

# CHIMNEY & FELKER LAKES LANDHOLDERS' ASSOCIATION HALL RENTAL POLICY & AGREEMENT

Owner: Chimney Lake & Felker Lakes Landholders' Association  
Address: 2622 Chimney Lake Road, Williams Lake, BC, V2G 5J4

Caretaker/Coordinator: (name) \_\_\_\_\_  
(tel #) \_\_\_\_\_  
(signature) \_\_\_\_\_

Renter Name: \_\_\_\_\_  
(tel #) \_\_\_\_\_

Renter Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
(signature) \_\_\_\_\_

Date(s): \_\_\_\_\_

Times: from: \_\_\_\_\_ to: \_\_\_\_\_

Event Type:  meeting  wedding  anniversary  party  community event  
 other \_\_\_\_\_

Special Terms or Conditions:  none \_\_\_\_\_

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## A. APPLICATION FOR USE

1. Applications for rental reservations must be directed to the caretaker/hall coordinator. Bookings must be submitted at least seven days in advance of the activity. All bookings are at the discretion of the CHIMNEY & FELKER LAKES LANDHOLDERS' ASSOCIATION (CFLLA).

## B. SOME GENERAL RESTRICTIONS/REQUIREMENTS

1. Do not park in front of fire doors. (Fire Dept. needs to be able to get out in a hurry.) Put cones out for No Parking area.
2. Do not put tape on walls. Use push pins in designated areas only (the cork boards).
3. There are hooks already available in the ceiling/corners.
4. Renters are responsible for hauling garbage away.
5. Caretaker or Landholder Association member will let renter into the hall.
6. We reserve the right to enter the premises at any time during the rental period. Decorating may be permitted on the evening prior to the event.



**C. LIABILITY**

1. Use of facilities is at the user's risk. The CHIMNEY & FELKER LAKES LANDHOLDERS' ASSOCIATION does not accept any liability for accidents, injuries or damage of any kind.
2. Users are advised to arrange for their own liability insurance coverage.

**D. RENTAL FEES AND OTHER RENTAL INFORMATION**

1. Booking Deposit is \$200.00. All or part of this amount may be withheld if the booking is cancelled, or if the hall is not cleaned sufficiently or hall is damaged. If the damage or cleaning cost exceeds the deposit amount additional charges may be applied.
2. The rental fees must be paid at least one week in advance by cash, cheque, or money order.

	Applicable Rate	Community/Public Rate		Number of Days		
Deposit	<input type="checkbox"/>	\$200	x	-		-
Hall Only	<input type="checkbox"/>	\$200/day	x		=	
	<input type="checkbox"/>	\$100/half-day (6 hr)	x		=	
Hall & Kitchen	<input type="checkbox"/>	\$300/day \$150/half-day (6 hr)	x		=	
				Total		

3. The hall may be used for events organized by and for our members at no charge.
4. The hall has a PA system available which includes Bluetooth and microphone. Please respect bylaws regarding noise.
5. Approximately 12 round and seven 6-foot long tables as well as 100 chairs are available for the renter's use without additional charge.
6. The main hall area is approximately 1400 sq. ft. (not including the kitchen).
7. The maximum occupancy permitted by the Fire Marshall is 120 persons.
8. The hours of the rental agreement will be as arranged with the caretaker/hall coordinator. The building will generally be vacated by 12:00 midnight on weekdays and 2:00 am on weekends. The code for the door combination will **not** be given out. Renter will be let into the hall by a designate. The hall is the responsibility of the renter from that point.
9. Golf course remains open at all times, but generally does not interfere with hall rental. If renter is using golf course; Green Fees are \$10/adult and \$2/child under 12 years of age.

**E. RESPONSIBILITIES**

1. The individual, group or organization renting the facilities shall:
  - a. Assume full responsibility for adult supervision of the activity involved throughout the period of the booking.
  - b. Ensure that all requirements are adhered to.
  - c. Obtain all licenses for usage (ie. Liquor license with valid Serving it Right, Food Safe) where applicable.



- d. Supervise entrance and adjacent areas to ensure that unauthorized persons do not enter the building.
- e. Ensure that participants remain within the confines of the area rented by the group and adhere to the rental schedule.
- f. Enforce the non-smoking regulation.
- g. Ensure appropriate clean-up; Please refer to our Renters Handbook with photos. Deposit is returned upon inspection of premises.

**F. CONDITION OF PREMISES**

- 1. All premises are rented "as is". Renters are restricted to the use of the facilities as stated on the application form.
- 2. There is no liability expressed or implied on the part of the CFLLA as to the safety, suitability or condition of the premises rented.
- 3. The renter will be held responsible for any damage whether to persons or to property.G.

**G. CANCELLATIONS**

- 1. Cancellations must be confirmed at least one week in advance of the booking. Depending on the circumstances, the deposit may or may not be refunded. The CFLLA assumes no responsibility whatsoever if last minute cancellations are caused by power failure, furnace failure, Fire Marshal's regulations or other cause beyond the control of the Association.
- 2. Failure to comply with rental regulations could result in immediate cancellation of the rental. The rental may be revoked or cancelled at any time. In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursement on account of any loss or expense whatsoever.
- 3. The renter may not transfer the booking to another individual or group.

**H. SMOKING RESTRICTIONS**

- 1. No smoking is allowed anywhere within the building. It will be the responsibility of the renter to assign some person(s) to enforce non-smoking regulations. Smoking is strictly prohibited. Ashtrays and cans will be provided for outside use only.

**I. CONSUMPTION OF LIQUOR**

- 1. Consumption of alcoholic beverages will be permitted only where the necessary permit has been obtained by the renter.
- 2. Control and behavior of guests is the responsibility of the renter.
- 3. The liquor license must be displayed in the area where liquor is served.

**J. JANITORIAL SUPPLIES AND EQUIPMENT**

- 1. Renters will have access to basic janitorial supplies and equipment as available (e.g. paper towel, toilet paper, brooms, mops, buckets, garbage bags and cans, basic cleaning supplies).
- 2. The person who has signed the rental agreement will be responsible for all additional janitorial services or costs where damage has been caused.



**K. FIRE PRECAUTIONS**

1. Renters of facilities and all those present must take all normal precautions where fire hazards are concerned. No Coleman stoves, barbeques, lanterns, or any such flame bearing devices may be used at any time in the building.
2. Nothing flammable is to be placed near heat sources.
3. Renters must check stoves/ovens before leaving.
4. Do not dump ashtrays/cans in garbage.
5. The phone numbers of Fire Department Members are posted by the phone.

**L. TELEPHONE/Wifi**

1. The telephone on site is to be used for emergency only.
2. Telephone services will not be made available to parties renting facilities.
3. Any calls made that are billed to the hall will be the renter's responsibility.
4. No long distance calls are to be made.
5. Wifi is available in the building and parking lot; password Welcome1

