



## District of New Hazelton

### NEW HAZELTON COMMUNITY CENTER – RENTAL AGREEMENT

**This application form must be completed for any activity held at the New Hazelton Community Center**

Applicants are required to read and comply with the New Hazelton Community Center Policies and Procedures attached to this application and to indicate their agreement to those guidelines by signing this agreement.

#### Release and Indemnity

Your signature on these agreement releases, discharges, indemnifies, and saves harmless the District of New Hazelton, its appointed officers, employees, agents, and elected officials from and against all lawsuits, damages, costs, expenses, liability or fees (including fees of solicitors on a solicitor and own client basis) which the licensee or anyone else may incur, suffer, or allege by reason of the Event or use of the facility or the space by the licensee, its invitees, contractors, employees, or by any person carrying on any activity in relation to the event or the licensee's use of the facility or the space.

#### Event Insurance

Renters are encouraged to protect themselves by purchasing event insurance. This protects you from any disaster, accident, or incident that may result in court action and damages. The Municipal Insurance Association of BC offers policies through its online portal at <http://bc.events.insure/>. Alternatively, event insurance policies can be purchased through Bulkley Valley Insurance in our office.

### CONTACT INFORMATION

Name of Renter: \_\_\_\_\_

Main Contact: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ **Note: Maximum allowable attendance is 230 people.**

## SIGNATURES

By signing this form I, \_\_\_\_\_, consent to abide by the policies and procedures that are attached to this agreement. I understand that I am responsible for any damages or incidents that may occur while renting this facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application

**Please note: the District of New Hazelton is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore cannot guarantee that any information provide can be held in confidence.**

## PERMIT FOR USE – NEW HAZELTON COMMUNITY CENTER

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Room(s) being Accessed: \_\_\_\_\_

Room Access Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Rental Fees: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Security Code: \_\_\_\_\_

On-Call Contact: 250-842-6571 – press “1” to access answering service

The District of New Hazelton agrees to the issuance of a permit for use of the New Hazelton Community Center to the person(s) named in this application.

\_\_\_\_\_  
Authorized Signatory for the District of New Hazelton

\_\_\_\_\_  
Date Signed



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER  
RENTAL CHECKLIST – HALL**

Renter: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Date key picked up: \_\_\_\_\_ Returned: \_\_\_\_\_

	Renter – checked	Inspector - Checked
Chairs put away		
Tables wiped		
Tables put away		
Floor swept		
Garbage bagged and put in bin		
Recycling bagged		
Personal items removed		
Doors to washroom closed and locked		
Doors locked		

Damages above normal wear and tear: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated time to repair damages: \_\_\_\_\_ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: \_\_\_\_\_

Approved for damage deposit return: \_\_\_\_\_

Damage deposit returned: \_\_\_\_\_

Damage deposit received: \_\_\_\_\_



**DISTRICT OF NEW HAZELTON  
COMMUNITY CENTER  
GENERAL CLEAN UP INSTRUCTIONS**

We hope that you have a successful event and your damage deposit will be returned in full. The room(s) you are using must be cleaned and left in an orderly state according to the following conditions:

**Chairs**

Must be neatly stacked on the dollies at the front of the room (15 chairs per dolly)

**Tables**

Must be cleaned (no tape, staples, or chewing gum) and neatly stored at the front of the room

**Candles**

Tea lights in safe holders or battery operated candles only

**Kitchen**

Must be left clean and in the state in which it was rented. Dishes must be washed according to the posted instructions and stored in their designated area. All surfaces should be washed and sanitized as per instructions posted. Dishwasher should be turned off and racks stacked neatly on the right hand side drain board. Sinks should be cleaned. Stove and ovens should be wiped down and spills cleaned. The freezer and fridge should be emptied of all personal items (note: items left will be removed by the janitorial staff at the end of the event) and any spills wiped away.

**Walls/Ceilings**

Any decorations attached to any part of the interior or exterior walls must be completely removed without damage to the walls, ceilings, or other finishes. Please take this into account when decorating for your function. **Absolutely no staples, tacks, nails, or duct tape, please!**

**Floors**

Must all be swept. Spills need to be wiped up; they are easier to clean as they happen than after the fact! The washing of the floors will be done by the janitorial staff.

**Washrooms**

Floors of the washrooms should be cleared of any human waste such as vomit, feces, or urine. It is much easier to clean when it happens than to wait until the janitorial staff comes in.

**Garbage including empties**

Please encourage your guests to use the bins placed throughout the facility to dispose of their garbage, empty bottles or cans. All empties should be bagged and either removed from the premises or left in the blue bin provided outside the facility. Garbage should be bagged and deposited in the green bin provided outside the facility.

#### **Doors and key**

It is the full responsibility of the renter to ensure that all doors are locked at the end of the event. All lights should be turned off and all interior doors (with the exception of the bathrooms) should be closed. The alarm should be turned on using the appropriate code that was given at the time of rental. **Please ensure that the doors leading to the washrooms are closed and locked before leaving.**

The western exit door going into the Red Apple parking lot is for emergency purposes only and should only be used in the case of an emergency.

The doors should be kept closed during dances or musical events so as to assist with minimizing the disturbance to residents living close by. It is important to respect the rights of those residences close by with the least amount of disturbance as possible.

#### **Exterior/Grounds**

Must be returned to their pre-rental condition. Thanks for picking up cigarette butts, bottles, cans, and garbage.





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Must all be swept. Spills and human waste (see below) need to be cleaned prior to leaving; they are easier to clean as they happen than after the fact! The washing of the floors will be done by the janitorial staff.

**Washrooms**

Floors of the washrooms should be cleared of any human waste such as vomit, feces, or urine. It is much easier to clean when it happens than to wait until the janitorial staff comes in. **All traces of illegal drugs and or drug paraphernalia must be removed from the premises to avoid an additional \$200.00 cleaning fee.**

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