

## Hall Rental Agreement

Person Responsible ("The Renter"): .....

Organization : ..... Other Renter's names: .....

Address: .....City:.....Postal Code: .....

Phone No. ....Alternate No.: .....

Email:..... Agreement Date: .....

The Joint Hall Committee of the Ryder Lake Farmers' Institute and Women's Institute ("Hall Committee") hereby agrees to rent the Ryder Lake Hall ("Hall") to the above named Renter on the dates and times set out below, subject to the terms and condition of this agreement.

Date(s) of main event:..... From ..... am/pm to ..... am/pm

Shoulder date(s):..... ☐ 4pm to midnight ☐ 12 midnight to 12 noon

Type of Event: ..... Number of people: .....

### Hall Rental Rates

|                                                                                          |                                                                        |         |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------|
| Daily rate                                                                               | \$350 per full day (9am to midnight)                                   | \$      |
| Shoulder Days only available either side of your main event, if no other event is booked | \$125 per day (after 4pm the day before, up to 12 noon the day after)  | \$      |
| Hourly rate                                                                              | \$35 per hour or part of an hour.<br>Minimum 2 hours, maximum 4 hours. | \$      |
| Multiple Usage rate – based on availability                                              | (weekly / monthly) - negotiable                                        | \$      |
| Institutes Members rate (after 1 year of membership)                                     | \$75 per day or part of a day                                          | \$      |
| <b>Total Rent Payable</b>                                                                |                                                                        | \$      |
| Damage Deposit                                                                           | \$375                                                                  | \$+ 375 |
| Additional items from Schedule B (including any extra damage deposits)                   |                                                                        | \$      |
| <b>Grand Total Payable</b>                                                               |                                                                        | \$      |

### Payments

Booking deposit – Due Now - **50% of Total Rent Payable** \$ \_\_\_\_\_

(excluding damage deposit and additional items from Schedule B.)

Balance Due Date (60 days prior to event) \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Rental fees may be paid by **Cash**: \_\_\_\_\_ **Cheque no.** \_\_\_\_\_ (made payable to Ryder Lake Farmers' and Women's Institute or RLWI & RLF), or preferably by **E-Transfer** \_\_\_\_\_ (to [RyderLakeHallTreasurer@gmail.com](mailto:RyderLakeHallTreasurer@gmail.com)).

**I have read, understand and agree to the Rental Terms and Conditions and have initialled page 2:**

**Renter**..... **Date**.....

## Terms and Conditions

### Payments and Refunds

- All rentals are subject to a non-refundable deposit equal to 50% of the Rental Rate, due at the time of booking.
- Balance of the Rental Fee to be paid in full 60 days prior to the Rental Date.
- A Damage Deposit of \$375 is due 60 days prior to the Rental Date. The damage deposit will be refunded within 14 days after the event and sent preferably by e-transfer or by mail to the Renter, provided all conditions of this agreement have been fulfilled. The Hall must be left in the same condition as when rented. Failure to do so may result in partial or full loss of the damage deposit.
- No refunds will be given for cancellation.

### Special Event Insurance

**All Renters must obtain event liability insurance, naming Ryder Lake Farmers' and Women's Institutes as an additional insured.** Please include a photo copy of the first page of the Event insurance at least 14 days before the event.

Insurer: .....Policy # .....

**Will Liquor be served? Yes / No**                      **Please initial if No** .....

If Yes, BC Liquor Board Special Event Permit # required at least 14 days before event .....

The Permit must be prominently displayed, and any servers must hold required certificates. Host Liquor Liability must be included in the event liability insurance if liquor will be served.

A BC Gambling Event License must be obtained for any events involving raffles, bingos, poker, social occasion casinos, and wheels of fortune.

Due to insurance and fire regulations, lit candles and fireworks are not permitted. **Please initial** .....

### General Conditions

- All rental fees must be paid by the dates specified on the Agreement. Failure to pay may result in cancellation of the rental.
- The Renter named in this Agreement must be at least 19 years of age and must remain in attendance at the event for the duration of time specified in the Agreement.
- This Agreement is not transferable.
- The Renter will comply with all applicable fire, safety or liquor regulations and shall be responsible for the conduct of all persons attending the event during the period covered by this rental agreement.
- The Renter will comply with Occupancy Load Capacity requirements, i.e.
  - Licensed beverage events – 97 persons
  - Non fixed tables and chairs – 121 persons

## **Ryder Lake Institutes Hall**

49265 Elk View Road, Chilliwack, BC. V4Z 1E8

Email: [RyderLakeHallRentals@gmail.com](mailto:RyderLakeHallRentals@gmail.com)

