

**Rental Contract between the Rural Alternatives Research & Training Society - R.A.R.T.S. (Lessor)  
doing business as the VALLICAN WHOLE COMMUNITY CENTRE and**

<b>Renter (lessee) name:</b>		
<b>Mail address:</b>		
<b>Phone</b>		<b>Email:</b>

**DEPOSIT for Booking/Cleanup/ Damage:** \_\_\_\_\_ (deposit is due at time of booking, rental fee is due a week before the event).

**Cancellation Policy:** We are a charity that depends upon rental revenue to upkeep this lovely building for community events. If you have to cancel your event, we reserve to right to retain your deposit, especially if we are unable to secure a booking for that date. Thank you for understanding.

**Return of booking/cleanup/damage deposit:** Once we review the building and grounds for cleanup and damages, we will send you your refund cheque in a week. If cleanup is not satisfactory, or if there has been damage done to the Hall or contents, then cleanup/repair costs will be deducted from your deposit. Signing this document means you agree with this policy. **We strongly recommend you hire one of the cleaners we recommend to at least do the final touches after your event.**

**RENTAL FEE:**

**Rental fee is:** \_\_\_\_\_

**For (date, time and location)** \_\_\_\_\_

**Special Considerations:** \_\_\_\_\_

**Cleanup must be done by 1 pm the next day** unless otherwise agreed to and written here:

**TO CORRECTLY CALCULATE YOUR FEE & TO ENSURE THINGS ARE READY FOR YOU, PLS TELL US IF YOU WILL NEED THE FOLLOWING:**

- ❖ **Day before for setup** \$75  Yes  No
  - ❖ **Extra day** to cleanup (if available) \$75  Yes  No
  - ❖ **tables** (12 plastic 6 wooden)  Yes  No
  - ❖ **propane stove (Fume hood must be on when stove is on)**  Yes  No
  - ❖ **good dishes** (137 white and 45 white with pattern)  Yes  No
  - ❖ **good cutlery** (enough for 175+)  Yes  No
  - ❖ **indoor chairs** (102 folding plastic, 30 cushioned)  Yes  No – note cart stacking instructs.
- Sorry folks, the indoor chairs are not for rent for non Vallican Whole events
- ❖ **outdoor chairs** (75 metal and 30 cushioned –OUTSIDE USE)  Yes  No \$30 fee for non Whole events
  - ❖ **dishwasher**  Yes  No
  - ❖ **stage** (stored in shed – return to shed if used)  Yes  No
  - ❖ **Daily use table cloths** (dark green assorted)  Yes  No
  - ❖ **Good Table Cloths** (dark brown assorted) \$30  Yes  No
- Note: Tablecloths and handtowels cannot be taken offsite. The cleaner charges a laundering fee.
- ❖ **Wine glasses** (5 oz) \$30  Yes  No
  - ❖ **sound system** (\$150 plus approval of operator)  Yes  No

**DOES THIS EVENT INVOLVE ANY OF THE FOLLOWING?**

(if you answer yes to these please see the insurance section in this contract)

Youth:  Yes  No Alcohol:  Yes  No Sport Activities:  Yes  No

## MUSIC LICENSING FOR YOUR EVENT:

To ensure musicians get paid royalties for their music, SOCAN charges RARTS an annual music licensing fee that covers all events at THE WHOLE. There is no extra charge to you. This added value of \$70 gives you good music karma!

### RENTER'S RESPONSIBILITIES

1. **Hall fire capacity is 225.** The lessee is responsible for ensuring there are no more than 225 occupants at any time in the building. As well, the lessee is responsible to ensuring the exit routes and doors are unobstructed.
2. **Please leave the interior and grounds of the hall neat and tidy & NO FIRES OUTSIDE from June-September.**
3. **Pets are not permitted in the building** & are strongly discouraged from attending events & being on the grounds..
4. **No smoking in the building or porches or disability ramp** but smoking is permitted outside (use sand cans and dispose of butts safely). **No drugs** may be consumed in building, grounds or parking lot.
5. **Lessee is responsible for complying with all liquor regulations** & licensing, including getting a liquor license if alcohol is consumed on the premises. Please post your license at your event.
6. **The Lessee is responsible for patrolling the grounds and parking lot for alcohol consumption. The Lessee is responsible for ensuring no one drives intoxicated at this event.**
7. **Please supervise children** in the hall and on the grounds. **OUT OF RESPECT FOR OUR CARETAKER AND HIS FAMILY, PLEASE DO NOT LET CHILDREN WANDER INTO THE CARETAKER'S YARD.**
8. **PROPANE STOVE: The fume-hood MUST BE TURNED ON** when the propane stove is in use, (no greasy vapours due to fire regulations). **Light all pilot lights, even if you just use one burner.** To shut stove off, please turn off gas valve at the back of the stove. **Do not just blow out the pilot lights to turn off or you will blow up the building!**
9. **The white foldup chairs may not be taken outside** as their feet get dirty and damaged which in turn damage our beautiful interior floors. There are metal chairs you may use outside. Please do not bring the metal chairs inside.
10. **Please respect the building's woodwork.** You may use pushpins in the logs but NO pins/staples on the wood trim
11. **Music & noise stops at 1 AM** due to our proximity to and agreement with our neighbours. **Please respect the private residences around the Hall**, including the lawn between the Whole and the caretaker's residence.
12. **PLEASE, EVERYONE MUST BE OFF THE PROPERTY BY 3AM AND NO ONE IS PERMITTED TO STAY OVERNIGHT INSIDE THE BUILDING. PLEASE ARRANGE FOR SOMEONE TO TAKE YOUR INEBRIATED GUESTS OR GUESTS WITHOUT TRANSPORTATION HOME.**
13. Please see reverse for cleanup responsibilities. **THE VALLICAN WHOLE EVENTS MANUAL is a good resource for your event** and is available on PDF or hardcopy. Let the Administrator know if you would like a PDF sent to you or visit [www.VallicanWhole.com](http://www.VallicanWhole.com) .
14. **EVENT LIABILITY INSURANCE: You must have liability insurance for your event.** Ask your insurance agent if your homeowner insurance covers this event. If it doesn't, or if your event involves alcohol, youth, or sports you must get a special events liability policy from any insurance company. They usually cost from \$100-\$150.
15. **THE LEGAL STUFF:**
  - a. *The Lessee agrees to indemnify and save harmless the Lessor from all costs, loss, damages, proceedings, actions, claims, demands and expenses suffered by the Lessor & sustained or caused by the Lessee's occupation on account of or in respect of the premises or the use & occupation thereof.*
  - b. *The Lessor shall not be responsible for any loss, damage or injury that may happen to be suffered by the Lessee or its agents, servants or property from any cause whatsoever, prior, during or subsequent to the period covered by this agreement and the Lessee thereby expressly releases the Lessor from and agrees to indemnify it against any and all claims for such loss, damage or injury.*
  - c. *The Lessee agrees to pay the total cost of any damage to the building, furnishings or equipment resulting in any manner whatsoever from the rental and use of the facility named in this agreement.*

