

# Bawlf Community Centre Rental Agreement

DATE/S OF RENTAL: \_\_\_\_\_ FROM: \_\_\_\_\_ am / pm TO: \_\_\_\_\_ am / pm  
\_\_\_\_\_  
FROM: \_\_\_\_\_ am / pm TO: \_\_\_\_\_ am / pm  
\_\_\_\_\_  
FROM: \_\_\_\_\_ am / pm TO: \_\_\_\_\_ am / pm

PURPOSE OF RENTAL: \_\_\_\_\_ Number of Guests Expected: \_\_\_\_\_  
Will alcohol be served?  yes  no

Name of Renter/s: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone Numbers: \_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_

**Rental Fees:**  Main Hall \$ \_\_\_\_\_ **Security Deposit:** \$ \_\_\_\_\_ (separate cheque)  
 Kitchen/Bar \$ \_\_\_\_\_  Hold Cheque OR  Deposit Cheque  
 Side Room \$ \_\_\_\_\_  
 Ice: \_\_\_\_\_ bags \$ \_\_\_\_\_ (@\$2.00/bag) → Please see item 2.j) on the Handout to Renter page  
**TOTAL RENTAL FEE** \$  → \*Please make cheques payable to: **Village of Bawlf\***

Please check the boxes of the items you require (all are included in the rental fees):

- Tables - # required: \_\_\_\_\_
- Chairs - # required: \_\_\_\_\_
- Stage
- Sound System

Further Details or Specific Requirements: \_\_\_\_\_  
\_\_\_\_\_

**\*\*If issues arise with the hall during your event, contact: \_\_\_\_\_ Phone: \_\_\_\_\_**

I agree to use the premises in accordance with the hall rental guidelines as outlined on the back of this agreement. I shall be responsible for any and all damages, even if they exceed the amount of the security deposit and authorize the Village of Bawlf to deduct any repair and cleaning costs from my security deposit if the facility is not left in accordance with the hall rental guidelines.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

### **For Office Use Only:**

Booking Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of Third Party Alcohol Liability Insurance Attached?  Yes  No / Reason: \_\_\_\_\_

### Security Deposit:

Amount of Deposit: \$ \_\_\_\_\_  
Amount Charged for Damages or Cleaning: \$ \_\_\_\_\_  
**Balance to be Returned to Renter:** \$ \_\_\_\_\_ Date Returned: \_\_\_\_\_

OR

**Owing for Damages/Cleaning in Excess of Deposit** \$ \_\_\_\_\_ Date Invoiced: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

## TERMS AND CONDITIONS

### General:

1. These terms and conditions form part of the Bawlf Community Centre Rental Agreement.
2. The Renter shall indemnify and hold harmless the Village of Bawlf and the Bawlf Lions Club for all injuries or damages to persons or property related to the Renter's use of the facility, including any claims arising from the dispensing of alcoholic beverages.
3. If liquor will be served, the renter is obligated to acquire and post a valid liquor permit and must acquire (and provide proof of) third party alcohol liability insurance coverage prior to the rental date.
4. The Renter is responsible for accidental or intentional damage to the facility for the duration of the rental period while the facility is in the Renters care, custody and control.
5. Fireworks are strictly prohibited as per Bylaw No. 605/15, The Fire Bylaw.
6. Hall Capacity: Licensed Liquor Capacity (237), Licensed Dining Capacity (295), Licensed Seating Capacity (327).
7. Use of tacks and tape is not permitted on the walls or ceiling tile when decorating. The fabric board around the perimeter of the hall is to be used for decorating purposes. A ladder is available in the room beside the stage and should be used at the Renter's risk. Push pins for the fabric board and hooks for the t-bar are in a drawer in the bar.
8. In accordance with Bylaw 607/15, **RV overnight camping is not permitted at or near the Bawlf Community Centre.** Please ensure your guests are aware of the campground on the east side of Bawlf (fees are \$20.00/night for no power, or \$25.00/night with power and are payable at the Village Office or the Bawlf Country Store). The Village will deduct the nightly rate from the security deposit for each RV parked overnight.

### Keys and Facility:

1. The Renter shall be responsible for the key signed out as well as for the security of the facility during the rental.
2. The assigned key is not to be copied. If the key is copied or if it is lost or stolen while in the Renter's possession, the cost associated with re-keying the facility locks will be the responsibility of the renter.
3. The key is to be returned to the location it was picked up, either the Village Office (in person or into the drop box) or to the Bawlf Country Store, immediately after the booking.
4. The breaker panel is located in the mechanical room. If a breaker trips, the panel is accessible from the exterior door adjacent to the gas meter. The main hall key fits this door. (You may have to 'jiggle' the key a bit.)

