



# Hall Rental Contract

RENTER NAME/Organization: \_\_\_\_\_

3048 Hornsberger Road  
Salmon Arm BC V1E 3H1

CONTACT PERSON(S): \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Private Event Insurance Policy # (insurance is required for ALL rentals) \_\_\_\_\_

Name of Insured \_\_\_\_\_

Email address for return of damage deposit (if different from above): \_\_\_\_\_

The hall's capacity is 100 people. Hall rental includes 20 - 8ft rectangle tables, 8 - 8ft round tables, 6 - 4ft square tables and 100 chairs; and use of kitchen and equipment (including dishes, cutlery, glasses). Hall bookings are subject to availability of the Hall (first come, first served) and confirmation by the SCCA representative.

Security/Damage Deposit	A security/damage deposit of \$200.00. Once inspected by SCCA member, the damage deposit will be returned if the Hall is left how it was found (clean and tidy).		
AV/PA Rental	An additional \$100 damage deposit is required if using our AV equipment.		
Hall Rental	Per Hour \$25	Per Half Day (6 hours) \$100	Per Full Day (6am-6am) \$150
Booking Dates Requested			
Description of Event			
Additional Information			

To confirm a booking please submit a security/damage deposit of \$200.00 (or \$300 if using the Audio Visuals), plus the rental fee and a completed Rental Agreement.

Proof of insurance is due ten (10) calendar days prior to event. The event will not proceed without written confirmation of Special Event liability insurance.

Security/damage deposit	Rental fee	AV/PA rental damage deposit	
\$200	+	\$ _____	+

\$200 + \$ \_\_\_\_\_ + \$100, or \$0 = \$ \_\_\_\_\_ total

Please return contract to [silvercreekhallrentals@gmail.com](mailto:silvercreekhallrentals@gmail.com). Payment can be made by eTransfer to [tres.silvercreekca@gmail.com](mailto:tres.silvercreekca@gmail.com) (preferred) or by cheque to the address above.

PERMISSION to use the Silver Creek Community Hall in accordance with the information provided in this permit, including all terms & conditions and any other applicable restrictions, is:

<input type="checkbox"/> GRANTED, subject to proof of liability insurance. <input type="checkbox"/> GRANTED, liability insurance received	<input type="checkbox"/> INSURANCE RECEIVED BY: Christine Crosby on _____ 2025
Money received: \$ _____	



## TERMS & CONDITIONS

1. The User may use the Silver Creek Community Hall as identified in the Rental Agreement.
2. The User shall be responsible for and shall indemnify and save harmless the Silver Creek Community Association (SCCA) their employees, Directors and contractors for any and all liability, loss, expenses and costs which may arise or result, either directly or indirectly, from any damage or injury to any person or property occurring or allegedly occurring in connection with the use of facilities, grounds or equipment by the User, the User's agents, participants or guests in programs or activities conducted by the User.
3. The User will be required to provide proof of **Special Event liability insurance** for the purposes described in (2), prior to rental issuance. The Silver Creek Community Association must be named on the policy as an additional insured party.
4. All events serving **liquor** must purchase liability insurance.
5. Section 15 Special Occasion Licenses of the Liquor Control and Licensing Act must be adhered to if any consumption of liquor is involved and must be in accordance with said Act and any other authorization that maybe required.
6. The User agrees that any **damage or loss** of facility property, amenities or equipment will be repaired or replaced, at the cost of the User, without delay to the satisfaction of the SCCA representative. Failure to do this will result in a charge being taken from the damage deposit.
7. The SCCA shall not be responsible for any personal injury, damage, loss, or theft of items belonging to the User, the User's agents, participants or guests.
8. The User shall ensure that its agents and participants leave the facility in **clean and tidy condition**. If clean up is not satisfactorily complete, the \$200.00 Security/Damage Deposit will NOT be returned.
9. The User will not attach any nails, tacks or screws to any amenity without prior approval by the SCCA representative.
10. Possession or discharge of fireworks or firecrackers of any kind are prohibited, except where approved by the SCCA in writing.
11. The User accepts the condition of the Rental Agreement, equipment and amenities as provided.
12. The User will provide the appropriate adult supervision for all activities involving minors.
13. The User and all agents, participants and guests will adhere to all posted signs and code of conduct.
14. Late/over time events/user groups are subject to a \$25/hour (or fraction of an hour) fee.
15. This Agreement is not valid until signed by the User and approved and signed by SCCA rental coordinator.
16. Failure to comply with all Terms & Conditions may result in immediate cancellation of the Rental Agreement and loss of damage deposit/payment.

ADDITIONAL TERMS & CONDITIONS SPECIFIC TO THIS APPLICATION: \_\_\_\_\_

I hereby affirm I have read, understood and agree to all the Terms & Conditions above:

USER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





## Thank you for renting the Silver Creek Community Hall!

\*\*\*You will receive your door code 24 hours prior to event. Door code opens kitchen door, a key on a red lanyard is in the drawer right in front of you (on left). This key will unlock the main entrance. Please return key and ensure doors are locked upon exit.\*\*\*

Our hall is on a septic, please clean dishes of food waste into the garbage prior to washing and do not flush any foreign objects down the toilet (Please flush only toilet paper and what nature provides)

### Cleaning Instructions:

- Drain and turn off dishwasher, coffee maker, and any other **appliances** used.
- **Sweep and mop hall floors** including bathrooms, entry, main halls, and kitchen (if used)
- **Clean** all appliances, equipment and counters used in kitchen, leave cloths in sink for laundering
- **Clean** bathrooms, wipe down sinks and wash floor
- **Wipe down** tables and chairs before returning to storage. Make sure to remove any spills.
- Turn off and return all **AV equipment** to its place (including microphones, and remotes)

### When leaving:

- Ensure that **lights and fans** are off, **windows** are securely closed.
- **Heat setting** is returned to lowest setting
- Empty and remove all of your **garbage**.
- **Lock doors** and ensure hall and kitchen doors are securely closed/locked
- **Remove any/all debris** in parking lot, grounds and back porch.

Thank you for renting our hall, we always welcome suggestions.