



Taghum Community Society

5915 Taghum Hall Road, Nelson, BC V1L 6Y2
Phone: 778-463-1114 email: taghumhall@shaw.ca website: www.taghumhall.ca

Rental Agreement and Contract

IMPORTANT NOTE: If you fill in this form online, then **SAVE it to your own computer**, and then email your saved file to taghumrentals@shaw.ca. Alternatively, you can print this form, fill it, and mail it back to the address below.

Date of Event: _____ Start Time: _____ End Time: _____

Type of Event: _____ Estimated Number of Attendees: _____

Renter's Name: _____ Organization: _____

Phone: _____ Cell: _____ Email: _____

Address: _____

Member Information: Are you a member of Taghum Community Society?

Yes No Cost is \$25.00/year and entitles you to a reduced rental rate during the membership year (June to June), with 4 months in good standing.

Email Information: Would you like to be kept in our email database and alerted to future events? Yes No

Event Information: Will there be alcohol served at this event? Yes No

If yes, you are required to have a liquor license and/or special event license and be able to produce this license on request. By signing this agreement, you hereby acknowledge this requirement and confirm that you will have a valid license on the premises during the event.

Kitchen Information: Will you require the use of the kitchen for cooking and preparation of meals? Yes No

Full use of the kitchen including the large appliances (requires instruction), dishware, cookware and cutlery, and incurs an extra fee. No extra charge for light use of kitchen (eg. hot and cold beverages and cold snacks).

Legal Information: In consideration of the Taghum Community Society permitting the above named to use this facility, the User agrees as follows:

1. The User hereby releases, forever discharges and agrees to indemnify and save harmless the Taghum Community Society, its Board, officers, executives, directors, members and representatives from and against any and all claims, actions, costs, expenses (including legal expenses) and demands made by anyone in respect of death, injury, loss and/or damage to any person or property, arising out of, or in connection with, or during the use of the Facility.
2. The User waives any and all claims the User has or may have in the future against the Society.
3. The User agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.
4. The User, including all volunteers, officers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility. The above named User confirms that he/she has the complete and unalterable right to sign on behalf of the organization or event.
5. The User confirms that he/she is over 19 years and is the authorized representative of the event.
6. The User agrees all parties using the Hall will respect the Hall and will abide by the Hall Rules, both those included as part of this agreement as well as all rules posted in the Hall.
7. The User agrees that violation of these Rules will jeopardize future use of the facility and may result in termination of agreement as well as loss of the damage deposit provided.
8. The User agrees that he/she, and the organization he/she represents, if applicable, assume full responsibility for any physical damage to the facility incurred as a result of event or actions of the attendees at the event. Additionally the User agrees to pay for/replace any missing or broken items.

Insurance Waiver: I, the undersigned, agree and confirm that the insurance policy held by the Taghum Community Society does NOT cover any of the responsibilities of the User. To protect myself, I have been advised to acquire event insurance coverage in case of damage, injuries or other liabilities.

Signed this _____ day of _____ 20_____

Signature of Renter: _____

Name of Renter (please print): _____

Taghum Hall Rental Rates

Daytime Rate: (8:00am – 4:00pm) **\$150** per day x _____ days = \$ _____

Full-day Rate: (8:00am – midnight) **\$250** per day x _____ days = \$ _____

Weekend Rate: (Friday 5:00pm – Sunday noon) **\$400** \$ _____

Hourly Rental: **\$30** per hour x _____ hours = \$ _____

Ongoing Hourly Rental: (workshops & classes) **\$25** per hour x _____ hours = \$ _____

Kitchen Use (optional):

When renting hall, use of kitchen for full meal preparation **\$50** \$ _____/day if hall rented

**No extra charge for light use (i.e.: hot and cold beverages and cold snacks).*

Accessories (optional)

white tablecloths, wine glasses, head-table seat covers, and a wedding arbor **\$100** \$ _____

Janitorial (optional):

Do-It-Yourself clean-up and garbage removal: **\$0** \$ _____

Regular Event Clean-up* and garbage removal: **\$75** \$ _____

** Regular event clean-up includes 2-hour janitorial service. Portion of damage deposit at a rate of \$20/hour will be used if the condition of the hall warrants additional clean-up time.*

Dishwashing / Kitchen clean-up: **additional \$75** \$ _____

NOTE: Members receive 15% discount on all bookings (for members in good standing: 4 months prior to rental).

Please inquire further.

