

RENTAL AGREEMENT

Event title/type _____

Event Date/Year _____

Event Times: _____ Times hall needed: _____

Name of Renter _____

Address _____

Email _____ Phone # _____

Terms and Conditions of Hall Rental

- \$20 Booking fee, rent and security deposit must accompany this form to confirm your date
- You will be assigned a unique numeric code for the front door, for your rental period only
- DJ, Band or other loud music is permitted indoors only – music/loud noise curfew is 1 AM
- Hall and grounds must be completely vacated by 2 AM
- Renter (as listed above) must be on the premises for the majority of the event duration
- Smoking is not allowed in the Hall or near the hall. Use the firepit.
- Positively no Candles
- Minors must have adult supervision
- No overnight camping on the Hall grounds - use the campground across from the Hall.
- Fire pit can only be used if there is NO FIRE BAN in effect. Fire must be fully extinguished before you leave at night.

Full Security Deposit will not be refunded if any of the terms above are not met, or any of the following occurs:

- Any damage is done to the Hall, contents or property
- Hall is left unlocked or windows left open
- If hall is not fully cleaned in accordance with page 2 of this agreement
- If any damage exceeds Security deposit, the remainder will be invoiced.

The Security deposit will be refunded upon advice of the Hall staff after assessment.

**This agreement must be signed, dated, and submitted with full payment, to
graycreekhall@gmail.com or Gray Creek Hall Society, Box 4, Gray Creek, BC V0B 1S0.**

Rental fee – amount: _____

Security Deposit – amount _____

Booking Fee (non refundable) 20.00

Total due _____

Payment can be made by cheque or e-Transfer (use the email address below)

I agree to the terms and conditions stated above, signed and dated:

Date: _____ Signature of renter: _____

Closing Checklist for Hall Renters updated 2024

Safety - to ensure quick safe exit in emergencies, keep doors unlocked during events.

Main Hall Check:

- put green/grey chairs and folding tables away in storage room, see photo on the wall
- put black chairs in groups of 5 at four corners of the main hall
- desk belongs in the left front corner of the main hall, long benches on the stage
- remove all decorations, including staples, tape etc.
- close and lock all windows
- turn off LED stage lights and unplug power cord
- turn off Hall lights (dimmer switches are located on lakeside wall, and in the kitchen)
- turn ceiling fan off or leave on low setting
- turn off outdoor lights (switch is in the kitchen and entrance)
- turn off thermostat for heaters
- lock both hall doors and terrace doors
- Sweep stage and Hall wood floors and clean large spills. **Do not wash hall floor.**

Kitchen Check:

- outdoor terrace power receptacle– if not on and needed outside, the breaker is bottom right panel in kitchen - switch off when hall is empty.
- clear out all foodstuffs from your event from kitchen and fridge; remove ice.
- wipe down inside of fridge if necessary, check the oven for food left
- remove all your recyclable items, decorations, garbage, flowers etc. at the end of your event (& off the grounds). Dump/recycling is open summertime Tuesd. Thurs. and Sun. until 3 in Crawford Bay.
- empty and rinse coffeepots
- wash dishes and put away or leave on rack to dry
- leave dishtowels and cloths on counter for hall staff to clean
- sugars etc. need to be in lidded jars in the drawer (mice)
- leave kitchen clean and orderly

Washroom Check:

- tidy and clean up from your use

Back Storage Room Check:

- stack tables and grey/green chairs according to photo on the wall, leaving access
- a number of signs are for wedding use on 'private' event day.

Outside Check:

- no overnight camping – Curfews: 1 AM music/noise and 2AM for hall and grounds
- if used, assure that fire in the fire pit is fully extinguished before leaving
- if outhouses are used, check for garbage
- make sure nothing is left in the outdoor storage shed from your event.
- If you made a rock or wood pathway to or on the beach, remove it. Rocks can be piled on existing rock piles.