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- Non fixed chairs – 153 persons
- The Renter agrees to abide by the requirements and conditions imposed by the BC Liquor Control and Licensing Branch including, but not limited to, the Special Occasion License and the Serve-It-Right certification, when required.
- The consumption of alcohol is permitted only within the Hall premises and with appropriate permit(s) posted in a visible area where the alcohol is being served.
- The Renter must keep the driveway clear for fire trucks and respect the no parking signs around the firehall.
- The Hall is a non-smoking facility, with the only exception being the designated smoking area under the back porch.
- The Renter agrees to not pin, staple or attach anything to the walls, ceilings, tables or chairs.
- Padded chairs are for use inside the Hall only.
- No confetti or rice or glitter is to be thrown inside or on any surrounding grounds. Bird seed or other biodegradable product may be used outside the Hall only.
- A Renter or their invitees causing damages, whether accidental or malicious, to the Hall or the equipment, shall be financially responsible for repairs and/or replacement of said damages.
- All equipment, displays and other goods brought to the Hall shall be the responsibility of the Renter. The Hall assumes no responsibility for loss or damage of such equipment.
- The Renter agrees to respect the Memorial Garden area under the trees to the west of the Hall.
- The Renter and their invitees agree to abide by all municipal laws, rules and regulations of the City of Chilliwack, including but not limited to, strict observance of all noise bylaws, e.g. loud noise is not permitted after 11PM.
- Use of the Ryder Lake Park across the road is not included with rental of the Hall. The gazebo only may be rented by separate agreement with the City of Chilliwack.
- The Renter agrees to pay any applicable fees to copyright societies (e.g. Entandem, at 1.866.944.6223, or visit [entandemlicensing.com](http://entandemlicensing.com)) with respect to the playing of live and/or recorded music at the event.

The Renter will be charged a replacement fee of \$200 if the keys are not returned. It is the responsibility of the Renter to arrange for key pick-up and return.

## Schedule A: Equipment

The Hall is equipped with a full kitchen with stove, commercial dishwasher, two fridges, a freezer, plus chairs and tables:

| Location     | Furnishings                                                  | Quantity |
|--------------|--------------------------------------------------------------|----------|
| Under stage  | Grey plastic tables 30"x72"                                  | 18       |
| Under stage  | Grey plastic tables 24" x 48"                                | 2        |
| Seacan       | Wood tables 31" x 96"                                        | 9        |
| Chair closet | Folding Grey plastic tables 30" x 72"                        | 4        |
| Chair closet | Fabric covered padded chairs                                 | 152      |
| Kitchen      | Coffee Maker – 30 cup                                        | 1        |
| Kitchen      | Coffee urn                                                   | 1        |
| Kitchen      | Coffee jugs                                                  | 2        |
| Kitchen      | Toaster                                                      | 1        |
| Kitchen      | Microwave                                                    | 2        |
| Kitchen      | Kettle                                                       | 1        |
| Kitchen      | Clear glass plates – 8"                                      | 99       |
| Kitchen      | Clear glass plates – 10"                                     | 100      |
| Kitchen      | Glass coffee mugs                                            | 117      |
| Under stage  | Portable Projector (older model, no USB or HDMI connection.) | 1        |
| Under stage  | Portable Sound system and speakers                           | 1        |

### Projector

There is a pull down screen on the stage and an overhead Epson projector - [Epson Powerlite L530U](#). This projector is available for rent for \$150 per day plus an additional \$250 damage deposit. Renters are responsible for ensuring their equipment connects to the Projector. An HDMI cord is provided or the projector can be connected through wifi. No adjustments to the display settings are permitted.

### Sound system

There is a built in sound system available for rent for \$50 a day that allows devices such as cell phones and tablets to be plugged in to play music through the wall mounted speakers. Multiple types of connectors are available but Renters are responsible for ensuring their equipment connects to the sound system. A microphone and stand is also included with rental of the sound system.

Additional items are available in Schedule B. Please see the Rental Supplies Catalog for details.

