

EAST SOOKE COMMUNITY HALL RENTAL - TERMS OF USE as of March 2022

The following terms of use apply to all rentals of East Sooke Community Hall. The individual, group, or organization, hereinafter shall be referred to as the "Renter". The facility shall be referred to as the "Hall".

1. The Renter shall adhere to the Terms of this Agreement otherwise it may be cancelled or withdrawn at any time. This permit is non-transferable.
2. The Renter is solely responsible for all and any damages incurred by using the Hall and is required complete & submit the insurance coverage application with a fee set by the CRD and is part of this agreement.
3. The Renter is solely responsible for obtaining all licenses and permits required for the event, including licenses and permits related to the serving of alcohol and/or food. Food Safe Certificate is required for serving food. Appropriate SOL (Special Occasion License) permits and "Serving it Right" or "Special Event Server" certificate is required for the serving of alcohol. The Renter will ensure all attendees at the event will comply with these licenses and permits and with other applicable laws. No minors are to be served or have access to alcohol.
4. If kitchen is to be used, kitchen surfaces, appliances, dishes, cookware and utensils, etc. must be cleaned and sanitized to Food Safe guidelines. Garbage bags to be provided by renter, and all garbage and recycling to be removed by renter. Failure to do so will result in custodial and/or damage fees being forfeited.
5. If heat is on in the building, the renter must make every effort to keep exterior doors closed. Failure to do so will result in custodial and/or damage fees being forfeited.
6. The Renter must ensure that ALL occupants, including attendees and renters, do not exceed the **building occupancy limit of 75 occupants**. The Renter must ensure that persons seated for food service **do not exceed 50 persons**.
7. The Renter must provide cash, bank draft or cheques for damage, custodial, insurance and rental fees at the time of booking. Frequent renters might be approved to provide personal cheques; for all others, cheques must be certified cheques.
8. The Renter cannot enter the Hall prior to the approved date and time and must vacate the Hall by the approved date and time. The renter may only vacate early if arrangements have been made prior to the event for a Hall facilitator to attend to check the condition of the facilities and lock up at an earlier time.
9. The Renter will view the hall prior to the event and must leave the Hall and grounds in good order, clean and tidy. Should the premises not be left in good order, a cleaning fee and/or repair fee will be deducted from the deposits. If the deposit is insufficient to cover the cost of cleaning and/or repair, the Renter must pay the difference within FIVE days of receiving notice.
10. All displays, exhibits and decorations must be free standing without attachment to the walls, ceilings or floors, unless the attachment is approved by the Hall facilitator. Only battery operated (LED) candles will be allowed in the hall.
11. Smoking is not permitted in the Hall or within 10 meters of any door. Smoking must be in a non-flammable area of the grounds, and a container must be provided with sand or fine gravel to extinguish the cigarettes. Any smoking material found on the site that is not put in the container will be picked up and a fee for such charged as part of the cleaning fee.
12. All minors attending the event must be under direct and continuous on-site supervision by responsible adults and remain the responsibility of the Renter.
13. Renters must not imply or suggest any association with the East Sooke Community Hall for their event or usage without express approval by the Hall facilitator.
14. The Hall facilitator and/or its authorized representatives may enter the Hall at any time during the rental to inspect the premises and to ensure the Renter is complying with the Terms of Use.
15. The Renter may cancel the rental booking any time up to SEVEN (7) days before the event without charge. Cancellations after that date will incur a \$50 service charge.
16. The East Sooke Community Hall may cancel the rental booking at any time for any reason beyond its control, including fire, flood, or natural event, or if the Hall is required for a CRD function or if the ESCH determines, in its sole discretion, that the rental may present a risk to public safety and/or to the Hall.
17. The Hall wood stove is NOT for use by renters. All hall property (ie. tables, chairs) must remain in the Hall building at all times.
18. Electrical cords or devices plugged into outlets must be rated for domestic 20 amp circuits. If a device trips the breaker, the breaker may be reset, but the device must be removed from service. Report all tripped breakers to your Hall facilitator.

I HAVE READ AND AGREE TO BE BOUND BY THESE TERMS OF USE AND AGREE THAT THE EAST SOOKE COMMUNITY HALL UNDER THE EAST SOOKE FIRE PROTECTION AND EMERGENCY SERVICES COMMISSION IS NOT LIABLE FOR ANY LOSS, DAMAGE OR INJURY TO ANY PERSON ATTENDING THE EVENT.

Name of renter (Print) \_\_\_\_\_ Date of event: \_\_\_\_\_

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

Hall facilitator approval: \_\_\_\_\_ Date: \_\_\_\_\_

Email of renter: \_\_\_\_\_