**FIELD RECREATION ADVISORY ASSOCIATION**

# COMMUNITY HALL RENTAL CONTRACT

| | | | |
|---|---|---|---|
| **ORGANIZATION/GROUP + FUNCTION NAME** | | | |
| **APPLICANT NAME** | | | |
| **ADDRESS** | | | |
| **PHONE/FAX/EMAIL** | HOME/OFFICE: | FAX: | EMAIL: |

**RENTAL INFORMATION**

| | | | | |
|---|---|---|---|---|
| **FUNCTION/EVENT DATE(S)** | | | | |
| **TYPE OF FUNCTION/EVENT** | | | | |
| **EVENT TIMES** | EVENT SET-UP | EVENT START | EVENT FINISH | # OF GUESTS EXPECTED |
| **OTHER INFORMATION** | | | | |
| **Band / DJ** | **Catered –** | **Bar Service (See terms below)** | **Kitchen:** Y/N | **Hall Furniture:** Y/N |

**HALL RENTAL / FEE SCHEDULE**

| | | |
|---|---|---|
| **ORGANIZATION & SOCIAL EVENTS** (Weddings/Socials, Meetings etc.) | **$150.00/day without Kitchen X _____ day(s)** | **$** |
| | **$300.00/day with Kitchen X _____ day(s)** | **$** |
| **Damage Deposit** | | **$** |
| **Liquor License Fee - $25.00 (Private Event) or $100.00 (Public Event)** | | **$** |
| | | **$** |
| **TOTAL FEE** (checks payable to the FRAA) | | **$** |

**RENTAL TERMS: All fees are to be paid by cash, money order or cheque. Please make cheque payable to Field Recreation Advisory Association. P.O. Box 38 - Field, BC V0A 1G0**

*Renter responsibilities and notes*:

1. Keys: it is the responsibility of the renter to make arrangements for hall key pick-up and drop-off with their FRAA representative at the time of rental.
2. **Renters are responsible for set-up and clean up within the rental times as set forth in this agreement. Supervision/cleanup for after rental agreement hours will be subject to a labor fee charged (against the damage deposit if applicable) or added directly to the invoice @ $25.00 per hour.**
3. **Renter must wash and put away all dishes and remove all the garbage and decorations from the hall. There will also be a $50.00 charge if the hall is not left neat and tidy.**
4. No decorations may be placed on the building exterior or in the washroom and stairwell/landing areas.
5. Renters are responsible for stacking all the tables and chairs and returning them to the storage room.
6. The kitchen is a limited use, non-commercial kitchen without refrigeration. A domestic gas stove + microwave are available for reheating pre-prepared foods.
7. **NO alcoholic beverages may be brought into the hall as per FRAA's exclusivity agreement unless otherwise agreed upon and noted in this rental agreement.**
8. Music and other loud noises must not be heard beyond the hall premises.
9. The renter consents and agrees to indemnify and save harmless the Town of Field and the Field Recreation Advisory Association in respect of any and all claims, demands, actions, suits and costs arising out of any act or omission by the Renter and/or servant, agent or employee of the Renter arising out of the use of said facility by the Renter.

I/WE have read and agree to accept responsibility for ensuring that the above terms are understood and adhered to for our event on _____(event date)

_____ PRINT Name

_____ Signature

_____ Date

*For FRAA/FCC Use only* *Received/approved by*:

| | | |
|---|---|---|
| Rental | $ | Receipt #: |
| Bar/other fees | $ | Receipt #: |
| Damage Deposit | $ | Receipt #: |

**FRAA Rental Contact:** Sally Watson (250)-343-6354 or rentals@fieldbc.ca