## Schedule B: Additional Equipment Rental Fees

Email: RyderLakeHallEquipmentRentals@gmail.com

Equipment Rentals Manager: Peter Whitlock - Cell/Text: 604-799-5900

| <u>Items</u>                                          | <u>Available</u> | <u>Price per item</u> | <u># Rented</u> | <u>Cost \$</u> |
|-------------------------------------------------------|------------------|-----------------------|-----------------|----------------|
| Built-in Sound System                                 |                  | \$50.00               |                 |                |
| Overhead projector                                    |                  | \$150.00              |                 |                |
| Separate Damage Deposit for projector                 |                  | \$250.00              |                 |                |
| 8 Burner BBQ                                          | 1                | \$50.00               |                 |                |
| Tents 10' x 10' "pop up"                              | 2                | \$20.00               |                 |                |
| White folding chairs                                  | 80               | \$2.00                |                 |                |
| White China Dinner Plates 10"                         | 147              | \$0.25                |                 |                |
| White China Salad/Luncheon Plates 7 1/2"              | 80               | \$0.25                |                 |                |
| White China Salad/Luncheon Plates 8"                  | 23               | \$0.25                |                 |                |
| Cream Tea Cups                                        | 34               | \$0.25                |                 |                |
| Cream Saucers                                         | 119              | \$0.25                |                 |                |
| White China Coffee Mugs                               | 71               | \$0.25                |                 |                |
| Wine Glasses 7 1/2" x 2 3/4"                          | 107              | \$0.25                |                 |                |
| Wine Glasses 7" x 2 1/2"                              | 47               | \$0.25                |                 |                |
| Beer Glasses                                          | 22               | \$0.25                |                 |                |
| White ceramic oval bowl serving dish                  | 1                | \$1.00                |                 |                |
| White ceramic round platters                          | 4                | \$1.00                |                 |                |
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| White soup tureen                                     | 1                | \$1.00                |                 |                |
| Stoneware – Fiesta jug                                | 1                | \$1.00                |                 |                |
| Steamer Trays (Including inserts and stand)           | 4                | \$10.00               |                 |                |
| Counter Warmer Lamps                                  | 1                | \$5.00                |                 |                |
| Warming Tray                                          | 1                | \$5.00                |                 |                |
| Roaster Oven                                          | 1                | \$10.00               |                 |                |
| Roaster Pan with Lid                                  | 1                | \$5.00                |                 |                |
| Electric Fry Pan                                      | 2                | \$5.00                |                 |                |
| Aluminum Cooker                                       | 1                | \$10.00               |                 |                |
| Stainless Steel Stock Pot/Corn Cooker - 13 1/2" x 11" | 1                | \$5.00                |                 |                |
| Wedding Bunting                                       | 1                | \$20.00               |                 |                |
| Backdrop stand                                        | 2                | \$20.00               |                 |                |
| <b>Total Schedule B</b>                               |                  |                       |                 |                |

Offsite rentals are available to Institute members for some items after 3 months. Contact the Equipment Rentals Manager for information.

Equipment must be picked up and returned to the Hall on dates and times agreed upon with the Equipment Rentals Manager.

## **Clean-up requirements and checklist**

The Ryder Lake Hall shall be left in the same condition and repair as existed prior to the event. The Renter shall clean and replace all tables and chairs in their designated storage areas.

Clean-up is the responsibility of the Renter and will include the following:

- Chairs to be neatly stacked as they were when the Renter arrived in accordance with the photo posted in the chair closet (25 per row).
- Table tops must be wiped clean and dried before putting them away under the stage. When moving tables, they must be carried, not dragged.
- Kitchen appliances, sink and work surfaces to be left spotlessly clean. Cleaning supplies are available under the sink.
- Place all used towels, dish cloths and rags in a plastic bag and leave on the counter.
- The floor is to be swept and wet mopped. Brooms and mops are in the coat closet at the front of the Hall.
- All garbage and recycling must be taken away at the end of the rental period. If there is garbage or recycling left behind there will be a charge of \$20 per bag which will be deducted from the damage deposit. Please remember to also check the washroom waste containers.
- All possessions of the Renter are to be removed from the Hall.
- The Renter must ensure that the Hall is left in the same clean and orderly condition as it was upon arrival of the Renter.
- The outside area must be left clean and litter free, including any smoking debris.
- Any vehicles left in the parking area must be removed by noon the following day.
- Keys must be returned to the Hall Rentals Manager or left in the Hall.

A detailed inventory is maintained and any items found to be missing will result in replacement charges being assessed.

## **Before leaving checklist:**

- ... The stove is turned off.
- ... If used, the barbeque is cleaned and returned to the kitchen. The propane bottles must be disconnected and taken off, and the side tables lowered prior to moving.
- ... Kitchen lights turned off.
- ... When leaving the building push the “run” button on the thermostat which is on the hall wall between the kitchen and the bathroom.

- ... Toilets flushed.
- ... All sink taps turned off with no dripping.
- ... Fridges and freezers emptied of the renter's supplies.
- ... All food and liquor removed.
- ... Dishes washed, dried and put away.
- ... Coffee urns rinsed with cold water, no soap.
- ... Fans and all lights turned off.
- ... Make sure the kitchen window is closed and locked, and pull the blinds down.
- ... Close and lock all doors and windows securely.
- ... Garbage removed.

Please do not unplug fridges or freezer.

**Cleaning charge:**

A minimum charge of \$25 per hour with a 4 hour minimum may be assessed if the kitchen, bathrooms or Hall are left in an unacceptable manner.