



Shawnigan Cobble Hill Farmers Institute and Agricultural Society

3550 Watson Ave.
Cobble Hill, BC V8H 4A8
email: cobblehillhall@gmail.com

Rental Agreement

(revised November 2025)

Terms and Conditions:

General

1. The renter agrees to follow all rules and guidelines of the Farmers Institute as set out in this agreement and Renter's Checklist. The person signing this agreement must be of legal age and must be present at all times during the event. The renter agrees to leave the building and grounds in the condition in which it was found. This agreement applies to the Cobble Hill Hall, the Youth Hall and the Stu Armour Building.

Booking and Payment

2. A requested rental date is NOT added to the Rental Calendar until the booking deposit fee (\$100) along with the signed rental agreement are received. The booking fee is not refundable if the event is cancelled with less than one month notice. Under certain circumstances, a booking fee may be applied to a change of date. prior to the date(s) of the event.

Payment can be made by e-transfer to cobblehillhall@gmail.com or

by cheque to SCHFIAS at 3550 Watson Ave., Cobble Hill, BC V8H 4A8

3. The balance of the rental costs and the damage deposit fee must be paid in full to the Farmers Institute, 14 days prior to the event. Post-dated cheques are not accepted.

Insurance

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 as **Additional Insured: The Shawnigan Cobble Hill Farmers Institute and Agricultural Society at 3550 Watson Avenue, Cobble Hill, BC** must be provided to the Farmers Institute 14 days prior to the event. You may advise your agent/broker to email the one page certificate or you may email a copy. The name of the insured/renter on the one page

Certificate of Liability and the person signing this agreement must be the same person or must be a representative of the non-profit, organization or company.

5. If payment is not made in full and/or proof of liability insurance is not received 14 days prior to the event, access to the hall and/or other venues will not be provided.

Event with Alcohol

The Cobble Hill Hall is considered a public space for rental purposes under the BC liquor laws, "...a building or part of it that is rented out by the public, such as a banquet hall, is not considered a private place." (Special Event Permit Manual, p. 8) Guests may not bring their own liquor to private events held at a public place.

Private events that are held in public places require a Special Event Permit (SEP):

Private family events

Weddings, anniversaries, birthdays, retirement parties, memorials, bachelor and bachelorette parties. (You do not need a permit when the event is held at a private residence.)

Events for invited guests and ticket holders

If your private event is attended by invited guests, people who have purchased tickets in advance, or members and/or staff of an organization

Public events that are held in public and open to the general public require a SEP:

Beverage and beer gardens, public venue or public property events, charitable fundraisers, liquor-tastings held by non-profits or businesses.

6. If alcohol will be consumed at the event, a Special Event Permit (SEP) to sell or serve liquor must be obtained through the BC Liquor and Cannabis Regulation Branch. Before you submit your application, find out about fees, rules and responsibilities in planning. (SEP Manual) The applicant must have a responsible service certification as do any bartenders who serve alcohol at the event. The applicant must be responsible and be present during the function.

A copy of the SEP must be provided to the Farmers Institute 14 days prior to the date of the event.

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

Equipment, Tables and Chairs

8. The hall rental includes tables, chairs, a coffee and tea urns, and an electric kettle. Chairs and tables are for indoor use only. Dishes, cutlery, glassware and cooking utensils are not included.

9. A projector, screen, microphones, and speakers are accessible in the main hall. There is a \$75 charge for use of all this technology. A WIFI password will be provided for the hall being rented.

Contractors/Caterers

10. The renter is responsible for all contractors or caterers that the renter hires for the events. 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).

11. For renters not using commercial caterers, a Food Safe Certificate must be supplied in the name of the person supervising the food preparation in the kitchen.

Displays and Decorations

12. No tape of any kind (scotch, masking, duct, etc) can be affixed to any interior surface of the main hall. Tape will remove paint, which will in turn, affect return of the damage deposit. In addition, all fasteners, hooks, nails, screws, etc are 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. Candles require pre-approval from the rental coordinator.

Alarm System and Gate Keys

13. Renters will receive a security code with instructions on the alarm system and key pad for the hall that they are renting. Gate keys, if required, must be returned promptly. Keys must not be duplicated. Lost keys will be charged to the renter at the rate of \$50.

Cleaning

14. The hall/venues must be cleaned properly and must be in an acceptable condition(s) before the term of the rental ends, including washing tables, tacking chairs, and damp mopping spills. A cleaning checklist will be provided to renters. Failure to properly clean the venue will result in a deduction from the damage deposit to pay for cleaning at a rate of \$50 per hour and 4 hours minimum. All damage to the hall or equipment will be charged to the renter. Recycled materials are the responsibility of the renter. Garbage may be disposed of in the dumpster on-site.

Heat and Cooling System

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

Not Permitted

16. The following is a list of what is not permitted:

- smoking or vaping in the hall or on the grounds is not permitted.
- use of fireworks, smoke machines or any machines producing a type of artificial fog is not permitted. These machines trigger the fire alarm resulting in a response from the local fire department and the RCMP, which effectively ends the event.
- noises, sounds or disturbances from the hall that disturb the peace, quiet or comfort of others should not be heard after 11 pm weekdays and after 12:30 pm weekends. The CVRD's Noise Enforcement Bylaw 3723 can be used against future events if the noise emanating from the hall exceeds the guidelines above
- confetti, either indoors or outdoors

initials

Rental Application Form (revised November 2025)

Name of your event _____

Details of the event: _____

Date of Event: ____/____/____ ____/____/____ ____/____/____
 day month year day month year day month year

Time of Event start/end _____

Check the venue for rent: Cobble Hill Hall _____ Youth Hall _____ Stu Armour Building _____

Expected number of attendees _____ tables _____ chairs _____ technology required (*mic, projector & screen*)

Do you need to use the commercial kitchen (main hall) for serving refreshments? _____
for cooking or preparing food? _____. Are you employing a catering company? _____
If you need the kitchen, please supply the name of the kitchen lead person (other than the caterer)
_____ and phone number _____

Will liquor be served at this event? _____ If yes, refer to p.2, #6 & #7. If liquor is served,
name of the person responsible for serving _____

Renter's Name _____

Renter's email address _____

Renter's home phone _____ Renter's cell phone _____

Renter's mailing address (for billing) _____

City _____ Province _____ Postal Code _____

Renter's Business/Organization name (if applicable) _____

Business ph _____ Business email; _____ - _____

Alternate Contact _____ ph. _____

All five pages of this agreement plus the booking deposit payment must be received and accepted by the Farmers Institute in order to reserve dates on our Rental Calendar.

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 website or has been supplied to me.

In signing this Rental Agreement, I agree to hold harmless the Shawnigan Cobble Hill Farmers Institute and Agricultural Society 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.

I agree to abide by these terms and conditions.

Renter's Signature _____

Date signed: _____/_____/_____ print name signature

day month year Rental Coordinator's signature: _____ Date _____/_____/_____

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The Farmers Institute is required by law to record the following information for Re: Sound Music Licensing Company. You will not be charged any fee for providing this information..

How many persons 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? _____