



PO Box 525, Port Clements, BC V0T 1R0 250 557 4313 (Msgs)

Community Hall Rental Agreement

Between the Port Clements Community Hall Society and the Applicant(s)

Applicant Information:

Name (individual/organization) _____

Contact Name _____

Address _____ Postal Code _____

Phone # () _____ Email Address _____

Other Contact Info _____

Purpose of rental _____

Rental Date _____ Time: _____
(Includes set-up and clean-up)

Rental Fee \$ _____ Security Deposit \$ _____
(Liquor/Kitchen Events – Mandatory)
(Other Events – decision of the Hall Representative)

Liquor License Approval # (if applicable) _____
(ANY event where liquor is served MUST have a special occasion permit and appropriate insurance.)

Name of Insurance Company Policy # Telephone #

Number of people expected _____

I/We have read and understand the rules and regulations of the Port Clements Community Hall Society pertaining to the rental of the above noted Community Hall, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Signature Print Name Date

Approved by PCCHS Representative Print Name Date

\$ _____ \$ _____



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Rental Fee Paid

Security Deposit Paid (if applicable)

Receipt #

Community Hall Rental Rules and Regulations

1. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. The Applicant will be responsible for setting up the Hall.
3. The Applicant will clean the Hall at the conclusion of the event. The list of expected clean-up is posted at the Hall.
4. All garbage and recyclables are to be removed from the Hall by the Applicant.
5. No unauthorized alcohol shall be permitted in the Hall. Smoking is prohibited in the building, and the BC Tobacco Control Act requires a 3 m smoke free buffer around all entrances.
6. Consumption of alcohol may be permitted provided the user follows the regulations of the BC Liquor Control and Licensing Act. A copy of the Special Occasion Permit shall be provided to the Hall representative before the event begins. The Permit must be posted in a conspicuous place in the Hall during the event. No Liquor may be sold after 1:30 AM, and all liquor must be consumed by 2:00 AM. Alcoholic beverages must not be taken outside or into the washroom areas.
7. Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided before the event.
8. Exit doors shall remain unblocked at all times.
9. No exposed candles may be used.
10. Use of confetti inside the Hall is prohibited.
11. The Lessee agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean up) may result in an additional charge to the Lessee.
12. The Port Clements Community Hall Society accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
13. It is understood that the Lessee shall indemnify and hold the Port Clements Community Hall Society harmless from and against all claims or demands with respect to the use of the Hall. The Port Clements Community Hall Society is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.



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14. Private functions are responsible for their own coffee, tea, etc.

COMMUNITY HALL RENTAL FEES

FULL DAY/EVENING	\$150.00
HALF DAY (6 hours or less)	\$100.00
RENTAL WITH LIQUOR	\$225.00
RENTAL WITH KITCHEN	\$225.00
RENTAL WITH KITCHEN AND LIQUOR	\$300.00
Plus 50% refundable deposit – mandatory with kitchen/bar rental	
COMMUNITY GROUPS (4 hours or less)	\$25.00
Additional Rate per hour	\$10.00
Memorials	Donation

NOTE: ALL FEES INCLUDE TAXES.

ADDITIONAL SECURITY DEPOSITS AT ANY OR ALL EVENTS MAY BE REQUIRED AT THE DISCRETION OF THE PCCHS REPRESENTATIVE (i.e. COMMUNITY HALL VOLUNTEER IN CHARGE OF COMMUNITY HALL RENTALS)



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COMMUNITY HALL RULES OF ETIQUETTE

This Community Hall is operated by the Port Clements Community Hall Society, and has been preserved to ensure long term enjoyment for all Port Clements and Haida Gwaii residents.

The Hall Rental Policy – Rules and Regulations apply to all individuals.

We ask that you please review this checklist following usage of the Community Hall to ensure all rules and regulations have been complied with. At the termination of the applicants use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

Floors have been swept, and large spills cleaned up.

Kitchen is clean, tidy and in proper order.

Dishes, pots, coffee pot and appliances are clean and returned to their original location.

All running water has been shut off (including the washrooms).

All garbage and recyclables are picked up and removed from the Community Centre by users.

Tables and chairs (if used) must be cleaned, stacked and returned to their original location.

Decorations have been removed without any mark or damage to the Community Hall.

Bathrooms are clean and in proper order.

All lights are shut off (including bathroom lights).

All fans have been shut off (if used).

All doors and windows have been closed and the Community Hall has been properly secured.

Heat turned down to 8 degrees Celsius.

If the event is over and the Community Centre is being vacated prior to the scheduled time, please notify the Hall representative.

Please clean and return dish towels.



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Please return key promptly to the Hall representative.