Village of Warfield

VILLAGE OF WARFIELD
555 Schofield Highway
Trail, BC V1R 2G7

Phone: 250-368-8202
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WARFIELD COMMUNITY HALL
RENTAL AGREEMENT

RENTER NAME: _____

RENTER'S ADDRESS: _____

CONTACT PHONE NUMBER (H) OR (CELL): _____

BOOKING INFORMATION:

DATE REQUIRED: _____

EVENT: _____

TIME OF BOOKING: _____

	REQUESTED AMENITIES	RENTAL FEE	PAYMENT RECEIVED
HALL RENTAL	☐		
KITCHEN RENTAL	☐		
PARK RENTAL	☐		
BARBEQUE	☐		
DAMAGE DEPOSIT			

REQUIRED FOR LICENSED EVENTS:

- ✓ Special Event Liability Insurance (must be available upon request by Village prior to rental)
- ✓ Special Event Liquor Permit

BOOKING AND CANCELLATION POLICY:

- **The damage deposit and 50% deposit fee is required to confirm the booking; with the balance to be paid two weeks prior to booking.**
- **The Rental Agreement must be signed by an adult, and all events require an adult on site during the event.**
- **Cancelled bookings are 50% refundable up two weeks to the date of event, 25% between one week and two weeks, and non-refundable within a week of the event.**

WHAT IS SUPPLIED:

- **Seating for 161 people for LICENCED EVENTS or 203 people NON-LICENSED EVENTS**
- Sound system: Microphone & Stand
- Audio Visual system —Screen, DVD Player. Projector available upon request.
- Garbage Bags

I / We understand that the *personal information* provided on this form is being collected in accordance with sections 26 and 27 of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and will be used only for the purpose of processing this application, permit or licence. This document may become public information. Any questions or concerns about the collection of this information, please contact the Village of Warfield Privacy Head at: 250-368-8202 or corporateofficer@warfield.ca or visit https://warfield.ca/.

PLEASE BRING YOUR OWN DISH TOWEL AND WASH CLOTHS

HALL CAPACITY:	The maximum number of people permitted in the Hall is **161** people for LICENSED EVENTS and **203** for NON-LICENSED EVENTS.
SET-UP & CLEAN-UP:	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:	12 round tables—72" in diameter; 25 rectangle tables — 30" x 72"; 172 + chairs Access to the cutlery, dishes, wine glasses and pots.
KITCHEN SUPPLIES:	
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 to be cleaned out of Dishwasher trap and Stove traps. Unplug Microwave and Warming Oven. **DO NOT POUR GREASE DOWN ANY DRAIN**
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**
- Tables and chairs are to be put away, washed clean and free of tape, **NEATLY** in the storage room.
- All dishes to be ran through the dishwasher; ensure dishes 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 cleaned; wipe-up spills inside and out and remove all food. **DO NOT POUR GREASE DOWN ANY DRAIN.**
- All coffee pots to be cleaned—washed and dried; ensure 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**.)
- 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, a $175 clean-up fee 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.
- Do not allow or engage in any activity that may result in damage to the walls, floors, ceilings, or windows of the hall such as floor hockey, ball games, or careless moving of tables and chairs.
- **Liability:** The renter hereby releases the Corporation of the Village of Warfield, its employees, and representatives from all liability, claims, and demands of any nature, either in law or in equity, which arise or may hereafter arise from the renters' activities while using the Warfield Community Hall.

_____ _____

RENTER/LICENSEE **DATE**