



**Cawston Community Hall**  
 2119 Main Street  
 Cawston, BC V0X 1C1  
[www.cawstoncommunityhall.com](http://www.cawstoncommunityhall.com)  
[cawstonhall@gmail.com](mailto:cawstonhall@gmail.com)  
 250- 499- 9891 (Maggie MacDonald)

**Cawston Community Hall Society** is a charitable, non-profit society which is run by dedicated volunteers, some of whom have been working on the board for over 30 years and others participating when there is need. Their commitment is to maintain the building for continued service to the community and surrounding area.

## **RENTAL FORM & AGREEMENT**

<b>Date of Event:</b>	
<b>Name of Renter:</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Email Address:</b>

		Date Received	Returned/Applied
Damage Deposit	\$75		
Reservation Deposit	\$100		

<b><u>Hall Rental Fees</u></b>			
	Community	Out of Community	
<b>Main Hall</b>	\$40/hr _____	\$50/hr _____	\$
	\$160 Full Day	\$200 Full Day	\$
<b>WI Room</b>	\$20/hr _____	\$30/hr _____	\$
	\$80 Full Day	\$120 Full Day	\$
<b>Park</b> * Includes use of washrooms & outside park area ONLY	\$75 Full Day	\$100 Full Day	\$
<b>Events for over 50 guests and/or booked for more than 30 days in advance require a non refundable deposit of \$75 (to be applied towards final invoice)</b>			\$
<b>Events may be subject to a refundable deposit at the discretion of the hall representative at time of booking</b>			\$

**\*Local CCHS Members are eligible for a 10% discount on hall rentals**



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<b><u>Wedding Package</u></b>	
<b>Community: \$800</b>	<b>Out of Community: \$1,000</b>
<b>Deposits:</b>  (Due at time of Booking)	<b>Refundable Damage Deposit: \$75</b>  <b>Non-refundable Deposit to Reserve Date: \$100 *</b>  * This amount will be deducted from your final bill & can be transferable in the case of a cancellation
<b>Includes Use of:</b>  - Full Hall (Indoors and Outdoors) from 12:00pm Friday until 12:00pm Sunday (Weekdays follow the same availability)  - Chairs, Tables, Dishes, Glassware, Cutlery	

<b><u>Additional Amenities</u> (Some included in Wedding Package)</b>			
<b>Bar</b>		<b>\$30</b>	<b>\$ _____</b>
<b>Stage</b>	<b>Includes set up/Tear down</b>	<b>\$50</b>	<b>\$ _____</b>
<b>Sound System</b>	<b>Includes set up</b>	<b>\$30</b>	
<b>Kitchen (Full Use)</b>		<b>\$40</b>	<b>\$ _____</b>
<b>Kitchen (Light Use)</b>	<b>No food prep</b>	<b>\$10</b>	<b>\$ _____</b>
<b>Event Set Up</b>	<b>Available after 5pm</b>	<b>\$25/hr</b>	<b>\$ _____</b>
<b>The following are available for LOCAL rental only:</b>			
<b>Tables</b>	4' round 5' round 6'x 3' rectangle	<b>\$5/ ea.per day</b>	<b>\$ _____</b>
<b>Chairs</b>	<b>Plastic Only</b>	<b>\$2.25/ea. per day</b>	<b>\$ _____</b>
<b>Plates</b>		<b>\$0.25/ea.</b>	<b>\$ _____</b>
<b>Bowls</b>		<b>\$0.25/ea.</b>	<b>\$ _____</b>
<b>Mugs</b>		<b>\$0.25/ea.</b>	<b>\$ _____</b>
<b>Glassware (wine)</b>		<b>\$0.25/ea.</b>	<b>\$ _____</b>
<b>Flatware</b>	<b>*May not all match</b>	<b>\$15.00/sets of 25</b>	<b>\$ _____</b>
		<b>Subtotal</b>	<b>\$ _____</b>
		<b>PST</b>	<b>\$ _____</b>
		<b>Total</b>	<b>\$ _____</b>



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### **Rental Guidelines**

- It is recommended that larger events\* provide liability insurance (At Cawston Hall's discretion)
- Renters must not exceed occupant capacity (175 for whole building)

### **Set-up:**

- Please DO NOT use anything other than existing hooks provided to attach things to walls
- There are to be NO additional holes to be made in the walls or ceilings, NO tape or adhesives to be used
- Stage set up to be pre-arranged at time of booking

### **Equipment Rental:**

- Anyone using the sound system, must have someone who is familiar with their operation before using. A hall representative will assist in the set up. Any damages to the units due to improper use will be paid for by the user or the user will be required to replace it

### **Alcohol Use:**

- Will you be serving alcohol at your event? Yes \_\_\_\_\_ No \_\_\_\_\_
- The renter must acquire and display a Special Event License and Serving it Right Certificate
- Security persons must be in place as required by the BCLDB
- Liquor sales and serving must end at 12:00am and the hall must be vacated by 1:00am
- Renters to provide designated drivers
- If alcohol is being consumed outside, renter must erect a contained area (the hall will provide fencing material upon request)

<b>Serving it Right</b>	
<b>Special Event License</b>	



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### **After Your Event:**

- The renter is responsible for the condition in which the hall is left. If additional cleaning is required or there are holes/damage to walls a minimum of \$25 per hour will be deducted from the Damage Deposit to a maximum of \$75 OR replacement value of damaged item

<b><u>Checklist</u></b>	<b>Initial of Renter</b>	<b>Initial of Hall Representative</b>
<b>Sweep ALL FLOORS</b>		
<b>Pack &amp; store all CHAIRS in dollies (per instructions given)</b>		
<b>Wipe down &amp; put away all the TABLES</b>		
<b>Wash all DISHES &amp; put away</b>		
<b>GARBAGE bags MUST be closed (Do not leave garbage bags on the floor in the Main Hall)</b>		
<b>Put GARBAGE/RECYCLABLES/RETURNABLES in appropriate containers in Kitchen</b>		
<b>FRIDGES &amp; FREEZER to be emptied &amp; unplugged</b>		
<b>THERMOSTATS returned to 65F</b>		
<b>LIGHTS are to be all turned off</b>		
<b>Ensure DOORS are all SECURED and lockbox code scrambled</b>		

### **WAIVER CLAUSE**

The renter accepts and will use the equipment at their own risk and agrees that neither the Cawston Community Hall Society or their directors and employees have made any warranties or representations respecting the suitability or condition of the facility. The renter further agrees that they will indemnify and save harmless the Cawston Community Hall directors or people engaged to work on the hall from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs including legal or other fees incurred in respect of any claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection or contributed to by the negligence of the Cawston Community Hall Directors or anyone engaged by the hall to undertake work or tasks within the area and the grounds of the hall. The renter represents that if he/she executes this rental agreement on behalf of a group or organization that the renter has sufficient power, authority and capacity to bind the Group or Organization with his/signature.

I, the renter, in consideration of being granted permission to use the facility, agrees to be bound by the Terms and Conditions and if the Renter represents a Group or Organization the renter has sufficient power authority and capacity to bind the group or Organization with his/her signature:

Renters Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Representative: \_\_\_\_\_