



General Public Rental Agreement for :

Renter to check the box and initial beside it to signify which rental applies. Occupancy times to be verified by CCCS.

Final rental costs/fees are subject to change without notice and to be confirmed by CCCS at the time of booking.

Check	Initial	Hall Rental Choices	Price	Rental Deposit Fee (Non-refundable)	Damage Deposit for all events
		Upstairs rental – times to be determined. Set up fees may be applicable. TBD on a case by case rental.	\$250.00	\$125.00	\$300.00
		Weddings Upstairs - package - two days only - one set-up day & one event day	\$500.00	\$250.00-Due when booked. Booking is not secure without deposit and signed contract. Remainder Due with Damage deposit / Insurance Rider	\$300.00
		Downstairs – times to be determined Set up fees may be applicable. TBD on a case by case rental	\$175.00	\$87.50	\$300.00
		Memorials upstairs – No Bar guaranteed Set up fees may be applicable. TBD on a case by case rental.	\$250.00	\$125.00	To be determined
		4 hour rentals - basement only, no major set up included - Occasional events only. Hall must be left in same condition as presented. Basic clean up to be completed by renter.	\$100.00- due now- Non refundable	n/a	\$200. To be determined by CCCS staff. Damage deposit will be applied for janitorial costs if the hall is left untidy.

(The Rental deposit fees are non-refundable. 30 days written notice of cancellation must be given to receive consideration of the return of any portion of the Rental Deposit fee. Should the Society be able to rebook the hall, refunds may be considered. All refunds are at the discretion of Society.) **Payments preferred by etransfer to treasurer@croftoncommunitycentre.ca**

To confirm a hall booking, the CCCS agent must receive the rental deposit and the renter must be in receipt of our signed contract. The CCCS must receive the following:

- 1.) A signed rental agreement accompanied with the rental deposit fee above. (See mailing address at page bottom)
- 2.) As well, NO less than 30 days prior to the event our Booking Agent must have a \$300. damage deposit and proof of "Host Liquor Liability" Insurance if alcohol is served. This insurance rider will need to be in place for the event day only. Your insurance Broker can provide a copy stating coverage for the event day. Contact booking agent for more information or insurance broker contacts if required. **No alcohol permitted on site during the set-up day. Without this insurance rider the event can not run. Insurance Riders may be requested by the CCCS staff for other events if deemed necessary.**
- 3.) If the event is catered the remainder of the rent will be added to the catering invoice on event day.
- 4.) If event is not catered the remainder of the rent MUST be paid to booking agent prior to you receiving the hall keys by cash or etransfer only.
- 5.) Janitorial services are included in the rent unless otherwise stated. Some set up fees are applicable. Please discuss with hall staff. All personal items and decorations must be removed at the end of the function unless prearranged with booking agent. (See rule #18)

6.) After the event if there is no damage to the hall your damage deposit will be returned by mail within 14 business days.

For Rentals or catering info call 250-715-7656 or email catering@croftoncommunitycentre.ca Messages @ 250-246-3009

Bar Information:

- 1.) The renter is required to use the CCCS Bartenders. Two are required. (Discuss schedule of 2nd bartender with staff)
- 2.) Head Bartender wages are \$240.00 - 1 hour set up and 7 hr shift / \$30 per hour applies after that. 2nd Bartender at a cost of \$20.00 per hour.
- 3.) Bar rental fee is \$150.00 plus the cost of all mixers, cups etc.
- 4.) **Our bar is cash only. No debit or credit accepted. Please make sure that guests attending your event are advised as such.**
- 5.) **All bar fees must be paid directly to the bartender at the end of the event.**
- 6.) **As per The BC Liquor Control Board regulations the renter must purchase the Liquor License for all private functions. Please ensure you apply for the applicable Liquor License **well in advance to avoid disappointments**. The Society **cannot do this on your behalf**. All Liquor Control Board rules are enforced. It is your responsibility to be aware of these rules.**
- 7.) **Liquor Licenses** must end by 01:00 hrs at the latest and the building must be vacated by 01:30.
- 8.) As per The BC Liquor Control Board regulations the renter must purchase the Liquor for all private functions from a BC liquor store or another source approved by the Liquor Distribution Branch. Please contact our bartenders for information to assist you in amounts and types of liquor to best suit your function.
- 9.) The Renter must provide "Host Liquor Liability"; insurance, if liquor is served at your event. **See rule #4 below.**
- 10.) The law does not permit drinks outside the hall. Your bar could be closed permanently for this infraction.
- 11.) No refunds on bar tickets sold at any function.
- 12.) **ABSOLUTELY NO DRINKS PERMITTED ON THE DANCE FLOOR PLEASE.** Please have the bartender and or DJ announce this during the event. Should drinks spill on the floor please have the bartender clean up ASAP to avoid slipping risks?
- 13.) The renter must remove all unused liquor from the premises at the end of the event.

Reminder that a "No Host Bar" will offset much of these expenses. See staff for further information.

For Bar information please contact tgdonnelly@shaw.ca

	Renters Initials
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Rental rules and information.

