

***2025 Hall Rental Agreement***

Hall Rental Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Parties**

*Between:* Lower Nicola Community Association

Representative: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

*And* Organization/Person: \_\_\_\_\_

Represented by: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Function Details**

*Name or Description of Function:* \_\_\_\_\_

*Date(s) of Function:* \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Time of Function:* \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

*Private Function:* Yes / No

*Public Function:* Yes / No (If Yes, is it advertised? Yes / No)

*Will admission be charged?* Yes / No

*Will liquor be served?* Yes / No

If Yes, will there be a charge for the liquor? Yes / No

Will you need access to the sound system? Yes / No

Will you need access to the Wi-fi? Yes / No

**Lower Nicola Community Association**  
**2383 Aberdeen Road, Lower Nicola, BC, V0K 1Y0 Phone 250-280-4125**

**Fees** (includes use of sign on outside of building, for advertising for 1 week prior to event)

Saturday 9am to Sunday 12pm – Basic Hall Rental Fee	\$350.00	\$ _____
Early Set-Up	\$100.00	\$ _____
½ Day (4 hours)	\$100.00	\$ _____
<b>TOTAL:</b>		<b>\$ _____</b>

**Fees Received**

Damage Deposit \$250.00 Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* If cleaning is unsatisfactory, damage deposit will not be refunded \***  
**\*\* Damage Deposit MUST to be paid within 14 days of booking/application approval \*\***

**Renter Initials:** \_\_\_\_\_

Rental Fees \$ \_\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* Rental fees MUST be paid within 14 days of booking/application approval \***  
**\*\* if Renter cancels within 30 days of the event/booking, 50% of rental fees will NOT be refunded - see page 4 section 1.3 \*\***  
**\*\* if Renter cancels within 60 days of the event/booking, 25% of rental fees will be NOT be refunded - see page 4 section 1.4 \*\***

**Renter Initials:** \_\_\_\_\_

**Payment via:**

E-transfer: [lowernicolahall@gmail.com](mailto:lowernicolahall@gmail.com) (no password required) and please add your name and/or name and date(s) of the event in the comment section.

Cheque made payable to: Lower Nicola Community Association

**Lower Nicola Community Association**  
**2383 Aberdeen Road, Lower Nicola, BC, V0K 1Y0 Phone 250-280-4125**

THEREFORE, THE PARTIES DO AGREE TO THE FOLLOWING:

Lower Nicola Community Association agrees to provide the renter access and use of the facility and its rental equipment (tables, chairs, dishes, etc) in accordance with the details outlines above and with the attached Terms and Conditions. I hereby acknowledge that I have carefully read the above, all statements are true, and I did receive a duplicate copy of this agreement on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS AGREEMENT EXECUTED on behalf of:

LOWER NICOLA COMMUNITY ASSOCIATION

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

Lower Nicola Community Association  
2383 Aberdeen Road  
Lower Nicola, BC V0K1Y0  
250-280-4125

RENTER

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Renter Contact:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TERMS AND CONDITIONS**

**1. RENTAL**

- 1.1 The RENTER agrees to provide the ASSOCIATION with the damage deposit and rental payment in the form of cash, e-transfer, or cheque in accordance with the dates stated on Page 1.
- 1.2 The RENTER agrees to pay the ASSOCIATION an additional rental rate of \$100.00 for every hour of occupancy after the expiry of the rental period stated on Page 1 of this agreement.
- 1.3 If the RENTER fails to use the premises for the rental date(s) referred to on Page 1, the ASSOCIATION may deduct 50% of the rental fees as liquidated damages unless the RENTER has given the Association at least 30 days notice that it will not be using the premises on that date, or the ASSOCIATION is able to re-rent the premises for that date.
- 1.4 If the RENTER fails to use the premises for the rental date(s) referred to on Page 1, the ASSOCIATION may deduct 25% of the rental fees as liquidated damages unless the RENTER has given the Association at least 60 days notice that it will not be using the premises on that date, or the ASSOCIATION is able to re-rent the premises for that date.
- 1.5 Subject to any Clause of the agreement that authorizes the ASSOCIATION to deduct money from the damage deposit, the ASSOCIATION will return the damage deposit to the RENTER within 14 days of the rental date.

**2. FACILITY CARE AND CONDITION**

- 2.1 The RENTER and the ASSOCIATION representative will conduct an inspection of the facility and equipment prior to commencement of the rental event and identify any damages or other conditions present. The RENTER and the ASSOCIATION representative will conduct a second inspection following the rental event to identify any damages to the facility and equipment arising from the RENTER's event. The CHECK IN / OUT REPORT attached to this agreement will be used for this purpose.
- 2.2 The RENTER will be given a key which the RENTER agrees to return by the date of \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
- 2.3 The RENTER shall remove ALL garbage and clean the premises immediately after the rental period. The RENTER further agrees to abide by an additional requirements regarding facility condition and care attached to this agreement. If the RENTER fails to comply with this Clause, and any additional requirements, the RENTER agrees that the ASSOCIATION may deduct from the damage deposit the cost of doing the cleaning and performing other remedies at the rate of \$75.00 per hour.
- 2.4 If any damage exceeds the damage deposit, the RENTER will be liable for all repairs.

