RENTER MUST be 25 years of age or older and assume responsibility for this Event and the Hall including all associated Premises.
RENTER ENSURES a maximum capacity for the Hall of 134 persons, as stated by the Fire Marshall, is not exceeded.
PRESENT AT CHECK-IN: The named Renter or one (1) designated person (who must be listed on this Agreement). This person shall retain exclusive control over access to the Hall for the duration of the Rental and may not delegate or provide access to any other person, including guests, attendees, vendors, contractors, or service providers.

TO SECURE RENTAL: AFTER CONFIRMING DATE WITH HALL MANAGEMENT, THE RENTER MUST:

1. Return the completed and signed Rental Agreement to: steelheadCOMMUNITY@gmail.com
2. Pay full Booking & Damage Deposit of $1000 by e-Transfer to: steelheadcommunityDEPOSITS@gmail.com *(Deposits Only)*

*The Event date is *not* confirmed until both the signed Rental Agreement and full Booking and Damage Deposit are received by SCA.

BOOKING & DAMAGE DEPOSIT: PAID to reserve Event date(s) and cover any damages, theft, or violations. Deposit will be returned to original Depositor in the same manner within fourteen (14) days of the Check-out, provided the Facility and Premises are left clean, undamaged, and all rental conditions are met. If the event is cancelled or if Rental Fees are not paid four (4) weeks or less to the scheduled date, the Deposit is forfeited to the SCA to compensate for administrative costs and loss of booking opportunity. Deposit may be used to cover costs not limited to:

1. NECESSARY REPAIR including any Facility or Premises damage, not limited to floors, drywall, paint, fixtures, equipment. etc. – A minimum administrative repair charge of $100 may apply per repair, with additional costs charged where the actual repair cost exceeds this amount.
2. EXTRA CLEANING HOURS if the Hall and Premises are not left as clean as when you rented it – Minimum one (1) hour at $50 per hour;
3. CIGARETTE BUTTS: Any cigarette butts left on the Premises: $50 fee & Permanent Receptacle at fire pit not emptied: $50 fee;
4. FULL DEPOSIT if Police or Fire Departments have to attend and/or City's & SCA's Good Neighbour Policies are not adhered to;
5. FIRES: No fires permitted on Premises including portable fire devices - Minimum $150 fine and/or loss of full Damage Deposit may apply.

RENTAL FEES: MUST BE PAID FOUR (4) WEEKS PRIOR TO CHECK-IN DATE by cash or e-Transfer to steelheadCOMMUNITY@gmail.com If the event is cancelled four (4) weeks or less prior to the Check-in date, Rental Fees are forfeited to the Steelhead Community Association (SCA) to compensate for administrative costs and loss of booking opportunity.

INSURANCE Renter **MUST OBTAIN EVENT INSURANCE** with a *minimum* $2,000,000 Million liability.

1. MUST COVER full duration of Rental, from Set-Up/Check-In until Check-Out times including Clean-Up.
2. INSURED NAME & ADDRESS on Policy must match Rental Agreement.
3. ADDITIONAL INSURED MUST list: Steelhead Community Association 32972 Cardinal St Mission & City of Mission 8645 Stave Lake St
4. CONFIRM COVERAGE Two (2) weeks prior to the Event, email the Policy Certificate to steelheadcommunity@gmail.com

The City of Mission and the Steelhead Community Association (SCA), including their respective Board members, directors, officers, volunteers, employees, agents, contractors, and representatives, shall not be liable for any loss, damage, injury, or death to the Renter, attendees, guests, animals, or property occurring on or near the premises, regardless of cause. The Renter assumes full responsibility for the safety and conduct of all persons attending or participating in the Event and agrees to indemnify and hold harmless to the fullest extent of the law, the City of Mission and the Steelhead Community Association (SCA), and their respective representatives, from any and all claims, damages, losses, liabilities, or actions arising from or related to the Event or use of the premises, including any associated legal costs or damages.

PERMIT Renter **MUST OBTAIN A SPECIAL EVENT PERMIT** for rental duration, if there is *ANY* alcohol on site: *https://justice.gov.bc.ca/lcrb/SEP*
Confirm coverage: Email SEP to the SCA two (2) weeks prior to the scheduled Event Check-in at *steelheadcommunity@gmail.com*
Coverage: Must cover all dates alcohol is on-site, including storage.
Display: SEP must be displayed near the bar and be easily accessible DURING THE RENTAL.
Renter is liable for any & all fines that may arise for not securing or displaying ANY required Licenses or Permits during an Event.