Membership Purchase

Annual membership **\$25** per year (June renewal) \$ _____/year

Total Charges for this event \$ _____

To discuss prices and to check hall availability, contact Rental Manager, Ray Baker: taghumrentals@shaw.ca. (If you would like a call back, please leave your phone number when you email.) Taghum Hall is very supportive to offer the community an array of artistic, cultural, educational, and life enhancing opportunities through classes, workshops, and events. Rental assistance can be available to help get classes/workshops/events off the ground. If this applies to you, please contact the Rental Manager with your proposal or offering. (At the discretion of the Rental Manager and the Taghum Hall Board of Directors.)

Damage Deposit: \$300 payable by cash, cheque, credit card or e-transfer at the time of booking. Deposit cheques will be destroyed once the hall has been inspected/cleared. If paying by credit card, we will charge your card for the cost of any damage, missing items or required custodial services. If paying by cheque, please provide 2 separate cheques for the amounts above: one cheque for the damage deposit that will be destroyed once inspection clears and the other cheque to be cashed to cover the Total Charges as outlined above. If paying by cash or e-transfer, please contact us at taghumhall@shaw.ca to arrange collection.

Payment Information: we accept MasterCard, VISA, cheque, e-transfer and cash. If paying by credit card, please submit the

following: Type of card: VISA MasterCard Card Number: _____ Expiry Date: _____

Name on Card: _____ Billing Address Postal Code: _____ CVV: _____

To pay by e-transfer, email to taghumhall@shaw.ca Security question should be answerable with Taghum.

Cancellation policy: \$50 for cancellations up to 2 weeks prior to rental date. Within 2 weeks of the event, the deposit is considered 100% non-refundable. Taghum Community Society reserves the right to refuse rental applications.

This form can be completed online and emailed back to taghumrentals@shaw.ca.

IMPORTANT NOTE: If you fill in this form online, **SAVE to your own computer**, then email your saved file to taghumrentals@shaw.ca.

Alternately, please complete and return pages 1 and 2, along with your damage deposit and rent, to: **Taghum Community Society, 5915 Taghum Hall Rd., Nelson, BC, V1L 6Y2.**



Taghum Community Society

5915 Taghum Hall Road, Nelson, BC V1L 6Y2

P: 778-463-1114 e: taghumhall@shaw.ca w: www.taghumhall.ca

Taghum Hall Rules

1. **MANDATORY:** At the end of your event, wipe all chairs and tables and replace back in trolleys. Refer to schematic on trolley to ensure proper stacking. Do NOT put chairs/benches on tables. Even if you are paying for Regular Event Clean-up, the chairs and tables must be put away.
2. Tape decorations to the wood trim, found near ceiling level, or use the installed hooks, **NOT to the walls or railings.**
3. Remove all decorations at end of event.
4. **NO SMOKING IN THE HALL, or within 30 feet of the building.**
5. NO FIREWORKS. No confetti or glitter.
6. Quiet by 12:00 midnight. Vacate hall and lock doors by 1:00 a.m.
7. Secure all windows, turn off all lights and lock all doors prior to leaving the premises.
8. Return key to lock box immediately after end of event.
9. Hall will be inventoried and inspected before rental deposit is voided.
10. Loss of key will result in replacement fee of **\$50.**

Do-It-Yourself Cleaning Check List

If you or your volunteers are doing your own clean-up:

1. Remove all garbage and recycling from the premises including garbage from kitchen, bathrooms and hall.
2. Clear the yard of all garbage, bottles, cigarette butts, etc.
3. Sweep or dry mop and then damp mop all floors. Excessive water will damage hardwood flooring. Clean and wring out mops and replace in janitor's room on the hooks provided.
4. Wipe bathroom sinks and counters. Do a general tidy up.
5. Clean dishes and cookware and replace in cupboards. Refer to directions on dishwasher.
6. Leave all used dish towels/cloths/linens in the kitchen sink for laundering.
7. Wipe down stove thoroughly and turn off gas valve located at back of stove.
8. Wipe down all kitchen counter tops and table.

Taghum Hall Inventory

Long Tables – Stackable – 21

4 ft. Tables – Folding Legs – 2

Card Tables – 4

Stacking Chairs – 96

Padded Chairs with seat covers - 14

Wooden Chairs – 80

Benches – 3

Ping Pong Table
and Equipment

Fire extinguishers
– 3

Formal dishware settings for 130

80 cup Coffee Urns – 2 (1.5 lbs of coffee will make 80 cups)

110 wine glasses available to rent (see 'Accessories' above).

Problems or Questions?

Taghum Hall Office 778-463-1114

Heather Haake, President 250-352-2371

Bill Burnett, Custodian 250-505- 5324

Please keep this page in order to review the responsibilities and rules during and after your event. There are also names and numbers of contact people should there be any issues or emergencies.