**3. RENTER'S RESPONSIBILITY**

- 3.1 The maximum total capacity of the premises for the purposes of the RENTER's use is 150. The RENTER agrees to ensure that this capacity is not exceeded.
- 3.2 Setting up and arranging tables and chairs.
- 3.3 Strictly observe the liquor and public event laws of the Province of British Columbia, obtain the necessary permits and/or licences, and comply with conditions specified in any liquor and event permits.
- 3.4 Assume full responsibility for the discipline of members and guests and others who may in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- 3.5 Restrict use of the facility to the purpose stated on Page 1 of this agreement (TYPE OF EVENT) and not permit the use of the facility for any other purpose without the prior, express and written consent of the ASSOCIATION or the ASSOCIATION or the ASSOCIATIONS's representative.
- 3.6 Not to use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.

**4. LIABILITY AND INDEMNITY**

- 4.1 The ASSOCIATION shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those arising out of damages or losses occurring in parking lot and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.

**5. INSURANCE**

- 5.1 The RENTER shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$3,000,000. The insurance policy shall also provide coverage for contingent liability of the ASSOCIATION on any claims or losses.
- 5.2 If alcohol is being served at any time during the event, the RENTER must obtain a Special Occasion License and Serving it Right Certification and host liquor liability insurance in accordance with the number of guests anticipated to be in attendance.
- 5.3 The insurance policies shall be delivered to the ASSOCIATION before any keys are given out.
- 5.4 If the insurance policies are not delivered to the ASSOCIATION, the ASSOCIATION is authorized to cancel the event and the ASSOCIATION will notify the RENTER by phone, and email, per the information provided on Page 1 of the agreement.

**Lower Nicola Community Association**  
**2383 Aberdeen Road, Lower Nicola, BC, V0K 1Y0 Phone 250-280-4125**

By signing below, the RENTER acknowledge having read the contents of this agreement.

RENTER:

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ASSOCIATION REPRESENTATIVE:

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**Check In / Check Out Hall Rental Inspection Checklist**

**Before / Check In**

- Hall is clean and tidy, and in reasonable repair.
- Kitchen and bar areas are clean; kitchen and bar dishes, cutlery and other implements are stored in their designated places.
- Coffee maker is clean and ready for use.
- Tables and chairs are staked as directed and stored in designated area.
- Walls, and ceilings, are clear of materials from previous rentals. Marks, pinholes, and other damage noted:

_____	_____
_____	_____
_____	_____

- Garbage bins are emptied and clean.
- Bathrooms are clean and soaps & papers are full. Sinks, toilets & urinals are clean, garbage is empty, floors have been swept and mopped.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.
- Cleaning supplies are stocked (in bathrooms & in upstairs kitchen)

I hereby agree with the above-noted report regarding the condition of Lower Nicola Community Hall on (date) \_\_\_\_\_.

\_\_\_\_\_  
Hall Rental Director (print name)

\_\_\_\_\_  
Renter (print name)

\_\_\_\_\_  
Hall Rental Director (signature)

\_\_\_\_\_  
Renter (signature)

**After / Check Out**

- Hall is clean and tidy, and in reasonable repair.
- Kitchen and bar areas are clean; kitchen and bar dishes, cutlery, and other implements are stored in their designated areas.
- Coffee maker is clean and ready to use.
- Tables and chairs are stacked as directed and stored in designated areas. Tables must be wiped down with cleaner.
- Walls, and ceilings, are clear of materials from previous rentals. Marks, pinholes, and other damage noted:


- Garbage bins are emptied and clean.
- Floors have been swept with a broom and mopped with a mop & designated cleaner.
- Bathrooms: Sinks & toilets & urinals are cleaned, garbage has been removed, floors have been swept and mopped.
- Garbage is removed from the premises.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Lower Nicola Community Hall on (date) \_\_\_\_\_.

\_\_\_\_\_  
Hall Rental Director (print name)

\_\_\_\_\_  
Renter (print name)

\_\_\_\_\_  
Hall Rental Director (signature)

\_\_\_\_\_  
Renter (signature)



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**Set-up / Takedown Checklist**

**Set-up**

- Determine your requirement for tables, chairs, dishes, cutlery, etc., and check with Lower Nicola Community Association representative to ensure the hall has sufficient equipment for your event.
- The set up of tables and chairs is the responsibility of the renter. Tables and chairs are **not** to be taken outside.
- All doorways are to be kept clear (as per fire regulations).
- Use only masking tape or other tape that does not damage walls when hanging decorations. Do not use nails, pins, staples, tacks, or other hangers that will damage surfaces. No tape on the floor.
- The renter is responsible for bringing a ladder or other equipment required to hang decorations.

**Takedown**

- All tables and chairs must be returned to proper storage (determine the specific area with Lower Nicola Community Association representative).
- Ensure kitchen and bar is clean. Dishes, utensils, etc., are clean and put in proper locations. Counters, sinks, fridges and stoves are to be wiped clean. Dishes and cutlery must be rinsed in disinfectant solution, supplied under the sink.
- All garbage is to be removed from the hall by the Renter.
- All liquor bottles are to be removed from the hall by the Renter.
- Sweep and mop all floors including upstairs, stairwell, and downstairs, and bathrooms. Brooms, dust pan, wet mop, mop buckets, and cleaner are available in the hall storage area for your use.
- All decorations the renter puts up in the hall must be taken down after the function, with no pieces of tape or string left on the walls or ceiling.
- Turn down heat to 60 degrees Fahrenheit in the winter. Do not turn air conditioner past 73 degrees Fahrenheit.
- Ensure all doors are locked after function is over.
- All clean-up duties **MUST** be completed by 11:30 am on the day following the function and keys returned to Lower Nicola Community Association representative.
- Report all damage or difficulties in the use of the facility as soon as possible to the Lower Nicola Community Association representative.