

**Shawnigan Cobble Hill Farmers Institute and Agricultural Society (Farmers Institute)
P. O. Box 148, Cobble Hill, BC, V8H 4A8**

Rental Agreement: revised January 1, 2022 and replaces all previous versions.

TERMS AND CONDITIONS: The following Terms and Conditions apply to the rental of all of the buildings and grounds owned by the Farmers Institute.

1. The renter agrees to follow all rules and guidelines of the Farmers Institute as set out in this agreement and the Renter's Check List. The person signing this agreement must be of legal age to sign such an agreement and must be present at all times during the event.

2. Please note, the rental date(s) are NOT added to the Rental Calendar until the booking deposit fee along with this signed rental agreement are received by the Farmers Institute. A booking deposit fee of \$100 is required to secure the rental date(s) for the Cobble Hill Hall, the Youth Hall and the Stu Armour 4-H building. The booking deposit is non-refundable if the event is cancelled on short notice without an adequate reason.

3. The balance of the rental costs plus the damage deposit must be paid in full to the Farmers Institute, **14 days prior** to the date(s) of the event. **Post-dated cheques are not accepted.**

4. A one-page Certificate of Liability Insurance in a minimum amount of \$2,000,000 that spans the date(s) of the event containing the following text: **"The Shawnigan Cobble Hill Farmers Institute and Agricultural Society at 3550 Watson Avenue, Cobble Hill, BC, is named as Additional Insured"** must be provided to the Farmers Institute 14 days prior to the event. The name of the insured/renter on the one-page Certificate of Liability Insurance, and the person signing this agreement must be one and the same. **In signing this Rental Agreement I agreed to Hold Harmless, the Shawnigan Cobble Hill Farmers Institute and Agricultural Society (Farmers Institute), for any bodily injury or property damage claims that may arise as a result of occurrences that take place during the duration of the rental of the hall.**

5. If payment is not made in full and/or liability insurance paperwork is not received 14 days prior to the event, access to the hall and/or other venue(s) will not be provided.

6. If alcohol will be consumed at your Event, a liquor license/permit must be obtained through the Liquor Control Board. The person named on the liquor license must be one and the same person named on the Certificate of Liability Insurance and the person who signs this agreement. A copy of the liquor license/permit must be provided to the Farmers Institute 14 days prior to the date(s) of the event.

7. The liquor license/permit must be conspicuously displayed at your event. No alcohol consumption is permitted outside of the buildings or on the grounds.

8. No smoking is permitted in any of the Farmers Institute buildings or on the grounds.

9. **Please consider our neighbours and ensure no noise or disturbance is heard or comes from the building or from event participants after 11 p.m. on weekdays and 12:30 a.m.**

on weekends. The CVRD's Noise Bylaw 3723 can be used against future events if the noise emanating from the hall at any given time becomes a nuisance to our neighbours.

10. The hall rental includes tables, chairs, a coffee and tea urn and an electric kettle. Dishes, cutlery, glassware and cooking utensils **are not included**. Wash all tables and chairs used before putting them away.

11. Renters will receive instructions on the alarm system and use of the key pad in the Cobble Hill Hall, for the Youth Hall or Stu Armour Hall. Gate keys, if required, must be returned promptly and must not be duplicated. Lost keys will be charged at fifty dollars (\$50.00) each.

12. The Cobble Hill Hall is a climate controlled building; consequently, for the system to operate properly the doors to the building must be kept closed during events. Heat and cooling will be provided but an extra surcharge will be deducted from your damage deposit if the doors are left open during an event.

13. The Hall/Venues must be cleaned properly, including tables and chairs, and must be in an acceptable condition before the term of the rental ends. Failure to properly clean the venue(s) will result in the use of the Damage Deposit to pay for cleaning at a rate of forty dollars (\$40.00) per hour, with a minimum of 4 hours being charged. All damages to the hall or equipment will be charged to the renter.

14. The renter is responsible for all contractors or caterers that the renter hires for the event(s). The renter is responsible for ensuring their contractors and caterers are aware of the rental terms and conditions. All contractors and/or caterers must also provide a Certificate of Liability Insurance (as per item #4 above).

15. No tape of any kind (scotch, masking, duct tape, etc.), can be affixed to any interior surface of the Whole Main Building. Tape will remove the paint, which will affect return of your damage deposit. In addition, all fasteners, hooks, nails, screws, etcetera are severely restricted, and will be closely monitored. This includes all of the interior areas, the foyer, the doors and the stage area. To meet your needs please consider providing your own stand-alone backboards and/or sandwich boards to mount posters and the like. These devices should not touch the walls.

16. The use of fireworks, smoke machines or any machines producing a type of artificial fog are prohibited. The use of these machines will trigger the fire alarm resulting in calls to the local fire department and the RCMP which effectively ends your event.

Initials _____

Personal Information About the Renter: (Please complete all fields)

Description/Type of Your Event:

(Please Print)

Details of Your Event: (Be specific)

Date(s) of Your Event: _____ / _____ / _____ / _____ / _____ / _____ / _____

Day Month Year Day Month Year Day Month Year

Time(s) of Your Event: ____ (am pm) to ____ (am pm) ____ (am pm) to ____ (am pm) ____ (am pm) to ____ (am pm)
(circle one) (circle one) (circle one) (circle one) (circle one) (circle one)

Renters Name (You) _____ / _____
(Please Print) Surname First Name (note: must be 19 years or older)

Your Email Address _____

Your Home Phone Number: _____ Your Cell Phone Number: _____

Your Street Address: _____

Mailing Address PO Box # _____

City _____ / _____ / _____
(Please Print) City Province Postal Code

Alternate Contact name _____ Alternate Phone Number _____
(Please Print)

Business/Organization Name (If Applicable):

Business Contact Person: _____

Business Email Address _____ Business Phone Number: _____

All three (3) pages of this agreement plus the booking deposit payment must be received and accepted by the Farmers Institute in order to reserve dates.

I agree that I have read and understand the Terms and Conditions described in this Rental Agreement, and I have read and understand the Terms and Conditions described in the Hall Renter's Checklist that is available at farmersinstitute.ca web site or has been supplied to me.

I agree to abide by these Terms and Conditions.

Renter's Signature: _____
(must be 19 years or older) Print Name Your Signature

Dated: ____ / ____ / ____
Day Month Year

Rent Coordinator Signature: _____ Dated: ____ / ____ / ____
Day Month Year

The Farmers Institute is required to record the following information for reSound Music Licensing Company.

You will not be charged any fee for providing this information.

How many people will be attending your event? _____

Will live music be played at your event? _____

Will pre-recorded music be played at your event? _____

Will there be dancing at your event? _____