

East Sooke Community Hall RENTAL APPLICATION

East Sooke Community Hall, 1397 Copper Mine Road, East Sooke, BC V9Z1B2

Part 1: GENERAL INFORMATION

Name of Applicant (same as Insured): _____

Mailing Address: _____

Contact Name: _____ Phone No: _____

Email: _____

Part 2: EVENT INFORMATION

Is this event open to the Public? **Yes No** / Is this event Private? **Yes No**

Describe Event: _____

Set up START: Date _____ Time: _____ AM/PM (circle one)

Class/ Event START: Date _____ Time: _____ AM/PM

Class/ Event END: Date _____ Time: _____ AM/PM

Clean Up END: Date _____ Time: _____ AM/PM

Dates required (for multi-day event or repeating event/class):

Will liquor be served? **Yes No**

(If yes, renter must obtain necessary Licences/ Permits and present copies as part of the rental application package at least 14 days prior to the event).

Name & Address of Liquor Permit Holder: _____

Will food be served? **Yes No** Meals? **Yes No** Snacks/Tea/Coffee? **Yes No**

(If meals served, seated or not, renter would need to apply for a Temporary Food Service permit at least 14 days prior to the event and present approved copy as part of the rental application)

What is the maximum number of guests for Seated Food Service? _____ (Max permitted = 50 Persons)

What is the maximum number of attendees including hosts? _____ (Max Hall occupancy is 75)

Part 3: INSURANCE COVERAGE REQUIREMENTS

All Insurance coverage must be approved by Instant Risk Coverage. Insurance must be applied for at least 7 days prior to event for approval. Instant Risk Coverage will email approvals to East Sooke Community Hall.

Instant Risk Coverage website: <https://crd.instantriskcoverage.com/login>

The renter has the following options:

(a) Purchase insurance online from Instant Risk Coverage (see website above)
(deductible of \$1,500)

OR

(b) Purchase 3rd Party Insurance coverage approved by Instant Risk Coverage by providing the following:

- coverage limit **minimum is \$2,000,000.**
- Private 3rd Party Insurance **must have an additional insured named for:**
 - **Capital Regional District, 625 Fisgard Street, Victoria, B.C. VW 1R7**
- Expiry date later than the last date on the rental application
- The Private 3rd Party Insurer **must fill out the “Certificate of Insurance Coverage”** found on the Instant Risk Coverage website under “Tools/Forms” and submit the completed form to Instant Risk Coverage for approval.

Authorized Renters Signature: _____

Please Print Name: _____ Date: _____

OFFICE USE ONLY

Insurance Approved: Start date: _____: Expiry Date: _____

Authorized Signature: _____ Date: _____

FREEDOM OF INFORMATION

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the User Group Insurance program. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Manager RH