1. **Decorations:** No Staples, tacks, nails etc are to be used on the walls. We require that you use ONLY our supplied painters tape on the walls. NO DUCT tape permitted. No confetti in the hall. No tape on the floor.
2. **Events without liquor:** where our Bartender is not present; it is the responsibility of the Renter to secure the building and check the hall to make sure there are no fire hazards, no running water in the bathrooms, all lights are turned off and the building alarm system is armed before vacating the building. If you fail to do the above, a security callout could be required and a fee of One Hundred Dollars (\$100) will be charged.
2A **Events with Liquor** where our Bartender is present the Bartender is responsible for all of rule #2.
3. To ensure the Crofton Community Centre Society maintains their privilege of running a bar in the hall, all regulations under the "Special Occasion License" conditions, which the Renter signs and agrees to when applying for their license, will be strictly enforced.
4. The Renter acknowledges and agrees that if Liquor is served at your event "Host Liability Insurance" of Two Million Dollars (\$2,000,000.00) naming the Crofton Community Centre Society as an additionally insured must be delivered to the booking agent with the Damage Deposit. Ask staff for further information if required.

5. The Renter acknowledges and agrees they will be liable for any damage to the building, building fixtures and contents and all lost or damaged property during their use of the facility.
 6. The Renter acknowledges and agrees the Crofton Community Centre Society, at its discretion, may cancel this rental agreement by providing the Renter with thirty (30) business day's written notice.
 7. The Renter acknowledges and agrees that Candles are not to be used for decoration or emergency lighting. Battery operated candles are permitted to be used for the purpose of decoration only.
 8. The Renter acknowledges and agrees in the event of a Power Failure, the Function will be terminated immediately. Emergency lights will provide adequate lighting to allow for exiting the building.
 9. The Renter acknowledges and agrees that in the event of any condition making this facility or the facility's services unusable, the Crofton Community Centre Society shall have no liability or responsibility to provide any other premises or services.
 10. The Renter acknowledges and agrees the Crofton community Centre Society shall have no responsibility or liability for loss, theft, damage or injury occurring on the premises and parking area.
 11. The Renter acknowledges and agrees the Crofton Community Centre Society is indemnified and save harmless in respect to any and all claims, demands, actions, suits and costs arising out of any act or omission of the renter or servant, agent or employee of the Renter arising out of or resulting from the use of the Crofton Community Hall.
 12. The Renter acknowledges and agrees, should the fire alarm sound, they are responsible to ensure the safe and immediate evacuation of the facility.
 13. The Crofton Community Centre Society reserves the right to eject from the hall or refuse admittance thereto of any person who, in the opinion of the Crofton Community Centre Society, or an employee or servant of the Crofton Community Centre Society; is creating a disturbance or behaving in an objectionable or improper manner. If this occurs, rules broken and/or the RCMP is called to the event, the rent and deposit are forfeit.
 14. **Setting Thermostat:** If the Bartender is present at the function, please as ask him / her to adjust heating to suit your wishes. Request a demonstration from staff prior to your function if bartender is not working the event. Air Conditioning is available upstairs only.
- Renters Initials
15. **IN HOUSE CATERING ONLY** permitted in The Crofton Community Centre. No use or entry to the kitchen facility by anyone other than the Crofton Catering Group - NO EXCEPTIONS will be made. NO FOOD brought into or served in the hall. Special Event Exceptions may be permitted by permission from Catering Head only. (IE: Wedding cake.)
 16. **Seating and Catering information:** The hall is 2700 square feet upstairs and can seat up to 270 people. .Seating must be confirmed with CCCS staff and varies with the type of rental.
 17. Rectangular or Round tables are available. Set up is included in your rental fee unless stated otherwise. Set up of tables and chairs must be prearranged with the hall booking agent. Tables and chairs cannot be taken or used outside of the hall for any reason. Catering contracts and deposit fees are completed separately from the hall rental contracts.
 18. **Clean up:** Rental fees include Janitorial services after your event. **All personal items and decorations must be removed at the end of the function unless prearranged with the booking agent.** This allows for the immediate clean up of the hall after your function should there be another rental the next morning. Should renters be unfit or unable to remove decorations from the ceiling or walls in a safe manner at the end of the evening please do not do so. Please do not yank or pull hanging items causing damage to the ceiling or walls. Please advise the Bartender if something cannot be safely removed. Please keep in mind that excessive cleaning such as stains in carpeting etc could result in extra cleaning fees which may reduce your damage deposit.
 19. **Smoking Ban:** All or any smoking is prohibited in The Crofton Community Centre. No smoking within 3 meters of public and workplace doorways, open windows or air-intakes.

20. This agreement constitutes the entire rental agreement between the parties. No modifications or cancellations thereof shall be valid nor a force effect unless in writing signed by an authorized representative of the Crofton Community Centre Society. The undersigned acknowledges that (s)he has read and accepted all the terms of the Crofton Community Centre Society General Public Rental Agreement and has executed the Agreement on: _____

21. Please note that any Crofton Community Centre Society rental prices posted online are subject to change and are NOT considered final. The most current prices must be confirmed in writing by CCCS staff. Should the CCCS be forced to cancel a function due to conditions beyond their control, the CCCS will be liable for only the amount of the deposit paid. The Crofton Community Centre Society will take no responsibility for financial impact to other reservations effected by said cancellation. Renter & CCCS Initial _____

Renter Signature					
Renter Printed Name					
Date					
Crofton Community Centre Society Representative signature					
Printed Name		Robin Fisher			
Function Date		OFFICE USE ONLY			
Rental cost					
Insurance Rider Approval		Attach copy of certificate			
Deposit Record on Hall rental	Rental Deposit due	Catering Deposit Due	Deposit made by mail-M/D/Y	Deposit made in person-M/D/Y	Etransfer / Cheque # / Cash / Date
Deposits					
Amount owed on event day					
Table cloth rental					
Damage value					
Damage deposit Return					

The Renter and The Crofton Community Centre Society receive a copy of the completed contract including all rules.

	Renters Initials
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