*Thank you for your co-operation! And Enjoy your Community Centre!*

**I have read & agree to the terms, conditions and responsibilities listed on both sides of this document:**

\_\_\_\_\_  
Signature for Renter (Lessee)  
Society (Lessor)

\_\_\_\_\_  
Signature for the Rural Alternatives Research & Training

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**VALLICAN WHOLE RENTERS CLEANUP –  
to be completed by 1 pm the next day UNLESS PRIOR ARRANGEMENTS  
HAVE BEEN MADE WITH THE ADMINISTRATOR.**

**PLEASE NOTE; THE BOARD OF THE VALLICAN WHOLE TAKES GREAT CARE TO ENSURE THE BUILDING IS IN TIP TOP SHAPE BEFORE YOU RECEIVE IT. PLEASE NOTIFY THE ADMINISTRATOR IMMEDIATELY IF THE BUILDING IS UNCLEAN WHEN YOU ARRIVE FOR YOUR EVENT.**

**CLEANUP DUTIES and DIRECTIONS:**

1. **Ensure all Dishes and Utensils are washed and put away.**  
PLEASE PUT THE DISHES & CUTLERY AWAY IN THE CUPBOARDS as per the instructions on the cupboards. Here is a guideline.
  - Good dishes and cups in the serving counter cupboards
  - Good knives, forks and spoons in the serving counter drawers
  - Daily use dishes & cutlery in the daily use cupboards and drawers
2. **All counter surfaces and stoves wiped down.**
3. **Large and small fridges emptied, cleaned out, unplugged, and doors propped open so they don't smell.**
4. **SHUT OFF DISHWASHER**
5. **Sweep and DAMP mop the HARDWOOD FLOORS on BOTH levels.** (Please DO NOT WET MOP as it will damage the floor). ½ cup vinegar in a mop bucket of water. No soap.
6. **Sweep and mop kitchen marmoleum orange floors. DO NOT USE VINEGAR WATER on the orange floors.** It requires a PH neutral cleaner or the marmoleum will deteriorate.. Use a clean mop and the special PH NEUTRAL cleaner in the janitor's cupboard.
7. **Sweep & mop the front entranceway tiles...**you can use the leftover marmoleum floor water if you like.
8. **Rugs: Shake out all rugs, sweep if necessary and return them to where they belong on the floors.**
9. **Pick up garbage inside & outside** (including cigarette butts, broken glass & garbage tin the bushes).
10. **Put garbage in garbage bags and leave the bags inside the shed near the front road** (pls do not leave garbage in the building).
11. **Take away ALL beer bottles and cans.**
12. **Clean outhouses, seats and loose garbage around the outhouses.**
13. **Clean inside bathrooms** and remove garbage. Ensure toilets are flushed.
14. **If the stage was used, return it to how you found it.**
15. **Return tables to the storage area behind the elevator.** Please stack them as per instructions on the wall - secure the chain for safety. PLEASE STACK TABLE WITH THE TOPS TOGETHER OR THEY WILL SCRATCH.
16. **If you use chairs, please stack and put in appropriate areas.**

White plastic chairs stacked on their carts      Metal chairs – stacked in storage shed

**QUESTIONS? EMERGENCIES?**

Call Tamara first @ 250- 226-0097 , and then Seamus @ 250-226-6704 (Seamus lives next door).

PS. Cheques etc can be made out to

THE VALLICAN WHOLE COMMUNITY CENTRE  
S16a C2 RR#1 Winlaw BC V0G 2J0

Please check out the RENTALS section on our website [www.VallicanWhole.com](http://www.VallicanWhole.com) for more rental info.

**THANK YOU FOR RENTING OUR COMMUNITY HALL AND CONTRIBUTING TO THE FABRIC OF OUR COMMUNITY.**