

MAYNE ISLAND AGRICULTURAL SOCIETY 2025 RENTAL INFORMATION, TERMS, & AGREEMENT



Venue Features:

- Hall and grounds can be rented together or separately
- Indoor stage
- Outdoor bandshell
- Kitchen and dinnerware
- Wall-hanging system for art and decorations
- Capacity up to 100 (including organizers, performers, staff, etc.)

To book the Ag Hall and/or Grounds:

- Check the calendar for available dates and times:
<https://www.mayneagriculturalsociety.com/calendar>
- Read the rental terms and conditions
- Complete and submit the form on this page
- Once the request is received an invoice will be sent by email (**the booking will not be secured until payment is received by e-transfer**)
- Please contact the Booking Coordinator at aghallbookings@gmail.com if you have not heard back within a few days

Event General Liability Insurance is required for events with the following (a copy of the insurance certificate must be provided to the booking coordinator at least 3 business days prior to the event):

- Liquor
- Food service other than tea/coffee
- Physical activity
- Sales of consumer goods
- Admission/ticket sales

Rental rates are determined by which block is being booked.

- **Daily rental blocks:**
 - Morning: 7am-12pm
 - Afternoon: 12pm-5pm
 - Evening: 5pm-10pm

If an event goes beyond the time allocated to a block, the fee for two blocks will be charged to the renter. For example: 9am-2pm is considered two rental blocks as it would only leave time for an evening rental.

Hall OR Grounds Rental Rates:

- Single block: \$40
- Two consecutive blocks: \$75 + \$20 maintenance fee (\$95 total)
- All day: \$100 + \$30 maintenance fee (\$130 total)

Combined Hall AND Grounds Rental Rates (15% discount):

- Single block: \$68
- Two consecutive blocks: 127.50 + 20 maintenance fee (\$147.50 total)
- All day: \$170 + \$30 maintenance fee (\$200 total)

Renting the HALL

Use of the kitchen for coffee service is included in the rental fee.

Use of the kitchen for meal service is available for a \$20 cleaning fee.

Use of the audio/visual equipment is available for a \$20 setup/teardown fee.

Renting the GROUNDS

Access to the Hall washrooms can be added for a \$20 cleaning fee.

Renting EQUIPMENT

The Agricultural Society has a number of items available for rent for off-premises events (rates are per day):

- 6' plastic tables: \$10/each
- Folding chairs: \$2/each
- Popcorn machine: \$25
- Projection and audio equipment: \$15 set up fee
- 10'x10' tents: \$30

All equipment must be returned clean and in good working condition. The renter is responsible for arranging pick up and drop off of rented items from the Ag Hall.

Mayne Island Agricultural Society**Facility and Grounds Rental Agreement • Terms and Conditions****General Terms**

1. This Facility Rental Agreement must be clearly understood and acknowledged by the renter before a booking will be accepted and confirmed by the MI Agricultural Society (Ag Society) Booking Coordinator. Once confirmed, it becomes a rental contract.
2. Hall capacity is 100 persons. This includes performers and/or service workers.
3. Full rental fees are due at time of booking, unpaid rentals will be considered tentative. If rental fees are not paid by seven days prior to the event, the booking will be cancelled. Hall, Grounds, and equipment rental fees are available on the online Booking Request Form.

4. All users of the Ag Hall and Grounds must behave with civility, respecting the values of diversity, free inquiry, mutual respect, and the quiet enjoyment of others. We reserve the right to refuse a rental to any user who has not complied with this Rental Agreement.
5. The Ag Society is not responsible for any equipment, merchandise, and/or personal items stored or left in the Hall, on the Grounds, or in the out buildings.
6. The Hall door code is only to be shared with those identified to use the code to enter the Hall.
7. No access to the electrical panel is allowed without prior permission and instruction. In an urgent situation, please contact the Ag Hall representatives listed on the Emergency Contact list posted at the panel.

Hall and Grounds Usage Conditions

1. The equipment and furniture in the Hall are not to be removed from the property for any reason unless specifically rented for off-premises usage. Tables and chairs must be returned to their specific storage locations.
2. Use only the cable & hook hanging system supplied in the Hall. No nails, thumbtacks, tape, or other devices are to be used to attach any items or notices to the walls.
3. No smoking or vaping anywhere on the premises (Hall, deck, patio, courtyard, or adjacent grounds).
4. No open flame candles are permitted. Battery-operated candles or lights are allowed.
5. The exterior doors and emergency exits must be kept free of obstruction during events in accordance with fire regulations. Doors may be opened to provide ventilation when necessary.
6. As per CRD Noise Bylaw 3378, any music or excessive noise must cease by 11pm.
7. Activities in the Hall must cease by 11pm and the Hall must be cleaned up and vacated no later than 1:00 am. Before leaving ensure that the space is left clean and secure:
 - a. Dishes and utensils are washed following the posted cleaning protocol and are stored away.
 - b. Water taps are closed tightly.
 - c. Sweep the floor.
 - d. Separate garbage and recycling.
 - e. Close and lock all doors.
8. Catered food served or food for sale in the Hall or on the Grounds requires proof of a BC Foodsafe certification.

