

**VILLAGE OF WARFIELD**555 Schofield Highway
Trail, B. C. V1R 2G7

Phone: 250-368-8202

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**WARFIELD COMMUNITY HALL
RENTAL FORM**

900 Schofield Highway, Trail, B. C. V1R 2G9

HALL PHONE NUMBER: 250-368-9400**APPLICANT INFORMATION:**

Date of Application: _____

Contact Name: _____

Address: _____

Phone Number: (H) _____ (C) _____

BOOKING INFORMATION:

DATE REQUIRED: _____

TYPE OF BOOKING: _____

START TIME: _____ END TIME: _____

EQUIPMENT NEEDED:**PAYMENT:****DO YOU HAVE THE FOLLOWING?****(A Photocopy is Required and will be attached)**

RENTAL KEY # _____	USER COST	SPECIAL EVENT LIABILITY INSURANCE: YES NO
MICROPHONE & STAND: YES NO	FREE	SPECIAL EVENT PERMIT (LIQUOR): YES NO
PROJECTOR REMOTES: YES NO	\$ 50.00	FOOD SAFE: YES NO
NATURAL GAS BBQ: YES NO	\$ 25.00	TEMPORARY FOOD PERMIT YES NO

	AMOUNT DUE	AMOUNT PAID	DATE PAID	CHEQUE	CASH	DEBIT
HALL RENT						
KITCHEN RENT						
PARK RENT						
DAMAGE DEPOSIT						
BBQ WRENCH DEPOSIT						

BOOKING & CANCELLATION POLICY:

- The damage deposit and 50% deposit fee is required to confirm the booking; with the balance to be paid when the key is picked up.
- The rental agreement must be signed by an adult, and all events require an adult on site during the event.
- Cancelled bookings within 14-days of rental date will be charged 50% of hall rental.

WHAT IS SUPPLIED:

- **Seating for 161 people for LICENCED EVENTS or 203 people NON-LICENSED EVENTS**
- Sound system: The Microphone & Stand is stored in the Village Office and available upon request.
- Audio Visual system — Projector & Screen, DVD Player. This equipment requires the remotes to operate, which are available at the Village Office, upon request **PLUS** a Damage Deposit of **\$50.00** is required.
- Garbage Bags

PLEASE BRING YOUR OWN DISH TOWEL AND WASH CLOTHES

WARFIELD COMMUNITY HALL and/or VILLAGE SQUARE PARK Terms & Conditions

HALL CAPACITY:	The maximum number of people permitted in the Hall is 161 people for LICENSED EVENTS and 203 for NON-LICENSED EVENTS.
FEE:	According to Bylaw #822
DAMAGE DEPOSIT:	According to Bylaw #822
TO CANCEL:	Call the Warfield Village Office at 250-368-8202, 14-days prior to event
TO CONFIRM:	This form MUST be completed with DAMAGE DEPOSIT payment
SET-UP & CLEAN-UP:	This is the responsibility of the renter
DECORATIONS:	“NO” decorations are to be stapled, tacked, nailed to the walls. There is a wire around the perimeter of the hall to attach decorations.
TABLES & CHAIRS:	There are 12 round tables—72” in diameter; 33 rectangle tables — 30” x 72”; 172 + chairs
KITCHEN SUPPLIES:	There is access to the cutlery, dishes and pots.
KITCHEN APPLIANCES: Gas Stove, Refrigerator, Dishwasher, Convention Ovens, Warming Oven, Microwave	MUST be washed CLEAN —inside and out. All food items are to be removed from the Refrigerator; All food particles are to be clean out of Dishwasher trap and Stove traps. Unplug Microwave and Warming Oven.
NATURAL GAS BBQ	MUST be washed with soapy water and GREASE TRAPS left FREE OF GREASE.

- USER RESPONSIBILITY:**
- **Have read ALL the instructions to operate the Kitchen Appliances and had a walk through of the Kitchen (if using)**
 - Tables and chairs are to be put away, washed clean and free of tape, **NEATLY** in the storage room.
 - All dishes are to be ran through the dishwasher; make sure they are clean and dry before putting them away. **ONCE DRAINED, FOOD FILTER NEEDS TO BE CLEANED.**
 - All the appliances in the kitchen: Stove, Refrigerator, Microwave and Dishwasher are to be left clean; wipe up spills inside and out, and remove all food.
 - All coffee pots are to be cleaned—washed and dried; making sure each pot is stored with their correct parts.
 - **Turn off** the Dishwasher sprayer taps; and Dishwasher sink is clean of food particles.
 - If using the Barbeque: **CLEAN** the Barbeque area, the Barbeque (as per rental instructions); return the Barbeque to storage shed. Return BBQ Wrench to the Village Office.
 - Hose down cemented area of park (if necessary)
 - Remove **ALL** garbage from the hall’s kitchen, bathrooms, and picnic area and bring to the outside dumpster (large green bin across from hall). Please keep this bin locked.
 - Sweep the floors—main hall, kitchen, entrance. Mop up larger spills.
 - Check that **ALL** doors are locked—upstairs and downstairs.
 - Check that **ALL** lights are turned off — upstairs and downstairs. The Licensee will be held responsible for any vandalism or theft that occurs because of the doors being left open or unlocked.
 - **Return key** to the Village Office. (**After hours — drop into mail slot at the Village Office.**)
 - Any equipment that is used at your function, **MUST BE RETURNED to the Village Office** the next business day.
 - Ensure that **all** cleaning and removal of personal effects is completed and the hall is in its original condition by the end of your booking. An all day booking implies cleanup takes place the same day as the booking (ie: if anything is left overnight, janitorial charges will apply and the Village does not assume responsibility for any missing items).
 - **Damage Deposit:** to be returned once the Janitor has cleaned and given his report to the office.

SIGNED BY THE VILLAGE AND THE LICENSEE:

_____	_____
VILLAGE REPRESENTATIVE (Print Name)	Signature
_____	_____
LICENSEE (Print Name)	Signature
	DATE: _____, 20_____