

GABRIOLA ISLAND COMMUNITY HALL ASSOCIATION
2200 South Road, Gabriola, BC (250) 247-9292

“GICHA” RENTAL TERMS

Event Name / Description _____

Date(s) _____ Hours _____

Item	Rental Rate – all events	Ongoing & Rehearsal
Main hall	\$30/hour	\$15/hr.
Downstairs	\$18/hour	\$11/hr.
24 hour	\$ 300/day	n/a
Set-up	\$10/hour	n/a
10' x 20' Outdoor Canopy	\$30/day	
Theatrical Stage Lighting	\$12/day	
Baby Grand Piano	\$18/day	
Sound system – Advanced <i>To be operated ONLY by a hall-approved sound technician. Rent of sound system does not include the sound technician fees.</i>	\$48/day	
Commercial Kitchen - during event	\$15	
Commercial Kitchen	\$12/hr. for 1st 2 hours \$6 per additional hour	
Damage Deposit for large events in the Main Hall	\$100	
TOTAL		
ADDITIONAL		
ALCOHOL: Will alcohol be sold, served, or consumed at the event?		
FOOD: If a public event, will food be served?		
FIRE SAFETY: Will more than 60 people attend this event?		
MUSIC: Will live or recorded music not covered by Tariff 21 be played?		
SOCAN License number if applicable:		
<i>If any of the above questions are answered YES, please provide the appropriate licenses and/or insurance policies to the rental agent as outlined on page two prior to the date of the event.</i>		
I have read, understood, and agree to abide by the terms set out in both pages of this agreement	signed..... date	
organization	email	
address	phone #	

24 HOUR RENTAL

The 24 hour rental is a special rate that includes the entire hall for a 24 hour period. This will include the main hall, downstairs (excluding the pre-school area) and both kitchens.

DAMAGE DEPOSIT

A \$100 deposit will be required for large events in the Main Hall. Deposit will be refunded provided: (1) the Hall is clean and undamaged after the event; and (2) keys are promptly returned to the rental agent. \$20 will be charged for each missing key. Cheque for damage deposit is required before the key is given to the renter.

CLEANING AND LOCK UP

Renter is responsible for clean-up after rental.

- All chairs must be wiped clean and stacked 8 to a stack ONLY and put away.
- All tables are to be wiped clean and put away.
- Any other equipment used must be put away.
- All floors must be swept, and wet mopped.
- Please make sure that kitchen items are put in their respective containers: compost, garbage, and recycling.
- Garbage must be placed in the containers located outside the front of the Hall.
- Renters are responsible for ensuring that all stoves, coffee urns, kettles, and indoor lights, etc. are turned off, the toilets are flushed, and ALL doors locked, *including the downstairs door*, at the conclusion of an event.

OPTIONAL: Hired Cleaning Service

A cleaning service is available at the rate of \$25 per hour. A deposit of \$100 (4 hours) will be required. If cleaning requires more than 4 hours, those additional hours will be billed to Renter. Inquire from rental agent.

LIABILITY

Renters are liable for any loss or damages to the building, equipment, furnishings, or other Community Hall property arising from this hall rental (including a \$20 charge for each lost key). Any violation of the rental terms may lead to a claim for monetary damages and denial of future rental privileges.

LIQUOR LICENSE Requirements: 2 DOCUMENTS

1. Special Occasion Liquor License

- Pick up the license at the government liquor store ONLY. They ask you to order specific items you would like ahead of time, to give the store time to bring them in.
- Fill in the license and take it to the local police to sign.
- Pay the following license fee at the Liquor store when you purchase the alcohol:
\$25 for private function, whether the alcohol is served for free or people pay
\$100 for a public function that people pay to attend
- Make a copy for the Community Hall rental agent.

NOTE:

- * The person signing the license at the liquor store must have their Serve it Right qualification.
- * Home brewed alcohol is NOT allowed under this license. If found during an inspection, the host may be fined, and the Community Hall may be marked for continued inspections.

2. Host Liquor Liability Insurance Policy

- Take the signed Special Occasion License to the Coast Insurance Office on Gabriola several weeks (up to a month) before the event. (Time is necessary to ensure there is enough time for this office to contact their broker.)
- The amount you pay will be determined according to how the event is to happen.
e.g. if you are hiring a taxi to drive home those who have been drinking, then the rates will be adjusted accordingly.

3. Give a COPY of both of these documents to the rental agent at the hall at least 24 hours before the event. Failure to provide these documents will result in cancellation of the Rental.

FOOD

Public Events where food will be served:

The Vancouver Island Health Authority (250-755-6215) requires a Special Event Permit for events where the public is invited and food will be served. There are no fees attached. They request the renter to contact them at least 14 days in advance of the event.

Private Events: Weddings and other private parties are excluded from this requirement.

MUSIC

Will live music or recorded music be used during this event? If yes, please refer to attached SOCAN info sheet. If your event does not meet the Tariff #21 criteria, renter must provide proof of SOCAN one-time tariff payment or a SOCAN license.

FIRE SAFETY

If your event will have more than 60 persons in attendance, renter is responsible for reading the notices of fire exits posted in various locations in the hall and is also required to attend and personally supervise the event.

PAYMENT

Payment can be made by cheque, cash or certified cheque at a meeting arranged with the rental agent. Please make cheques out to GICHA (Gabriola Island Community Hall Association) and give or mail to rental agent.