

HORNBY ISLAND NEW HORIZONS SOCIETY RENTAL CONTRACT 1765

Sollans Road, Hornby Island

Contact Booking Agent at Booking Phone 250-335-2101

NAME: _____ Phone: _____
(please print)

Address: _____ Email: _____

TERMS AND CONDITIONS

1. Occupancy is limited to 50 people or less and masks are required unless eating or exercising
2. ALL EXIT DOORS MUST BE UNLOCKED while building is in use.
3. Kitchen access is limited and should be discussed with booking agent
4. No Smoking, illegal drugs or pets are permitted on New Horizons' premises.
5. All evening rentals are subject to a 10:00 PM curfew.
6. Approval must be obtained from the New Horizons' Rental Agent before **any** items are hung or attached to any wall (i.e. no holes or other damage).
7. **MANDATORY COVID19 CLEANING PROTOCOL REQUIRED BY ALL RENTERS PRIOR TO LEAVING THE BUILDING.**
8. Compensation for damage, breakage, or loss will be charged at cost.
9. There are appropriate recycling and garbage receptacles. There is a compost bin behind the library and all other garbage is to be removed.
10. Before leaving please ensure **heat is turned down; lights are turned off; ALL 3 doors are locked.**
11. New Horizons Society reserves the right to decline rental of the premises to anyone at the Rental Agent's discretion.
12. **IF FIRE ALARM RINGS, THE HALL MUST BE EVACUATED AT ONCE. Call 911.**

Check what you wish to use:

A/V Equipment ____ Tables & Chairs ____

____ This is a non-alcohol event; I take responsibility to ensure the building & parking lot are alcohol free.

Fees: Payment of fees and damage deposit (if applicable) is to be made in advance (see Appendix B).

Function: _____ Date (dd-mm-yyyy): _____

Long term Starting Date: _____ Ending Date: _____

Rental FROM: _____ AM/PM TO: _____ AM/PM

Rental \$ _____ Damage Deposit \$ _____ Key # _____

I agree to the above terms and fees _____
Signature

APPENDIX A - use of premises

The following is a list of mandatory regulations and procedures for all users:

- Fire exits must not be blocked by chairs, props or any other obstacles.
- All exit lights must be lit.
- The renter is responsible for their own liability insurance.
- The renter is responsible for the activities in the building and in the parking lot.
- The renter must be aware of the location of fire extinguishers and phones.
- Breaker box location is inside the broom closet at the entrance to the hallway.

Please ONLY come to the New Horizons if you are NOT required to self-isolate for any reason.

INSTRUCTORS / RENTER IS RESPONSIBLE FOR SANITIZATION OF ALL TOUCH POINTS PRIOR TO LEAVING THE BUILDING.

- **Vaccine Passport is required according to the BC Government Public Health Orders.**
- **Hand sanitize as you enter the building.**
- **Masks are required except when eating or exercising.**
- **There will be NO shared equipment. Please bring your own equipment.**
- **Sanitize all touch points prior to leaving the building.**

Renters are responsible for:

- Follow all COVID precautions
- Sweep floors throughout. Wipe tables. Clean kitchen counters and mop floors.
- Remove garbage from washrooms, kitchen and parking area and take with you.
- Floor mats must remain in place at the doors; track lights and bulbs must not be removed.
- Return folding chairs on trolleys to the storage area.
- Return tables to storage area where they were found.
- Secure the building assuring that all three doors are locked.

APPENDIX B – rental fees

General Rates

- All events (charitable, non-profit or commercial): \$12.00/hour or \$90.00/day if more than 8 hours. Any use of kitchen is not permitted at this time.
- Maximum capacity of 50 people or less for events.

PLEASE NOTE

- Seven days' notice is required to cancel a contract.
- Long Term Rentals: maximum contract one year. Payment made in advance by monthly post-dated cheques payable to Hornby Island New Horizons Society. Cancellation notice is 1 month.
- Payment in advance of a \$75.00 damage deposit for social events will be required. This will be refunded after satisfactory inspection by Rental Agent.