

Cedar Community Association  
**CEDAR HALL RENTAL APPLICATION and AGREEMENT**

2388 Cedar Road, Nanaimo, B.C. V9X 1K3 250-722-2442 [www.cedarcommunityhall.ca](http://www.cedarcommunityhall.ca)

**Name of Applicant** (Organization/Individual): \_\_\_\_\_

**Contact Person** (Print Name): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Person (Print Name): \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Rental Made: \_\_\_\_\_ Reservation and Administration Fee (\$100) Paid: Yes No Receipt No.: \_\_\_\_\_

**Date(s) Required:** \_\_\_\_\_ Time(s): \_\_\_\_\_ Occasional \_\_\_\_\_ Other \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

Is food being served? Yes or No (Please Circle) If yes, please provide: 1. "A Temporary Food Service Application to Operate" from VIHA if the event is open to the public. Private events do not require this certificate. 2. "A FoodSafe Certificate".

3. Name of Caterers: \_\_\_\_\_ and Phone Number: \_\_\_\_\_

Is alcohol being served? Yes or No (Please Circle)

If yes, the following must be provided to the Association Representative before getting the keys:

1. A **Special Occasion License** (Issued by R.C.M.P. to Bar Server) must be posted in a conspicuous location in the rental space.
2. A **Serving It Right Certificate** (Provided by the Bar Server)
3. **Party Alcohol Liability Insurance** coverage – minimum \$2,000,000 - obtained by the person holding the event. The Cedar Community Association, 2388 Cedar Road, Nanaimo BC V9X 1K3 must be added to the policy as an additional insured.

FACILITY REQUESTED	USE	RATE	RENTAL AMOUNT
Hall	Commercial Use	\$300 per day	\$
Hall	Non Commercial – Private Rentals Parties and Fundraisers	\$250 per day	\$
Hall	Funerals/Memorials Members of Cedar Community Assoc.	\$250 per day \$150 per day	\$
Hall	Community Groups (Non Profit)	\$150 per day	\$
Hall	Youth Groups (no admission) Girl Guides, Scouts, 4H, etc.	\$100 per day <b>or</b> Free Rental for Members of Cedar Community Association	\$
Hall	RDN Recreation Services	Reciprocal Agreement	\$
Hall	Small Group Meetings for 2-4 hours	\$25 per hour	\$
Hall for Set Up	Setting up before an event	\$25 per hour (2 hr. minimum)	\$
Stage (with Hall)	Full Stage - Theatrical Productions	Included with Hall rental.	\$
Stage (with Hall)	Front of Stage Only	Negotiable	\$
Stage (alone)	Full Stage	\$150 per day	\$
Kitchen (with Hall)	Food Preparation and Servicing	Included with Hall rental.	\$
Kitchen (with Hall)	Use of Stove and Oven	\$25 per day	\$
Kitchen (alone)	Food Preparation Only	\$25 per hr (2 hr min) or \$650 per month	\$
Kitchen Facilities	Freezer and Supply Storage	\$20 per month	\$
Parking Lot, Foyer and Washrooms	Non Commercial – Bottle Drives, etc.	\$75 per day	\$
Cleanup Late Saturday Night	All Saturday Rentals Must Vacate the Hall by 1:00 am for Cleaning Before Swap Meet.	After 10:00 pm, \$50 Extra Cleaning Charge for Late Night Service. Damage deposit forfeited if cleaning not done.	\$
<b>Rental Cost:</b>			\$
<b>Plus GST:</b>		5%	\$
<b>Plus SOCAN Tariff (Fee per Event)</b>	If music is being played or performed. Based on room capacity of 101-300.	Without Dancing \$29.56 With Dancing \$59.17	\$ \$
<b>Subtotal:</b>			\$
<b>Less Reservation Fee</b>			\$ 100.00
<b>Due Upon Receiving Keys</b>			\$
<b>Plus Deposit:</b>	For damage and extra cleaning.	\$250 Cash to be Held for Key Return.	\$ 250.00
<b>Total:</b>	If Damage Deposit is Included in Rent Cheque	Receipt Number:	\$

RATES SUBJECT TO CHANGE.

Before receiving the keys to the Hall, the Renter must:

1. Pay the rental cost and damage deposit in full.
2. If alcohol is being served, present the Hall representative with the Party Alcohol Liability Insurance coverage with the Association added as an additional insured, The Bar Server's Serving It Right Certificate, and the Special Occasion License from the R.C.M.P.
3. If a caterer is being used, present the Hall representative with their FoodSafe Certification. Otherwise, renter must have FoodSafe.

