



**DISTRICT OF WELLS**  
**P.O. Box 219, WELLS, B.C. V0K 2R0**  
**Tel: 994-3330 FAX: 994-3331 e-mail: wells@goldcity.net**

## **WELLS COMMUNITY HALL RENTAL POLICY REGULARLY SCHEDULED USE**

### **A. GUIDELINES**

1. User groups are responsible for obtaining their own liability insurance for all events and uses.
2. All activities must be strictly supervised by an adult who will be responsible for the group and liable for the condition of the Hall during and as a result of Hall use. If this person changes, the name and contact number of the succeeding person shall be made known to the Clerk at the Office and a new contract shall be signed.
3. The Hall cannot be used for recreational activities on dates scheduled for community meetings or for events where the Hall is rented. The Office Clerk will inform the group of days which are not available for Hall use.
4. Keys are available at the District Office: 1 key for the front door; 1 key for the equipment room. Keys must be returned as requested; If the event is cancelled for longer than one month all keys must be returned immediately. Office hours are from 9:00 a.m. to 4:30 P.M.
5. In case of accidental damages (e.g. broken window) or other irregularities, please call Carol McGregor, 994-3312 or Gary Champagne, 994-3344.
6. Fees will be charged as per schedule below.

### **B. FEES FOR REGULAR SCHEDULED USE:**

Minimum \$2.00 per person per event must go to the District of Wells or as negotiated. Fees will be collected by the organizer and paid to the District the first of every month, commencing the first day of the first month after the regularly scheduled use begins. Fees can be paid by cash or cheque. A \$100.00 cleanup deposit is required before regularly scheduled use begins. The residual will be returned at the end of the regularly scheduled use.

**See over for general instructions.**

## C. GENERAL INSTRUCTIONS

- Capacity:  
Main Floor: 400 persons in non-fixed seats (rows of chairs) or 250 persons (tables and chairs) and 235 persons in the bleachers.  
  
Banquet Room, 209 persons in non-fixed seats and 125 persons at tables and chairs.
- This Hall is an original Heritage Building. There is a limited number of electrical outlets. If your event has electrical requirements, check with the Office.
- There is NO SMOKING in the building. Please use the ashtrays outside the main hall door only.
- The Hall has limited tables and chairs. Please check the Office for availability.
- Cleaning: Equipment and supplies for cleaning may be supplied by the District of Wells upon request. Floors must be immediately dry-mopped, or washed if there are spills. Tables are to be folded and stacked, chairs stacked in front of the bleachers. All garbage must be removed and taken to the dump.
- There is to be no food, and no beverages except water.
- Participants shall use indoor shoes only.

**In cases of emergency please call  
Carol McGregor 994-3312  
Gary Champagne 994-3344**

# WELLS COMMUNITY HALL RENTAL AGREEMENT

*between the DISTRICT OF WELLS and*

Name of Organization (Renter): \_\_\_\_\_

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

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Regularly Scheduled Hall Rental Date(s) From: TIME: \_\_\_\_\_ To: TIME: \_\_\_\_\_

Day of week: \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Nature of the Function: \_\_\_\_\_

Cleaning Deposit:: \$100.00

Rental: \$2 per person per event

- No bookings are confirmed until the Cleaning Deposit has been received by the District of Wells. District Office hours are 9:00 a.m. to 4:30 P.M. Monday to Thursday. Please confirm the dates and times of your event/meetings or any changes in your schedule with the Clerk at the Office 994-3330.
- This Contract may be cancelled unless full payment is received as specified.
- Cancellation: events may have to be cancelled if there are community meetings or events and/or if there are Hall rentals for the dates in question.
- The District of Wells is not responsible for power outages.

## **RENTER'S RESPONSIBILITIES:**

1. The Renter will comply with all Government Regulations affecting functions taking place in the Hall.
2. RE: Cleaning and Decorating the Hall:

The Contact person signing the Rental Agreement is responsible for all damages to the Hall and equipment and for ensuring doors are locked at the end of every session without fail. The current agreement may be cancelled or future agreements declined if guidelines and instructions are not adhered to.

- a. Do not use tape on walls or ceilings. Remove all tacks and decorations from walls and ceilings after each use.
  - b. Do not move piano.
  - c. The Hall must be cleaned, all garbage removed and all decorations taken down before leaving each day, wash up spills, wipe all surfaces used. Wipe clean, stack and return chairs to the area taken from. Remove all garbage to the dump; do not leave it for garbage pick-up.
  - d. Vacate the hall and remove or put away all equipment after every use. Lock all Hall doors when leaving the premises.
  - e. Keys must be returned to the Office if the Hall is no longer being used. If the person responsible for the Hall use changes, please inform the Clerk at the Office so a new contract can be signed.
3. In case of accidental damages (e.g. broken window) or other irregularities, please call the after hours emergency numbers listed below.

**RENTER:** I have read the Terms of Agreement for Rental of the Wells Community Hall and will comply with these terms:

Name: \_\_\_\_\_ for Renter: \_\_\_\_\_  
*signature*

DATE of Agreement / Confirmation: \_\_\_\_\_

**DISTRICT OF WELLS:**

Rental Received \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_

NAME: \_\_\_\_\_ for District of Wells  
*signature*

**In cases of emergency please call Carol McGregor, 994-3312 or Gary Champagne, 994-3344.**