



DISTRICT OF WELLS COMMUNITY HALL GENERAL RENTAL AGREEMENT

A. GUIDELINES

1. User groups are responsible for obtaining their own liability insurance for all events and uses.
2. Users are required to meet all provincial requirements including obtaining a "Special Occasions License" for events where liquor will be served or made available.
3. All activities must be strictly supervised by an adult who will be responsible for the group and liable for the condition of the Hall during and as a result of Hall use. If this person is replaced, the name and contact number of the succeeding person shall be made known to the District of Wells and a new contract signed.
4. A rental contract for the facility shall be executed prior to the rental taking place and all rental fees and security deposits shall be paid to the District of Wells before keys are released.
5. A security deposit of \$100.00 shall be deposited with the District of Wells for all events and shall be retained to cover costs in the event of damage or loss to the facility resulting from the event. Should the security be insufficient to cover the costs of repair or loss, then the renter will be liable to the District of Wells for any additional amounts up to the District of Wells' applicable insurance deductible limit.
6. Renters may request time for the setup or cleanup of rental spaces in buildings prior to, or following, building occupation or event dates and may be granted permission to do so by municipal staff providing such requests can be accommodated without interfering with other rentals or municipal operations, or incurring additional costs to the District of Wells.
7. The Hall will be inspected by an employee or Councillor of the District of Wells after each event to ensure it is left in an undamaged condition, before the security deposit is refunded.
8. In case of accidental damages (e.g. broken window) or other irregularities, please call the District office 994-3330 or one of the emergency numbers listed at the end of this rental agreement.
9. Keys will be made available at the District Office 9:00 AM to 4:30 PM Monday to Thursday. Keys may be returned at these times or by appointment.

B. SCHEDULE OF USER FEES

1. Daily Facility Rental Rates:

Main Hall	\$150.00
Banquet Room	\$100.00
Ballet Room	\$ 50.00
Main Hall Bar	\$100.00
Kitchen	\$100.00

Event Package (includes the Main Hall, Banquet Room, Bar, and Kitchen)
\$300.00

2. Rentals of two or more days at the daily rate will receive a **10 % discount** or;
- Rentals by **local registered non-profit societies** at the daily rate for events solely benefiting such societies will receive a **15 % discount** on rentals or;
- Rentals of two or more days by local registered non-profit societies at the daily rate for events solely benefiting such societies will receive a **25 % discount** on rentals.
3. Rates and contract provisions for the monthly or annual rental of a municipal building space shall be negotiated between the renter and the District of Wells.
4. Events sponsored by the District of Wells may have use of municipal buildings without charge.
5. Events undertaken by the *Friends of the Wells Community Hall* for the sole benefit of the *Friends of the Wells Community Hall* may have use of the Wells Community Hall without charge.

WELLS COMMUNITY HALL

GENERAL INSTRUCTIONS

1. On the Main Floor of the Hall, 400 persons are permitted in non-fixed seats (rows of chairs) or 250 persons at tables and chairs, and 235 persons in the bleachers. In the Banquet Room, 209 persons are permitted in non-fixed seats and 125 persons at tables and chairs.
2. Check with the District of Wells Office 994-3330 for availability of tables, chairs, and other needs. Any use of equipment or materials not belonging to the District of Wells must be negotiated directly with the individual or organization owning or controlling such equipment or materials. In most cases this will be the *Friends of the Wells Community Hall*.
3. The Hall is an original Heritage Building. There are a limited number of electrical outlets. If your event has electrical requirements, check with the District of Wells Office.
4. The Wells Community Hall is a non-smoking venue. Please assign a person to monitor the use of ashtrays, outside the front door only. No smoking is permitted outside the emergency exits. No open flames or candles are allowed in the Hall.
5. Cleaning: (see Page 5 Hall Rental Agreement). Clear all the tables, stack all chairs in front of the bleachers and collect all garbage into bags. Place bags inside the front vestibule.
6. If you have questions not answered here, please contact the District of Wells Office at 994-3330, Fax 994-3331, or e-mail wells@goldcity.net.

WELLS COMMUNITY HALL RENTAL AGREEMENT
between the DISTRICT OF WELLS and



Name of individual or organization _____

Location: MAIN HALL BANQUET ROOM EVENT PACKAGE

Renter: _____

Address: _____

Phone: (____) _____ Fax: (____) _____ E-mail: _____

Is this the Contact Person? _____ Is this the Key Holder? _____

EVENT: Day, Date Time (from-to): _____

SET-UP: See #6 Guidelines. Day, Date, Time (from-to) _____

CLEANUP: See #5 General Instructions.

Nature of the Function: _____

Security Deposit: _____ Hall Rental Amount: _____

Post Event Hall Cleaning: will be done by District of Wells.

- **No bookings are confirmed until the Security Deposit is received by the District of Wells.** Office Hours are 9:00 AM to 4:30 PM Monday to Thursday.
- **The Rental Payment must be made in advance of the booked date.**
- **This Contract may be cancelled unless full Rental Payment is received as specified. The Security Deposit will be forfeited if full payment is not received.**
- Cancellation: fourteen (14) days notice must given. If 14 days notice is not given, the Security Deposit will be forfeited unless the Hall is rented for the date(s) in question.
- The District of Wells is not responsible for power outages.

RENTER'S RESPONSIBILITIES:

1. Renters are advised to obtain a "Special Events" Insurance Policy, if they do not already have one.
2. The Renter will ensure that all regulations and permits regarding liquor service are obtained and complied with.
3. The Renter will comply with all Government Regulations affecting functions taking place in the Hall

4. RE: Decorating / Cleaning the Hall:

The contact person signing the Rental Agreement is responsible for all damages to the Hall and equipment; and for ensuring clean-up is completed and doors locked. Charges will be levied against the Security Deposit for full repair or replacement cost for items broken or missing. Should the security be insufficient to cover the costs of repair or loss, then the renter will be liable to the District of Wells for any additional amounts up to the District of Wells' applicable insurance deductible limit. The current agreement may be cancelled or future agreements declined if guidelines and instructions are not adhered to.

- a. Do not use tape on walls or ceilings. No confetti in the Hall or on the steps. Remove all tacks and decorations from walls and ceilings.
- b. Do not move the pianos.
- c. The Hall is a non-smoking facility. Please direct those who wish to smoke to use the ashtrays (planters) outside at the front or back of the Hall only. Please do not smoke outside emergency exits. Please, no candles or flames inside the Hall.
- d. Stack and place all chairs in front of bleachers. Clear tables. Remove garbage to bags and place inside front vestibule. See accompanying Events Checklist.
- e. Vacate the hall and remove all stock and equipment by 11:00 AM the day following the event. Lock all Hall doors when leaving the premises.
- f. Return key to Municipal Office by 11:00 AM the first working day following the event. (Office hours: Monday to Thursday. 9:00 AM to 4:30 PM or drop them in the mail box outside the Office door)

RENTER: I have read the Terms of Agreement for Rental of the Wells Community Hall and will comply with these terms:

Name: _____ for Renter: _____
signature

DATE of Agreement / Confirmation: _____

DISTRICT OF WELLS:

Security Deposit Received \$ _____ Method of Payment: _____ Date: _____
Rental Received \$ _____ Method of Payment: _____ Date: _____

NAME: _____ for District of Wells
signature

In cases of emergency, please call the District Office at 994-3330, or after hours call Gary Champagne at 994-3344, Carol McGregor at 994-3312 or Sundance Topham at 994-6809.