

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
Early morning rehearsals 6-9 a.m. only		\$5/hour
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	
<b>TOTAL</b>		
<b>ADDITIONAL</b>		
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.
- Renters must take their garbage with them, including all food items.
- 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**

**Special Event Permits can be applied for [Online](#)**

**Special Event Permits (SEP) are available to event hosts who wish to provide temporary or infrequent liquor service at events such as family gatherings, private functions, community festivals and manufacturer tastings.**

A Special Event Permit permits the host to serve or sell liquor at an event in accordance with BC's liquor laws and regulations.

Event hosts are considered liquor permittees and are responsible for the safety of their guests.

All individuals hosting or serving liquor at an SEP event – including family events - are required to complete a Responsible Beverage Service (RBS) training program.

- A **Special Event Server (SES)** certificate is required for all events under 500 guests
- A **Serving it Right (SIR)** certificate is required for events over 500 guests

Don't have a certificate yet? You may still apply for an SEP however, you cannot host your event until the course has been completed. Please note, anyone that holds a valid SIR certification does not need to take the SES program.

For more information about Special Event Permits, visit the [BC Liquor Control and Licensing Branch website](#).  
For more information about Responsible Beverage Service (RBS) training [click here](#).

Who needs an SEP?

In British Columbia, a Special Event Permit is required for any event host planning to:

- Sell liquor at any location that is not licensed
- Serve or sell liquor in a public space

An SEP cannot be used to provide liquor sales or service for events at a private residence.

**PLEASE NOTE:** 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.