

Okanagan Landing & District Community Association
Okanagan Landing Community Hall Rental Contract
Address: 7813 Okanagan Landing Road, Vernon, BC V1H 1H2 Phone: (250) 542-2500
Website: www.okanaganlanding.com Email: hallrental@okanaganlanding.com

Event Type: _____ Date of Event: _____

Renter's Name(s) / Organization – **MUST BE 19 YEARS OF AGE OR OLDER**

Renter's Mailing Address: (This is the address where any refundable deposit will be mailed - include Postal Code)

Renter's Phone: _____ After Event Contact: _____

Renter's Email Address: _____

Time In: _____ Time Out: _____ Music and/or Bar off by: _____

Dancing: Yes _____ No _____

Hall Rental:	\$ _____	\$595 (full day) or \$60/hour up to 6 hours
Cleaning Fee:	\$ 120	
License Fee to SOCAN:	_____	= per Canada Gazette March 22, 2008 schedule
Insurance:	_____	
Security Deposit:	\$ 500	
Total Amount:	_____	
Deposit at Time of Rental:	– \$ 600	= \$100 Booking Deposit and full \$500 Security Deposit
Balance:	_____	= Due 2 weeks prior to event or risk cancellation of booking, together with Certificate confirming Liability Coverage

General Information:

- Booking and Security Deposit is payable upon date of Contract Signing. Booking Deposit is \$100 and Hall Rental Security Deposit is \$500. Booking is not confirmed until contract is signed and deposit is received.
- Booking Deposit is fully refundable if cancellation is more than 60 days before the event date, less than 60 days before event it is non-refundable. Security Deposit is always fully refundable even if event is cancelled.
- Final payment is due at least 2 weeks prior to the event. Charge of \$25.00 will be made for each NSF cheque.
- All cheques must be made payable to Okanagan Landing & District Community Association.
- Maximum of 250 people in accordance with fire regulations. Hall is non-smoking, receptacles are provided on deck.
- Set up and take down times are to be included in hall rental time.
- Decorations may be put up on the hooks provided or with **green painter's tape. Absolutely no duct tape, nails or any type of adhesive may be used on walls or tables or chairs.**
- If alcohol is to be consumed on the property, it is the renter's responsibility to obtain the necessary Liquor License as required by law. Alcohol to be served and /or consumed: Yes _____ No _____
- If confetti of any kind (i.e. Bubbles, rice, etc.) is used in the hall or on the deck, an automatic \$75 charge will be applied to the Security Deposit refund.
- Supply caretaker with the name of the person who is responsible for clean up of the hall, signing of a checklist and return of keys after the event. It is understood that they have read and understood the terms of this contract.

During Event:

- Renters have use of hall and deck. The front of the hall and beach area are public areas. Alcohol is not permitted in public areas. Indoor or outdoor barbecues, electric, charcoal or gas are not permitted inside the hall.
- Front doors must be kept closed during the event.

Immediately after Event, the renter must:

- Take down and remove all items brought into the hall for the event – decorations, rented equipment, dishes, food, etc. This is necessary so that the hall can be cleaned and the next renters can move in directly.
- Taking into account normal wear, the kitchen must be left in the same condition as accepted.
- Wipe off and clean the seats and stack chairs neatly on racks. **Wipe off all tables and stack neatly on racks.**
- Remove any green painter's tape.** Place all garbage in dumpster located in parking lot and lock when finished.
- Ensure deck gate, dumpster, doors and windows are closed and locked and all lights are off.
- Leave keys on kitchen counter along with fully completed and signed checklist. Failure to do so will be considered before the Security Deposit is refunded.**
- Damage or failure to comply with any of the above will result in the loss of some or all of the Security Deposit. Where a cost is over and above the \$500 Security Deposit, the extra cost will be billed to and paid by the renter.
- Okanagan Landing & District Community Association is not responsible for theft or destruction of personal property while on the premises.

I, (Print Name) _____ agree to the terms and conditions of this contract.

Signature & Date*

* If booking is more than a year in advance, cost of rental is subject to change.