

**Merville Community Association  
Rental Agreement**

Merville Community Association PO Box 322, Merville, V0R 2M0, 1245 Fenwick Road  
Merville, BC

Email: [seabankmars@shaw.ca](mailto:seabankmars@shaw.ca) Phone: (250)339-4249

Event Date: \_\_\_\_\_

Renter: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Facilities being rented: \_\_\_\_\_

Estimated number of people attending event: \_\_\_\_\_

Will there be decorations? \_\_\_\_\_

Will alcoholic beverages be served? \_\_\_\_\_ Name of Server: \_\_\_\_\_

If alcoholic beverages are served a Special Occasion License (SOL) is required. A copy  
of the SOL must be given to the MCA Rentals Person prior to the event.

See <http://www.bcliquorstores.com/special-occasionlicence-0> for more details on the  
SOL. Applications for a SOL are available at BC Liquor Stores.

A booking fee (first payment) is required at the time of booking. Balance of rental  
payment, as well as the damage deposit are due 14 days prior to the event.

Person handling walk through before and after the event: \_\_\_\_\_

Booking Date: \_\_\_\_\_ Booking Fee Paid: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_

Other Fees: \_\_\_\_\_

BALANCE DUE: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

Renter (signed): \_\_\_\_\_ Date: \_\_\_\_\_

MCA Rental's Person (signed) \_\_\_\_\_ Date: \_\_\_\_\_

**Merville Community Association**  
**Rental Agreement**  
**TERMS AND CONDITIONS**

**RENTER RESPONSIBILITIES:**

1. The Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the MCA facilities.
2. The Renter is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. An MCA Representative may close down any activity that poses a threat to the safety of the participants or the facility. If necessary, an MCA Representative will stop the serving of alcoholic beverages, clear the facility, and end the event.
3. The Renter is responsible to ensure that the rental period includes the time needed to set up tables and chairs, put up and take down decorations, set up the catering service, set up the entertainment, and clean the facility.
4. The Renter is responsible for designating a person to meet with the MCA Rentals Person for a walkthrough inspection prior to the commencement of the rental and at the conclusion of the rental.

**CANCELLATIONS:**

1. All cancellations should be submitted in writing to the MCA Rental's Person.
2. The first payment (booking fee) will not be refunded if event cancelled within 7 days of event.
3. If a cancellation is received after the second payment, a refund is limited to the optional items and services rental fees and the cleaning/damage deposit.

**DAMAGE DEPOSIT REFUND:**

The damage deposit will be refunded within four weeks following the facility use. If the scheduled hours of use exceed the designated time for any reason, additional fees may be deducted from the damage deposit. Any cost for supplementary cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, will result in a deduction or forfeit of the deposit.

The Renter will be billed for damages not covered by the deposit.

**ALCOHOLIC BEVERAGES:**

If alcoholic beverages are to be sold at the event, a Special Occasion License (SOL) is required. The SOL permits the Renter to serve, sell and consume alcohol at the event. Licenses are regulated by the Liquor Control and Licensing Branch and issued by the Liquor Distribution Branch. Applications are available at BC Liquor Stores. One copy of the SOL should be submitted to the MCA Rentals Person prior to the event and one copy should be displayed at the event. Licenses are issued 30 days in advance of an event.

## **Merville Community Association Rental Agreement**

### **INSURANCE:**

The MCA strongly recommends Event Insurance to renters, especially if alcohol is served and people are parking on the highway. Pal Canada ([www.palcanada.com](http://www.palcanada.com)) is one online insurer that will cover short term events.

### **HOLD HARMLESS:**

The Renter hereby agrees to save, secure, and hold harmless the Merville Community Association, its officers and employees against claims of action, liability, judgments, costs and expenses, including attorney fees. The Renter certifies that they accept responsibility on behalf of the participants for any damage or theft sustained by the Merville Community Association because of the occupancy of said premises.

### **DECORATIONS:**

1. All decorations must be flame retardant. The use of glue, nails or staples is strictly forbidden. Masking tape or painters' tape may be used to hang decorations. No tape of any kind may be used on the floors.
2. The use of any type of glitter, confetti, rice or birdseed is strictly prohibited on the premises. Open flames and candles are strictly prohibited.

### **OTHER SPECIFICS:**

1. Tables and chairs may not be removed from the building unless approved in writing by the MCA Rentals Person.
2. No drugs, nor smoking of anything is allowed in the building nor allowed within 10 feet of the outside of the building.
4. No sleeping overnight in the buildings. Renters should leave by midnight.
5. Facility rental cannot be transferred, re-assigned or sublet.
6. Animals are not permitted in the building (except service dogs with pre-approval) unless so authorized by the MCA Rentals Person.
7. Young children attending events must be under direct adult supervision at all times and in all areas.
8. No floor hockey, field hockey sticks, baseball bats, etc., allowed in hall.

I have read and agree with the terms and conditions of the entire contract.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_