

QUEEN CHARLOTTE COMMUNITY CENTER RENTAL CONTRACT

- 1/ Any damage done to the premises during the function is the responsibility of the renter.
- 2/ A liquor license must be obtained and posted if alcohol is to be served. Liability insurance for liquor events is the liquor licensee's responsibility.
- 3/ The rental fee does not include table paper, disposable glasses, coffee and other amenities.
- 4/ Decorations may be applied to wooden surface only. **Nothing** may be attached to the ceiling tiles. Community Club wall hangings, curtains, etc., must not be removed except by special permission.
- 5/ No event is to last past 3:00 am and the hall is to be cleared by 3:30 am.
- 6/ All liquor must be removed **immediately** (0.5 hour) after event. Empties must be removed within 24 hours.
- 7/ Responsibilities, listed below, are included in the agreement. Failure to meet them will be followed by a \$25/hour charge for additional clean-up & loss of damage deposit.
 - a/ Hall must be cleaned by noon the following day and the key returned to the manager. Failure to return key will result in re-keying charge (approx. \$150).
 - b/ Tables and chairs stacked and returned to the storage area.
 - c/ Garbage must be placed in outside bin.
 - d/ Kitchen must be left tidy and clean; dirty towels left in provided container.
 - e/ All floors must be swept & spills cleaned up.
 - f/ All decorations must be carefully taken down.
 - g/ Band equipment must be removed.
 - h/ Dishes, etc., to be returned to proper cupboard.
- 8/ Stereo is not to be moved without prior permission.
- 9/ No rewiring of Equipment or Lights permitted.
- 10/ No equipment is to leave the hall, i.e., dishes, coffee pots, tables & chairs, etc., without manager present.
- 11/ Any discharge of fire extinguishers, their replacement, and the clean-up will be charged back to the renter except in emergency situations.
- 12/ **BEFORE LEAVING THE HALL** both thermostats and all lights must be turned off. A fee of \$8.00/hour will be charged for heat left on past the rental period and \$10.00 for lights left on past the rental period. All exterior doors must be locked. **Renters failing to lock up properly will be charged for any expenses incurred due to theft or vandalism.**

Having read the Rental Policy, I, the undersigned, agree to the conditions and terms as listed above.

Function: _____	Date: _____
Name: _____	Time: _____
Address: _____	Phone: _____
Signature: _____	Witness: _____

- 1. Hall Rental \$ _____
- 2. Kitchen Rental \$ _____
- 3. Bar Rental \$ _____
- 4. Place Settings Rental \$ _____
- 5. Coffee Pot Rental \$ _____
- 6. Grounds Rental \$ _____
- 7. Table Rental \$ _____
- 8. Chair Rental \$ _____

- 9. Lighting System \$ _____
- 10. Other: \$ _____
- Sub Total: \$ _____
- GST \$ _____
- Damage Deposit \$50.00
- TOTAL** \$ _____

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