



COLUMBIA RIDGE COMMUNITY HALL RENTAL AGREEMENT

This Rental Agreement ("Agreement") is made on this ____ day of _____, **2026** by and between:
Columbia Ridge Community Association ("Manager") representing the community hall located at
Columbia Ridge Estates, 6890 Columbia Ridge Drive, Fairmont Hot Springs, BC, V0B 1L2

("Premises");

and

Renter: _____ ("Renter")

(Organization/Individual) of address _____.

1. Premises & Use

1.1 The Manager grants to the Renter the right to use the Premises for the event described below:

- Event type: _____
- Date of event: _____
- Time of event: from _____ to _____ (including set-up and tear-down)
- Expected number of attendees: _____

1.2 The Premises is approximately 1,000 sq.ft. and suitable for meeting, reception or small event purposes. Use is restricted to those purposes unless otherwise approved in writing. Outside space is also available in conjunction with Premises rental.

1.3 Rental of the Community Hall does not include access to other Columbia Ridge common areas. Event guests may not use the tennis or pickleball courts, community beach, playground, or any other common areas outside the Community Hall. The renter is responsible for informing guests of the restriction.

2. Rental Fee & Deposit

2.1 Rental fee will be _____

2.2 A booking/damage/cleaning deposit of \$250 is required at time of booking (returned after event if no damage, cleaning or rule-breach).

2.3 The balance of the rental fee is due no later than 14-days before the event.

2.4 If alcohol is served, additional requirements will apply (see section 5).

2.5 Cancellation policy: If Renter cancels more than 30-days before the event, 90% of booking fee is refunded, 14-30 days before the event, 50% of rental fee will be refunded; if cancelled within 14-days, there is no refund.

3. Use & Conduct

3.1 Renter agrees to abide by all applicable laws, regulations, and Manager's rules (attached as Exhibit A).

3.2 Maximum capacity: 60 people. Renter shall not exceed these limits.

3.3 Hours: Access for set-up begins at ____; event must conclude and premises cleared by _____. Additional time may be charged.

3.4 Renter is responsible for set-up and tear-down, unless Manager/Staff assistance has been pre-arranged (and fees agreed).

3.5 No smoking inside the Premises. Use of open flame (candles, sparklers) is prohibited.

3.6 If food is served, Renter must ensure that appropriate hygiene / food-safe practices are followed; if cooking equipment in use, appropriate supervision/cleaning required.

3.7 The use of confetti, rice, streamers, or similar materials is not permitted inside the Premises or in any surrounding outdoor areas, including the Tennis Courts.

3.8 Smoking, Vaping and Cannabis Consumption: Smoking of tobacco or other substances, vaping and consumption of cannabis or other drugs on Premises are expressly prohibited.

4. Cleaning, Damage & Liability

4.1 Renter shall leave the Premises in the condition in which it was found (reasonable wear excepted). Additional cleaning charges may apply if extra cleaning is required.

4.2 Renter shall be responsible for any damage to the Premises, furnishings, fixtures or equipment. Manager may deduct repair or additional cleaning costs from the deposit or bill the Renter for additional amounts.

4.3 The damage/cleaning deposit will be returned within 14- days after event, less costs for damage, extra cleaning, or equipment losses.

4.4 Renter agrees to indemnify and hold harmless the Manager against any claims, losses or liabilities arising from the Renter's use of the Premises.

4.5 Renter assumes all risk associated with use of the Premises and shall release, indemnify and hold harmless the Columbia Ridge Community Association, its directors, officers, volunteers, employees and agents from and against any and all claims, demands, injuries, losses, liabilities, costs or expenses arising out of or related to the Renter's use of the Premises, including bodily injury, death and property damage. Renter shall maintain liability insurance for event use naming Manager as additional insured with a minimum one-million-dollar liability coverage. Unless waived, in writing by Manager, Proof of Insurance must be provided to Manager no later than 14-days prior to event. If alcohol is served, see section 5.

5. Alcohol, Music & Licensing (if applicable)

5.1 Serving alcohol: If alcohol is to be served/consumed, Renter must secure a valid liquor licence/permit, and maintain host-liquor liability insurance. Manager must be shown proof no later than 14- days before event.

5.2 Music/Amplified Sound: If amplified sound, DJ, band or live entertainment is scheduled, Renter must comply with SOCAN/RE:Sound or other music licensing as required.

5.3 Quiet hours: Quiet time is 11:00pm. The Renter agrees to respect local bylaws, neighbourhood noise limits and any Manager-specified quiet hours. Failure may result in immediate termination of the event and loss of deposit.

6. Equipment, Furniture & Amenities

6.1 The rental includes use of chairs and tables. Renter is responsible for setting up and returning furniture to original storage configuration.

6.2 Kitchen facilities are provided “as is”. Renter must clean all surfaces, appliances, remove consumables/trash, and ensure no damage. Manager may charge for additional cleaning/repair.

6.3 Renter may not move fixed furnishings, equipment, or décor unless approved. Any damage resulting from moving will be charged.

7. Additional Charges

7.1 Additional time (beyond agreed end time) may be charged at \$30 per hour.

7.2 Late payment or failure to comply with this Agreement may result in cancellation, additional fees or forfeiture of deposit.

8. Cancellation & Force Majeure

8.1 If the Manager cancels the event (for reasons other than the Renter’s fault) the Renter will receive a full refund of any paid rental fee; Manager’s liability is limited to refund only.

8.2 If Renter cancels according to the cancellation policy, refund will be as described in section 2.4.

8.3 In case of force majeure (natural disaster, power outage, government restriction), neither party shall be liable for failure to perform. The parties will use reasonable efforts to reschedule.

9. Default & Termination

9.1 If Renter breaches any term of this Agreement (including capacity limits, use and conduct terms, noise restrictions, licensing requirements, or time end), Manager may terminate the event immediately, retain all rental fees and deposit, and Renter shall vacate premises immediately.

9.2 Manager retains right to refuse future bookings from the Renter.

10. Miscellaneous

10.1 This Agreement contains the entire agreement and supersedes all prior discussions.

10.2 Amendments must be in writing signed by both parties.

10.3 If any portion is declared invalid, the remainder remains in full force and effect.

10.4 Applicable law: Province of British Columbia.

10.5 Renter may not assign or sub-let use of Premises without Manager’s prior written consent.

10.6 Renter must be present throughout the entire event.

10.7 No illegal activities are permitted on the Premises.

10.8 No overnight parking is permitted in the Premises parking areas or on the adjacent streets.

Signatures

Columbia Ridge Community Association Representative

_____ Date: _____

Renter:

_____ Date: _____