

Rental Agreement

Person Responsible ("The Renter"):

Organization (if applicable):.....

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

Phone No.Alternate No.:

Email: Agreement Date:

The Ryder Lake Farmers' and Women's Institute Joint Hall Committee ("Hall Committee") hereby agrees to rent the Ryder Lake Farmers' and Women's Institute 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 12am 6am to 12 pm

Type of Event:Number of people:

Hall Rental Rates

Daily rate	\$300 per full day	\$
Shoulder Days (available if no other event is booked)	\$100 per day (after 4pm the day before, up to 12 noon the day after)	\$
Hourly rate	\$35 per hour or part of an hour. Minimum 2 hours, maximum 6 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	\$
Total Rent Payable		\$
Non-refundable booking deposit	(50% of Total Rent Payable is due upon booking)	\$
Remainder of rental fee	(the remaining 50%)	\$+
Damage Deposit	\$350	\$+ 350
Balance (due 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 & RLFI. **E-Transfer** _____ (to RyderLakeHallTreasurer@gmail.com).

I have read, understand and agree to the Rental Terms and Conditions:

Renter signature: **Date:**

Hall Representative signature: **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 \$350 is due 60 days prior to the Rental Date. The damage deposit will be refunded 7 days after the event and sent by mail to the address of the Renter, provided all conditions of this agreement have been fulfilled. Failure to leave the Hall in expected condition 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 along with the rental agreement 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 #.....

The Permit must be prominently displayed and any servers must hold Special Event Server 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.

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

- 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 providing any bar service.
- 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 and respect the no parking signs around the firehall.
- The Hall is a non-smoking facility, with the only exception being the designated smoking areas 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.
- Due to fire regulations, **lit candles and fireworks are not permitted**. Please initial
- 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 instead outside the Hall only.
- A Renter causing damages, whether accidental or malicious, to the Hall or the equipment, shall be financially responsible for repairs and/or replacement of said damages in addition to the established rental fees.
- 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) 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.

Ryder Lake Institutes Hall

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

Email: RyderLakeHallRentals@gmail.com

Schedule A: Equipment

The Hall is equipped with a full kitchen with stove, fridge and freezer, plus chairs and tables. Please check (✓) any items you wish to use:

Location	Furnishings	Quantity	Include ✓
Under stage	Wood folding Chairs	49	
Under stage	Grey plastic tables 30"x72"	18	
Under stage	Grey plastic tables 24" x 48"	2	
Under stage	Wood tables 31" x 96"	9	
Chair closet	Grey plastic tables 30" x 72"	4	
Chair closet	Fabric covered padded chairs	149	
Kitchen	Coffee Maker – 30 cup	1	
Kitchen	Coffee urn	1	
Kitchen	Coffee jugs	2	
Kitchen	Toaster	1	
Kitchen	Microwave	1	
Kitchen	Kettle	1	
Kitchen	Clear glass plates – 8"	99	
Kitchen	Clear glass plates – 10"	100	
Kitchen	Glass coffee mugs	117	
Stage cupboards	Projector *	1	
Stage cupboards	Sound system and speakers *	1	

* An additional fee may be charged if extra assistance is required to set up this electrical equipment. Additional catering supplies may be available for rent by special request, i.e. wine glasses, cutlery, salt & pepper sets etc.

Three tents measuring 10'x10' are available for a fee of \$20 each. Number required.....
Additional fee of \$.....

Initials: Renter..... Hall Representative

Schedule B: 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.
- 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 must be taken away at the end of the rental period. If there is garbage 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 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 on arrival of the Renter.
- The outside area should 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 within 24 hours.

Kitchen items belong to the Hall and are not allowed to leave the facility. Please supply your own containers to pack up any leftover food.

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
- ... The barbeque is returned to the kitchen if used
- ... Kitchen lights turned off.

- ... Heat turned down to 12 degrees C (thermostat is on wall outside kitchen).
- ... Toilets flushed.
- ... All sink taps turned off with no dripping.
- ... Fridges and freezers emptied.
- ... All food and liquor removed.
- ... Dishes washed and put away.
- ... Coffee urns rinsed with cold water, no soap.
- ... Fans and all lights turned off.
- ... Close and lock all doors and windows securely.
- ... Make sure kitchen window is closed and locked (or stick placed in window slider).

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.

Schedule C: Compliance with COVID-19 provincial guidelines

The Renter agrees to comply with all COVID-19 restrictions of the Provincial Health Officer (PHO) under the Public Health Act regarding masks, vaccine cards and occupancy limits as listed on the BC Government website at <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>.