All renters are subject to the rental terms and conditions which follow.

## HALL RENTAL TERMS AND CONDITIONS

### General Regulations:

1. The Hall stage is restricted to performance related activities only and is not included in general rentals.
2. No alcoholic beverages will be consumed other than under the Liquor Control and Licensing Branch Regulations and Requirements, particularly the "Serving It Right" conditions of Special Occasion Licenses.  
If alcohol is to be served, the Renter must obtain a Special Occasion License and purchase Party Alcohol Liability Insurance coverage and the Bar Server must hold a "Serving it Right" License Certificate.  
Copies of the Special Occasion License, Party Alcohol Liability Insurance coverage, and the Serving It Right License Certificate must be presented to the Hall Representative prior to the keys for the Hall being signed out to the renter for the event.  
Renters offering liquor free of charge (at family functions such as weddings, etc.) must still obtain a Special Occasion License and purchase Party Alcohol Liability Insurance coverage.  
No one under the age of majority will be permitted to consume alcoholic beverages in or about the Hall.
3. Smoking is prohibited in the buildings and within 3 metres of the building.
4. No more than 300 people will be permitted in the Hall at any one time.
5. The Renter shall permit no disorderly behaviour or breaches of the peace in or about the Hall.
6. Absolutely no staples or duct tape. Any masking tape or scotch tape used must be removed. Nails, tacks, screws and the like, are restricted to the nailing strips inside the Hall and are prohibited on the outside of the Hall structure.
7. The Hall floor must be swept and spills cleaned up immediately. **Due to concerns about the hardwood, general cleaning and mopping up of the floor must be left to the janitor.** Washroom toilets, sinks and floors are to be left clean by the renter.
8. All garbage is to be bagged and placed in the outdoor container provided (garbage bags are under the kitchen counter). All cardboard must be flattened before being placed in the dumpster.
9. The tables must be wiped clean and then stacked on the trolleys. The chairs stacked 10 high facing the wall.
10. Before leaving, the lights (with the exceptions of the one stage light and the washroom and hallway lights) and furnaces must be turned off, and all doors closed and secured.
11. Nothing in the Hall can be added to or changed in any way without written approval of the Board of Directors of the Hall.

### Kitchen Regulations:

1. Any person who is preparing food or will be having someone else (caterer) preparing food in the kitchen must provide the Hall representative with a copy of the FoodSafe Certification prior to their event. No keys for the Hall may be signed out to the Renter until such documentation is provided.
2. The Kitchen and all appliances shall be left clean and all contents returned to their original place of storage after use. An inspection will be made of the kitchen, appliances and contents after each event and, if a clean up is required, there will be a minimum charge of one hour labour at a rate of \$30 per hour.
3. The Renter shall take all due care for the contents of the kitchen.

### SOCAN (Society of Composers, Authors & Music Publishers of Canada):

Requires that the users of music obtain a SOCAN license to perform, or authorize others to perform, copyright music in public. To ensure that the appropriate license is in fact in place, the policy of the hall is to collect and remit the required license fee to SOCAN. The fee for an event with dancing is \$59.17 and without dancing \$29.56. Please note that the use of copyright music without a valid SOCAN license may lead to a legal action for copyright infringement under the Copyright Act of Canada.

### Damage:

Any damage or loss to the Hall, the kitchen or its contents occurring during the rental will be promptly paid for in full by the undersigned organization or person(s). For repairs, labour will be charged at the appropriate trade rate plus materials (one hour minimum) and the full replacement cost of any missing or irreparable items will be charged.

### Waiver and Indemnity:

The Cedar Community Association makes no representations or warranties concerning the safety or fitness for the purpose of the Hall, kitchen, or kitchen contents.

Aside from the right to refund of the damage deposit following prompt payment of all sums due under this Rental Agreement, the Renter expressly waives any and all claims to further damages whether sounding in contract or tort.

The Renter shall indemnify and save harmless the Cedar Community Association, its officers and employees from and against all claims, demands, costs, action or suits of any nature or kind whatsoever attributable to, in any way related to or arising from this rental or the event hosted by the Renter, including all allegations and liabilities based upon contract, tort, or statute.

Due to Provincial regulations regarding smoking in the workplace, for the protection of caretakers and other hall representative, smoking is not permitted in the Hall or within three meters of the building.

Any complaints or suggestions regarding the Cedar Community Hall should be submitted in writing to the Cedar Community Association.

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Cedar Community Association Representative