SECURITY The Renter ensures that all doors and windows to the Hall are secured when not on the Premises;
The Renter ensures that the parking lot gates are locked and closed and all vehicles are removed when not on the Premises;

CONDITIONS

1. SMOKING, VAPING, DRUGS: Strictly prohibited in or near the Hall. Smoking & vaping are permitted only at permanent cigarette receptacle;
2. CIGARETTE BUTTS & RELATED WASTE: Remove from all receptacles and the Premises prior to Check-out;
3. DECORATIONS: Attach to **wood only, with masking tape** to avoid damage, **Do *NOT* tape anything to the floors or drywall**;
4. **NO pins, tacks, nails, staples, tape, etc. on drywall or floor surfaces**, ***this includes*** Command Strips & Scotch Tape;
5. **NO CONFETTI (not limited to paper, rice, seeds, glitter, table sprinkles) permitted indoor or outdoor of Hall. $500 charge will apply;**
6. All decorations & items must be removed from the Hall & Premises prior to Check-Out. Disposal and late fees may apply;
7. **NO CANDLES, SPARKS, FLAMES OF ANY KIND INSIDE OR OUTSIDE THE HALL. **This includes fireworks, tea lights, & sparklers****
8. Hall tables and chairs must be put away tidy and wiped clean;
9. **HALL TABLES & CHAIRS: INDOOR ONLY Prohibited:** No decor, furniture, or equipment used outdoors is permitted to be used indoors.

** **DO NOT DRAG OR SLIDE:** Furniture, equipment, & décor must be lifted when moved on ANY surfaces,

10. No smoke, fog or spark machines are permitted inside the Hall, they will set off fire alarms, No spark machines permitted on premises;
11. Renter is responsible for ensuring that all vendors, contractors, service providers, and suppliers involved in the Event are aware of and comply with all policies and conditions set out in this Agreement, and that they maintain any required insurance, licences, and permits.
12. All recyclables, food waste and garbage (including bathrooms) must be removed from the Premises at Check-Out;

Please dispose of waste responsibly, i.e.at the Mission Landfill or other appropriate location. Landfill is five (5) minutes from Hall at 32000 Dewdney Trunk Rd.
Usual Operating Hours: Open 8am-4:45pm, seven (7) days per week, excluding statutory holidays. Call (604) 826-9008.

13. FIRES: NO fires are permitted on Premises including portable fire devices. Fines & loss of Damage Deposit will apply; Events during fire season are subject to City-wide and/or Provincial Fire Bans and are heavily enforced & fines by each may apply to the Renter;
14. NO unleashed dogs on premises. NO dogs inside the hall, no exceptions. Minimum $100 fee for damage or if not cleaned up after;
15. **Footwear Restrictions:** Metal or sharply pointed heels, including stilettos or Blakey's, and deeply soled footwear are strictly prohibited on all Hall floors. Heel covers is not approved for use. The Renter is responsible for any resulting damage and fines or Damage Deposit forfeiture;
16. Evening Before Check-In: 6:00 PM | Morning After Check-Out:11:00 AM, unless mutually agreed upon in writing and paid for in advance. Hall and Premises must be fully vacated by 1:00 AM regardless of overnight or extended rentals.
17. Late Check-Outs are subject to additional rental fees at $50 per hour, or a portion thereof, beyond the scheduled Check-Out time.
18. Turn off all lights and turn heat down in Hall overnight and when not on Premises. April-November: 5 degrees | November-April: 10 degrees

Good Neighbour Policy: The Renter assumes responsibility for ensuring that:

1. Evening Before rental is intended for setup and quiet ceremonies. We kindly ask that loud activity and celebrations be kept to a minimum.
2. Music is stopped by 12:00 AM | Hall and Premises must be fully vacated by 1:00 AM regardless of overnight or extended rentals.
3. Nothing is left inside the Hall or on the Premises, including any vehicles, after Check-Out. Late Check-Out rental fees, as above, will apply.
4. Neighbours are not to be disturbed by loud music, noxious substances, loud vehicles, 'burnouts', etc. Burn-outs will forfeit the Deposit;
5. The event stays orderly and is not to become rowdy to ensure the neighbourhood remains peaceful.
6. FOREST & CREEK are private property and not part of the rental. Entry is strictly prohibited as per posted signs.
7. **NO** overnight camping or overnight parking of vehicles on the Premises, no exceptions.
8. **NO** parking close to, or in front of, neighbours' driveways or gates. Parking is to remain orderly along the street, if overflow is required.

Good Host Policy: The Renter assumes responsibility for ensuring that all Event attendees:

1. Arrange for a safe ride home *IN ADVANCE* of the Event, car pay services may be limited in the area;
2. Comply with all rules and conditions not limited to smoking, vaping, drugs, footwear, confetti, glitter, furniture, animals, parking, forest;
3. Are aware that cellular service can be spotty in forested areas such as Steelhead. (example, Telus may be better than others)
4. Are aware of our *remote location* with mountain road conditions. Postal code for weather: *V4S 1L2* and Road cameras for the area are: Cardinal St, Mill Pond, Cannon Pit: *https://www.mission.ca/services/roads-transportation/road-cameras*
5. Are aware that the closest store is an approximated 30-minute round-trip drive.
6. Renter ensures that all vendors, contractors, service providers, and suppliers involved in the Event are aware of and comply with all policies and conditions set out in this Agreement, and that they maintain any required insurance, licences, and permits.

Rental Duration: Check-In Date:_____ Check-In Time: _____Check-Out Date:_____Check-Out Time:_____

Renter Address: _____ **Phone#:**_____ **Event Type:** _____ **Guest #:** ____

All individual Renters must provide a current residential address for purposes of this Agreement, to be verified by ID. Renter information must match Insurance Policy.
**A business address is only acceptable when the Renter is an organization or business renting the Hall.*

Sunday - Thursday: $100 First Hour + $50 per Extra Hour
*Friday or Saturday: $1500 ($1200 Mission Discount)

Fees:	Day of Event		$
*Add:	$250 Evening Before	From 6:00 PM	+$
*Add:	$150 Morning After	Until 11:00 AM	+$
*Add:	Extras	*(Extra Hours, etc)*	+$

Total Due: $ _____ **Due By:** _____

BOOKING & DAMAGE DEPOSIT **All Rentals: $ 1000**

Paid Date:_____ **Method:** _____

IF DIFFERENT THAN RENTER:

Depositor Name:_____

Depositor Email:_____

Reminder: Insurance & Liquor SEP Due two (2) week's before Check-in.

Due By: _____

*I, the Renter, am making a **voluntary donation** to the SCA to support the Community Activities Programs and Hall maintenance. Renter understands that the entirety of the SCA Rental Agreement, Policies, and Conditions remain in effect. That wording and information in this document, and emails, are general terms for information and record-keeping only and are not intended to be a tax receipt, as SCA is non-profit.*

Initial
X _____

By signing this Agreement, the Renter and/or Event Planner confirms that they have read, understood, and agree to comply with all terms and conditions contained herein. Renter is responsible for the conduct of all attendees, guests, vendors, contractors, service providers, and any other persons attending or involved in the Event. Any damage, loss, violation of this Agreement, or additional costs caused by such persons is deemed the responsibility of the Renter.

The Steelhead Community Association (SCA) may deduct from the Booking and Damage Deposit any reasonable costs arising from the Event, including but not limited to damages, repairs, additional cleaning beyond the basic cleaning of restrooms, missing items, policy violations, or other costs required to restore the Facility and Premises to their original condition they were at the time of Check-in. The Renter further acknowledges that the determination of such damage, violations, or additional cleaning requirements shall be made at the discretion of the Hall's management, acting reasonably, and that their decision regarding the full or partial return or forfeiture of the damage deposit shall be final. Management or volunteers are not required to be at Check-Out but will inspect the Hall and Premises as soon as practicable thereafter. Inspection findings including photographs, if deemed necessary, will be used to assess any reasonable deductions from the booking and damage deposit for repairs, loss, or extra cleaning. Deductions are deemed voluntary donations made in support of the SCA's Community Activites Program and Hall maintenance. Renter is liable for any & all fines that may arise during an Event from any source.

This Agreement grants the Renter a temporary licence to use the Hall and Premises for the scheduled date(s) and times for the Event listed on this Agreemet only. It does not create a landlord-tenant relationship or any rights under the Residential Tenancy Act of British Columbia.

This Agreement constitutes the entire agreement between the parties with respect to the use of the Hall and Premises and supersedes all prior discussions or representations. This Agreement is the full understanding between the Renter and the SCA. Any changes must be made in writing and approved by the SCA in advance of the schefduled Event. The version in effect at the time of the scheduled Event governs the rental. Renter will receive a copy of the current version at Check-in or in advance by email. Failure to review and sign the current version may result in cancellation or denied access without refund.

Renter Signature	**Renter Print Name**	**Renter Email**	**Date**
Renter Signature	**Renter Print Name**	**Renter Email**	**Date**

Event Planner *(or Designated Person Information)*

Print Name _____ Phone: _____

Email _____ Signature: _____ Date: _____