

# RENTAL AGREEMENT

We are a community which functions by the good will of resident/volunteers.

The fire department firehall training room may also be used for community activities.

Please respect the need to keep our Hall and associated space: Library, Kitchen, Washrooms clean and in good working order! Capacity of the building is 100 persons. This does not allow for seating or tables.



## CHECKLIST

The Blue Bin and Composting program is for islanders sponsored events only!

☼ Please check mark  list, leave a copy in the kitchen & make payment to the "[finance@piersisland.ca](mailto:finance@piersisland.ca)"

### KITCHEN - All kitchen items i.e., glasses, cutlery etc. are not to be used outside

- Wash all dishes and cutlery, put away and leave dishwasher empty and turned off
- Clean and dry sinks, microwave, stove, oven, coffee makers, teapots, countertops
- Take away all leftover food, plastic cutlery, paper plates and napkins, etc.
- Launder dishcloths, tea towels, linens and return via islander sponsoring the rental

☼ **PLEASE 'TAKE AWAY' ALL YOUR GARBAGE, RECYCLABLES, COMPOST, & REFUNDABLES**

### MAIN HALL - Chairs and tables to be used inside only!

- Restack all chairs and put away under stairs
- Wipe Down & Restack all tables
- Restore library corner as found

### WASHROOMS

- Take away waste and used sanitary product bags
- Clean and dry sinks
- Clean toilets and urinal

### ALL FLOORS - Kitchen, Washrooms, Main Hall

- Sweep, Vacuum entrance and library carpet
- Mop the floors, hang mop by side of recycling frame

## DEPARTURE

- Remove ALL items you brought to the Hall/Kitchen
- Turn off fans & lights
- Turn off all heat
- Make sure all 3 doors are locked
- Return key in exterior lockbox found on the left of main entrance
- Give completed copy of this checklist and money owing to [finance@piersisland.ca](mailto:finance@piersisland.ca)

### ☼ **RENTAL FEES:**

**Hall** .....See *PIID Schedule of Fees* in force.

**Hall & Kitchen**.....See *PIID Schedule of Fees* in force.

Tables, Chairs, Linens and all kitchen equipment not to be used outside the Hall.

☼ **PLEASE NOTE:** Should cleanup be found unsatisfactory an additional cleanup charge will apply.

☼ Please pay PIID (Piers Island Improvement District): [finance@piersisland.ca](mailto:finance@piersisland.ca)

SIGNATURE OF RENTAL GROUP ORGANIZER

Date \_\_\_\_\_

\_\_\_\_\_

Time In \_\_\_\_\_

\_\_\_\_\_

Time Out \_\_\_\_\_

Print name

\_\_\_\_\_  
Piers sponsor - Name, email and lot#