

**Shawnigan Cobble Hill Farmers Institute & Agricultural Society
(the Farmers Institute)
PO Box 148 Cobble Hill, BC, V0R 1L0**

Hall Renters' Check List

1. Renters agree to follow all the rules and guidelines of the Farmers Institute as set out in the agreement and this checklist. All persons renting the hall must be of legal age to sign the Rental Agreement and must agree to be present at all times during the event.
2. A booking deposit of **\$100** is required to secure the date(s) of your rental. The date(s) will **not** be held or booked until the booking deposit payment and the signed rental agreement is received at the above mailing address. The booking deposit is non-refundable if the event is cancelled.
3. Renters must complete and sign a Rental Agreement. This signed agreement must be received by the Farmers Institute along with the booking deposit to place and secure the requested date(s) on the rental calendar.
4. Renters must provide a damage/cleaning deposit of **\$600**. This damage/cleaning deposit must be received by the Farmers Institute 14 days prior to the date(s) of the event.
5. The balance owing for the rent of the hall and the damage deposit are due and must be received by the Farmers Institute 14 days prior to the date(s) of the event.
6. If liquor is to be consumed, a liquor license must be obtained through the Liquor Control Board. The license must be in the same name as the person signing the Rental Agreement. A copy of the license must be provided to the Farmers Institute 14 days prior to the date(s) of the event. A copy of the license must also be conspicuously displayed at the event. No alcohol consumption is permitted outside of the buildings or on the grounds.

7. INSURANCE REQUIREMENTS:

- The minimum liability insurance required is \$2,000,000.
- Renters must provide a Certificate of Liability Insurance that spans the date(s) of their event. The name of insurer on the Certificate of Liability Insurance and the person signing the Rental Agreement must be one and the same.
- The Certificate of Liability Insurance must be received by the Farmers Institute 14 days prior to the date of your event.
- The Certificate of Liability Insurance must state that the **"Shawnigan Cobble Hill Farmers Institute and Agricultural Society at 3550 Watson Avenue, Cobble Hill, BC is named as "Additional Insured"**.
- Please contact your insurance agent/broker to arrange for the proper insurance coverage and the Certificate of Liability Insurance. Please instruct your agent/broker to email a copy of the one page Certificate of Insurance to: cobblehillhall@gmail.com no later than 14 days prior to the date(s) of the event. Note that we only require the Certificate of Insurance; not your entire insurance policy

Please make rental cheques payable to: SCHFIAS - Cobble Hill Farmers Institute and mail to PO Box 148, Cobble Hill, BC, V0R 1L0. Please leave adequate time for postal delivery to book dates or meet payment and liability insurance deadlines. **We do not accept post-dated cheque(s)**. E-transfer is available upon request.

General Rules for Renters:

- Renters are responsible for returning the hall and grounds in a clean and orderly condition. A \$40/hour cleaning fee (minimum charge of 4 hours) will be made if the hall is not returned in proper order. Future rentals may also be impacted.
- All tables must be washed and returned to their racks. All chairs must be **cleaned, stacked or re-stacked no more than 18 high and returned to the bar area and/or dining room area.**
- All garbage must be put in the outdoor garbage bin and all recyclables must be taken with you.
- All personal decorations must be removed and taken with you.
- All floors must be dry mopped, spills must be cleaned immediately.
- Renters are responsible for any damages to the hall or equipment. Rates for repairs will be charged at \$40 per hour or outside contractor's rates plus 10%.
- There is no smoking in Institute buildings, on the hall porches or stairs, or on Institute grounds and there is to be no alcohol consumption outside the buildings or on the grounds.
- No smoke or fog machines or fireworks can be ignited or used at your event.
- Check that the doors on the refrigerator are completely closed.
- Turn off fan switch over the stove and turn off all three gas valve(s) on the left side of stove. The horizontal position is OFF.
- Coffee urn and tea urn must be clean and turned off.
- All counters and appliances must be wiped clean using hot soapy water and a clean cloth and all appliances and counters are to be streak free.
- All spills inside the fridge must be cleaned up and all food removed.
- Stove(s) and Oven(s) must be cleaned and the face of the stove and oven(s) left streak free. The stove top(s) and all of the oven(s) must be cleaned and all crumbs, spills, etc. removed.
- Sinks must be cleaned.
- Floors should be swept or dry mopped including under all the floor mats and stainless steel table.
- All spills and mess on floors are to be cleaned and the fronts of cabinets are to be cleaned.

Security and Lockup Checklist:

- Kitchen exterior door must be closed and locked.
- Kitchen and dining room windows must be closed and locked.
- Both side doors (wheelchair ramp) must be completely closed and the device securely in place to prevent opening. Please check to make sure that neither door will open.
- Security Alarm is set (Note: all doors must be shut to be able to set the alarm).
- Front Door is locked when the red key pad light is on.
- Damage/Cleaning Deposit, or portion thereof, will be returned by a Farmers Institute cheque after the hall has been inspected. Damage deposit, or portion thereof, will be mailed within 14 days of the date of the event(s).

Renter's Name

Renter's Signature