

THIS AGREEMENT MUST BE SIGNED, DATED AND RETURNED WITH CHEQUES BY MAIL, TO:  
Gray Creek Hall Society  
Box 4, Gray Creek, B.C. V0B 1S0

## RENTAL AGREEMENT

Event title \_\_\_\_\_

Need the event sandwich board? ☐ Yes ☐ No

Event Date, Year and Time \_\_\_\_\_

Notes: \_\_\_\_\_

Name of renter (s) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_ Date: \_\_\_\_\_

### **As a sponsor / renter you agree to the conditions below:**

- Rent and damage deposit cheques must accompany this form to confirm booking
- No smoking allowed in the Hall
- The Hall building is not approved for liquor licenses, as such, alcohol can not be sold
- POSITIVELY NO CANDLES!
- Minors must have adult supervision
- No camping on Hall grounds – use adjacent Cedar Grove or other campground
- Full damage deposit not refundable if event runs later than 2 a.m.  
or if the Hall is left unlocked or windows are left open
- Hall must be cleaned and vacated by 11:00 a.m. the next day  
(unless a previous arrangement has been made)
- Damage deposit will be refunded upon advice of Hall maintainer

Rental amount paid: \_\_\_\_\_

Damage deposit paid: \_\_\_\_\_

☐ **I agree to the terms and conditions stated above**

Signature of renter: \_\_\_\_\_

Dated: \_\_\_\_\_

## TIPS FOR RENTERS AND HALL USAGE:

### **Main Room Check:**

- clean floor – sweep and wash if necessary - with water only – no soap, may need rinse
- turn stereo off
- turn ceiling fan off (pull gently)
- put chairs & folding tables away in storage room
- desk belongs in left corner of main Hall
- take down all decorations
- assure that windows are closed and locked
- turn off stage lights and all other lights
- turn thermostat for heaters off
- lock both Hall doors and Terrace doors
- return key to Gray Creek Store (drop in the Mainstreet mail box if they are closed)

### **Kitchen Check:**

- clear out all foodstuffs from your event from kitchen and fridge
- take your recyclable items and garbage away
- leave kitchen clean and orderly
- empty and rinse coffee pot
- wash dishes and put away dry or leave on rack to dry
- leave dishtowels & cloths on counter for hall staff to clean
- sugars, etc. need to be in lidded jars (mice)
- please don't touch the breaker panel

### **Washroom Check:**

- heater is kept on low setting in winter
- tidy up from your use

### **Storage Room Check:**

- stack large tables and chairs in orderly fashion, leaving access

### **Entry Room:**

- sweep floors, baseboard heater off, leave lost and found items on shelf

### **Outside Check:**

- no overnight camping
- cleanup beach, fire pit and parking lot of garbage, if used
- remove cigarette butts and other debris from front entrance area and Terrace
- check outhouses for garbage, if used

### **Safety Information**

- to ensure quick safe exit in emergencies through doors, keep both doors unlocked during events
- fire extinguishers are in entry room and in kitchen