### Rental Fees and Security Deposit:

1. The Village of Bawlf shall have the right to retain the rental fee if the booking is cancelled less than 30 days prior to the booking and if the facility cannot be rented to another user. In this case, the security deposit will be returned.
2. In the event of extenuating circumstances that make the facility unusable on the dates booked, the liability to the Village of Bawlf shall be limited to the rental fee charged.
3. If damages or additional charges exceed the damage deposit paid, the renter will be invoiced for the balance owing.

### Cleaning and Security:

1. The facility must be left in a neat and tidy condition. Any additional janitorial work required to clean the hall after the rental will be charged out at \$25.00 per hour.
2. All dishes must be washed and put away. Instructions for the dishwasher are in the kitchen.
3. The stoves, cooler, sinks and countertops must be cleaned. Food and condiments are not to be left in the cooler.
4. Dirty towels and dishcloths are to be left on the counter.
5. All tables must be wiped clean and stacked in the storage room in two piles flat on the floor. (See the diagram on the wall for stacking locations.)
6. Fifteen fabric chairs are to be left in the side room with the remainder to be returned to the storage room. Chairs are to be stacked in sets of 7 with the closets in the storage area remaining accessible. See the diagram on the wall for the stacking pattern. (The black vinyl chairs belong in the storage area adjacent to the stage.) There will be a \$25.00 deduction from the security deposit if the tables and chairs are not stacked correctly.
7. The main hall floors must be swept and spills must be wet mopped. The kitchen floor must be wet mopped. All janitorial supplies are located in the kitchen closet.
8. All toilets must be checked and flushed.
9. **All garbage bags must be tied and placed in the bin on the east side of the hall.** A \$25.00 deduction will be made from the security deposit if garbage bags are not tied.
10. All three thermostats are to be set at 19° C.
11. All lights must be turned off.
12. All interior doors must be closed and exterior doors must be locked. Ensure all the door stops are tipped up.

## Handout to Renter

1. The hall is equipped with:
  - a. 50 six-foot tables and 230 chairs.
  - b. Raised stage area.
  - c. Public address system with a wireless mike located in the east wing of the stage.
  
2. Food preparation facilities:
  - a. 4 burner gas stove with oven
  - b. 4 burner electric stove with oven  
**\*\* Due to Fire Regulations, frying is not permitted \*\***
  - c. Electric warming table
  - d. 3 door upright cooler
  - e. Chest freezer available in the bar area
  - f. Dishes and utensils for 210 people
  - g. Under-counter commercial dishwasher (20 plate capacity)
  - h. Automatic drip coffee maker and two 100-cup coffee urns
  - i. Microwave oven
  - j. Ice Machine (a **limited** amount of ice may be available at a charge \$2.00 per bag - it is suggested that users bring their own ice and store it in the bar freezer)
  
3. If alcohol is being served, Third Party Alcohol Liability insurance is available for purchase on a self-serve basis through the Party Alcohol Liability website at [www.palcanada.com](http://www.palcanada.com). Renters may prefer to work through their insurance company to acquire this coverage, which may cost slightly more than it would through the self-serve website. A copy of the certificate or proof of insurance coverage is required to be attached to the signed rental agreement.
  
4. Hall users are to supply their own glasses and ice for the bar. There are four jiggers in the bar drawers.
  
5. Stags and auctions are not permitted.
  
6. Security deposits are required for all rentals with the exception of funerals and meetings. The security deposit will be equal to the rental fee or in the case of a wedding, the security deposit required will be \$500.
  
7. **In accordance with Bylaw No. 605/15, the Fire Services Bylaw, fireworks are prohibited within the Village of Bawlf.**

## Bawlf Hall Rental Rates

Weddings:	Main Hall, Kitchen & Bar	\$375.00
	Gift Opening Day	\$100.00
	Friday Decorating	\$50.00
	Friday, Saturday, & Sunday	\$500.00
	Security Deposit	\$500.00
Funeral Luncheon		\$100.00
Family Gatherings	Main Hall & Kitchen (No discount for only main hall use)	\$150.00
Dinner/Supper Functions		\$375.00
Meeting Room Rental	Service Groups/Volunteers	\$25.00
	All other meeting room uses	\$50.00
Elections		\$250.00

All Functions except funeral luncheons and meeting room rentals require a security deposit equal to the rental fee. The security deposit will be shredded (unless requested to be returned) upon confirmation from the Lions Club that there are no damages.

The facility is to be left in a neat and tidy condition. Additional cleaning will be charged at \$25.00 per hour. There will also be a \$25.00 charge if chairs and tables are not stacked correctly or if garbage bags are not tied and deposited in the bin on the east side of the hall. These charges will be deducted from the security deposit.

Stags and auctions are not allowed.

All cheques are to be made payable to the Village of Bawlf.