



eAGLE BAY

COMMUNITY ASSOCIATION

AGREEMENT BETWEEN:

LESSOR: Eagle Bay Community Association
4326 Eagle Bay Road, Eagle Bay, B.C. V0E 1T0
-and-

LESSEE:	
Name or Association	
Address	
Contact Name	
Contact Phone #	
Contact Email	

RENTAL:	
Begin Date & Time	
End Date & Time	
Purpose of Lease	
# of Participants (max 100)	

Renter to check the box to signify which rental applies. If hourly, indicate # of hours.

Hall Rental Items	Check	Daily (12 hours)	Check	Hourly (2 hour minimum)	# of Hours
Full Hall Rental (Main Hall, Stage, Bar, Kitchen, Games Room) Note 1, 7, 8		\$250		\$35	
Hall Only Note 2, 8		\$150		\$30	
Kitchen Only Note 3, 7, 8		\$125		\$20	
Games Room Only Note 2, 8		\$75		\$15	
Weekend Rate (Full Hall Rental Only from Friday 5pm to Sunday noon) Note 1, 7, 8		\$450			
Microphone and Sound system Note 4, 6		\$50 flat rate			
Screen and Projector Note 5, 6		\$50 flat rate			

Notes:

1. includes tables, chairs, cutlery, glass and tableware, use of kitchen appliances and kitchen ware.
2. Includes tables, chairs
3. Includes use of kitchen appliances and kitchen ware.
4. Base rental includes access to the built-in speakers, which can play music via Bluetooth from a personal device. A microphone and portable speaker system are available for an additional flat rate of \$50. The projector and screen are available for an additional flat rate of \$50.
5. Power screen and projector HDMI cable compatible (renter must provide own laptop).
6. Use of the microphone/speakers and the projector/screen requires an EBCA-designated resource

to be available. Availability must be confirmed before booking.

7. If using the kitchen for cooking purposes, must have and provide Food Safe Certification prior to rental.
8. Set up and tear down is the responsibility of the lessee. Basic janitorial services after the event are provided.
9. Complimentary Wifi provided.
10. Onsite catering is available as per a separate agreement.

RENTAL FEE:

Term	#	x \$Rate	= Total
#Hours/Days			\$
Other			
- Sound		\$50	\$
- Screen/Projector		\$50	\$
Total Rental			\$
Deposit		25%	\$

A rental deposit of 25% of the rental fee is required and must be paid in advance unless waived. Deposit will form payment once Lessor has determined that hall is returned to good order.

Are you interested in our On Site Catering Services? Yes/No (circle)

DUTIES AND UNDERSTANDING OF THE LESSOR:

1. Lessor shall furnish the premises based on the lessee application.
2. Lessor will either provide the Lessee with a key and security code to the premises in good time before the commencement of the lease, or ensure an authorized member of the Eagle Bay Community Association is in attendance to provide entry and closure.
3. Lessor shall make available furnishings and systems as identified on the premises as agreed with the Lessee.
4. If requested, Lessor will provide welcome on one side of the outside notice board.

DUTIES AND UNDERSTANDING OF THE LESSEE:

1. Lessee will be provided an invoice and shall pay the rental amount in full at least ten (10) days prior to the commencement of the lease date.
2. Lessee shall be solely responsible for any loss of personal property by Lessee or any of Lessee's guests, patrons, employees, or agents.
3. Lessee shall be solely responsible for any damages to the premises or damage to or loss of Lessor's property caused by Lessee's guests, patrons, employees, agents or any others who enter the premises or grounds during the period of the lease. Notwithstanding the security deposit the Lessee shall reimburse the Lessor in full for any such damages.
4. Lessee shall be solely responsible for any personal injuries or illness sustained or contracted by Lessee or Lessee's guests, patrons, employees, agents or others who enter the premises or grounds during the period of the lease.
5. Lessee will comply with all applicable fire, safety and liquor regulations and shall be responsible for the conduct of all persons attending the event during the period covered by this rental agreement. Lessee assumes responsibility for all damage to the Hall premises.

6. Eagle Bay Community Hall is a non-smoking facility. Part of clean-up must include the pick-up of cigarette butts left in the parking lot and outside the doorways. It is recommended that the Lessee provide outdoor ashtrays for guests, this could be as simple as a coffee can with sand.
7. Lit candles are not permitted.
8. NO LIQUOR shall be permitted or consumed on the premises unless specifically authorized by a Special Occasion License issued to Lessee under the BC Liquor Control Licensing Act. **Lessee will provide a copy of the licence to Lessor before the event date.**
9. Lessee shall restore the premises to good order before vacating referring to the Sanitation Plan. Lessee shall ensure that all doors and windows are securely locked; lights, and power to equipment is switched off before vacating the property. The building alarm shall be set.
10. Lessee must hold valid Liability Insurance of not less than \$2,000,000 which covers the period of the lease. Such insurance must include "Host Liquor Liability" when/if alcohol will be consumed during the period of the lease.¹
11. This Agreement does not include rental of Eagle Bay Community Park. Enquires should be directed to the CSRD 250-833-5917.
12. Lessee shall promptly vacate the premises upon termination of this lease and return the key if provided.

 Lessee and Lessor's agent shall initial here indicating agreement. _____

This Lease contains the entire agreement and understanding between the parties. There are no other agreements or understandings, expressed or implied.

THE PARTIES HAVE EXECUTED this Agreement as follows:

	For Eagle Bay Community Association Lessor	Lessee
Name		
Date		
Signed		

¹ Option for insurance –EventPolicy.ca or Duuo.ca are a Canadian-based platforms offering online special event liability insurance, particularly suited for venues like community halls. note these providers is not endorsed by EBCA.