

STEELHEAD COMMUNITY ASSOCIATION



HALL RENTAL & USE AGREEMENT

1. RENTAL DETAILS & FEES

- **Renter Name:** _____ (25+ years, verified by ID)
- **Email:** _____
- **Phone:** _____
- **Event Host** (if different from Renter): _____
- **Residential Address:** _____

- **Event Type:** _____ **Estimated Attendance:** _____ (Max capacity: 134 persons)
 - **Check-In:** Date: _____ Time: _____
 - **Check-Out:** Date: _____ Time: _____

Depositor: _____ **Email:** _____

Deposit Paid Date: _____ **Rental Payment Date** _____

Deposits are payable by e-transfer to steelheadcommunitydeposits@gmail.com

Rental Fees are payable by e-transfer to steelheadcommunity@gmail.com

Fee Description	Amount
Booking & Damage Deposit (<i>Due upon signing</i>)	\$1,000.00
Base Rental Fee (Fri/Sat Event \$1,500 / Mission Resident \$1,200)	\$ _____
Add-Ons (<i>Evening Before \$250 [4pm Check-in] / Morning After \$150 [11am Check-out] / Early Check-in per hourly rental rate and availability*</i>)	\$ _____
Hourly Rental Rate (Sun-Thurs) \$100 for the first hour / \$50 per additional hour	\$ _____
TOTAL FEES DUE (<i>Due 4 weeks prior to Check-In</i>)	\$ _____

2. TERMS & CONDITIONS

A. Booking, Payments, and Cancellations

- **Confirmation:** A booking is secured once the signed agreement and full \$1,000 deposit is received, payable by e-transfer to **steelheadcommunitydeposits@gmail.com**
- **Deadlines:** Rental fees must be paid 4 weeks prior to Check-In.
- **Cancellation Policy:** Cancellations 6 weeks or less prior to Check-In result in forfeiture of deposit.

B. Booking & Damage Deposit Policy

The deposit will be returned via e-Transfer within 14 days following Check-Out, provided the premises are clean and undamaged.

Deductions may be made for, but not limited to:

1. Physical damage to facility or grounds.
2. Extra cleaning (\$50/hour, 1-hour min).
3. **Cigarette Litter:** \$50.00 fine for not cleaning the receptacle and \$50.00 fine for leaving cigarette litter around the property.
4. **Major Infractions:** Full \$1,000.00 deposit forfeiture for a serious disturbance as evidenced by neighbour, police or fire department calls.

C. Required Permits and Insurance

Email documents to steelheadcommunity@gmail.com 2 weeks prior to event:

1. **Event Insurance:** \$2,000,000 liability naming SCA and City of Mission, covering the entirety of the event from check in to check out
2. **SEP/Liquor License:** Required for any alcohol presence. [Apply for your permit here.](#)

D. Liability Waiver and Indemnity

The SCA and City of Mission are not liable for any loss, injury, or death. The Renter assumes exclusive responsibility for all attendees and vendors.

SCHEDULE A: OPERATIONAL POLICIES



TOTAL FIRE BAN

ALL FIRES PROHIBITED. Includes pits, propane, candles, and sparklers. Violation results in \$1,000 deposit forfeiture.

Hall Rules & Cleaning

- **Curfew:** Music off by 12 AM; vacate by 1 AM.
- **Smoking:** Outdoor designated area by fire pit only
- **Prohibited:** No confetti, glitter, or smoke machines, metal heels/stilettos are prohibited
- **Decorations:** Decorations may only be attached to wooden surfaces using masking tape. No pins, tacks, nails, staples, Scotch tape, or Command strips may be used on drywall or flooring.
- **Property Boundaries:** Guests must stay within the cleared hall premises. The surrounding forest and creek are private property; entry is prohibited.

- **Parking:** No overnight camping or parking of vehicles on the property, please be mindful of neighbouring properties driveways.
- **Furniture:** Hall tables and chairs are indoor use only, no furniture, tables or chairs used outside are permitted for use inside.
- **Pets:** Dogs are not permitted inside the hall, and must be leashed at all times if outdoors on the premises.

Good Host Safety Awareness

- **Safe Transit:** Renters must ensure attendees arrange a safe ride home *in advance* of the event, as local ride-hailing or taxi services are severely limited in this area. .
- **Remote Location Logistics:** Renters are responsible for informing guests and vendors that cellular service can be spotty due to the forested terrain. Mountain road conditions should be checked in advance, and parties should prepare for a roughly 30-minute round-trip drive to the nearest store.
- **Vendor Compliance:** The Renter ensures that all hired caterers, decorators, DJs, and suppliers are fully aware of, and comply with, all policies, insurance requirements, and conditions set out in this agreement.

Cleaning

- **Waste:** All garbage must be hauled away; no trash service on site.
- **Cigarette Clean-Up:** Empty all debris from the permanent outdoor cigarette receptacle into a trash bag and inspect the immediate grounds for stray butts. **Note:** There is a \$50.00 fine for not cleaning the receptacle and a \$50.00 fine for leaving cigarette litter behind.
- **Furniture:** Wiped and stacked. Lift, do not drag.
- **Floors:** Free of debris and left in good condition. **Metal heels/stilettos are prohibited to prevent floor damage.**
- **Lockdown:** Lights off and all gates/doors locked.

SIGNATURES

By signing, the Renter agrees to all terms and policies herein, and assumes responsibility for the event

Renter Signature:	Date: _____
Printed Name:	Email:

