The Lessee does hereby release, remise and forever discharge, and agrees to indemnify and save harmless the GPCHA, its officers, executives, directors, officials, employees, agents, servants and representatives (hereinafter referred to as “the Releasees”) from and against all claims, actions, costs, expenses, (including legal expenses and costs on a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, howsoever caused, arising out of or in connection with or during the use of the Facility and Grounds, and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the Releasees or any of them.

2. The Lessee waives any and all claims the Lessee has or may have in the future against the Releasees.

3. The Lessee agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility and Grounds.

4. The Lessee, including its officers, volunteers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility and Grounds.

The Lessee has read this document and agrees to be bound by its terms. The Lessee further understands that it is compulsory and mandatory that this document be fully completed and signed as a condition precedent to the lease of the Facility and or Grounds.

Lessee’s Signature _____ Date _____

Lessee’s Printed Name _____

Hall Director _____ Date _____

**Grassy Plains Community Hall
37267 Keefes Landing Road
Burns Lake B.C V0J-1E4**

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