9. Catered food served or food for sale in the Hall or on the Grounds requires proof of a BC Foodsafe certification.
10. Events with any alcohol must have and display a liquor permit and Serving-It-Right certificate. A copy of the permit must be provided to the Booking Coordinator (aghallbookings@gmail.com) no later than five days prior to the event. Please notify the coordinator if the event plans have changed.
11. No vehicles are to be driven onto or parked on the Grounds.

Rental Policies and Fees

1. The Ag Society has the right to manage and restrict use of facilities and grounds at its discretion. Limitations on use of facilities will be for reasons of priority of use or safety and security of persons and facilities, operational needs or to comply with Society policies.
2. Booking requests are received on a first come, first served basis with the following considerations:
 - a. Priority will be given to Mayne Island-based groups and residents.
 - b. Mayne Island non-profit organizations that fully align within the Ag Society's mandate of agriculture, sustainability, and self-sufficiency and are also members of the Ag Society can book the Hall for meetings (not other types of events) at no charge.
 - c. Mayne Island community groups, clubs, and non-profit organizations can book up to two years in advance. Individuals and non-resident group bookings may only book up to one year in advance.
3. At the discretion of the Ag Society, a refundable damage deposit of up to \$250 may be needed to accompany this Rental Agreement. In the event that a complaint, damage, or loss occurs, the deposit will be forfeited. If there are no issues, the deposit will be returned within two weeks.
4. A Hall User Checklist is posted in the Hall and supplied with each Rental Agreement to ensure that the Hall is left clean and secure following each event. Hourly custodial fees will apply and be charged when extra cleaning is required.

Cancellations

1. If a booking is cancelled for any reason, notice must be given to the Booking Coordinator as soon as possible.
2. Any booking that is cancelled within one week of the event will forfeit their booking fee.
 - a. Bookings cancelled with more than one week's notice will have their booking fee returned as a credit note to be used for future bookings or other MIAS fees.

Liability Insurance Requirement

1. The Ag Society's insurance policy covers damage to the Ag Hall and Grounds and does not extend to users.
2. The Group or Individual renter shall provide Comprehensive General Liability Insurance with a limit not less than two-million dollars (\$2,000,000) with the Mayne Island Agricultural Society added as 'Additional Insured'.
 - a. Such evidence of insurance shall be provided to the Booking Coordinator no later than seven days prior to the renter's event and be in the form of a Certificate of Insurance (COI). When requested by the Ag Society, the renter shall provide certified copies of required COIs.
3. Event insurance is required for but not limited to:
 - a. Events where people are invited to attend, charging of admission or purchasing of tickets with or without liquor or food sales/consumption, attendance to a user's bookings (ie., film nights, speakers)
 - b. Events with offerings of goods and services for sale (ie., art shows)
 - c. Any events where the activities involve a significant degree of risk of personal injury or property loss (ie., exercise classes)
4. Event insurance can be obtained through Gulf Islands Insurance or Duuo. (A renter may also find or use their own insurance provider.)
 - Gulf Islands Insurance • 250-539-5611
 - www.insurebc.ca/insurance-brokers/gulf-islands-insurance-mayne/
 - Duuo Event Insurance
 - https://duuo.ca/event-insurance/?gclid=Cj0KCQiApKagBhC1ARIsAFc7Mc6MJH-fMGZ8oGoFbNitD9j3NB0W-yTGbF5_CRc8nazoeH-DGdD0BRkaArq3EALw_wcB

Licensing

1. If any alcohol is going to be consumed on-site, by sale or BYOB, a Special Event Liquor Permit is required.
<https://justice.gov.bc.ca/lcrb/sep>
2. Anyone serving liquor requires a Serving-It-Right certificate (SIR).
<https://www.responsible-servicebc.gov.bc.ca/serving-it-right-course>
3. Proof of required liquor permits and SIR certificates must be provided to the Booking Coordinator at least 3 business days prior to the event (aghallbookings@gmail.com).

Foodsafe Certification

1. A person with Foodsafe certification is required for any event with catered food or food items for sale.

**MAYNE ISLAND AGRICULTURAL SOCIETY
2025 RENTAL AGREEMENT**

I understand and agree to the following:

- ☐ I have read the attached rental information and terms & conditions.
- ☐ The maximum capacity for the Hall is 100 persons including staff, volunteers, guests, etc.
- ☐ Animals are not permitted in the Hall with the exception of service animals (proof of
- ☐ Music or excessive noise must cease by 11pm
- ☐ Used dishes must be washed, tables and chairs stowed, and floor must be swept within the rental period
- ☐ Liquor permits and insurance must be provided and posted if **ANY** liquor is to be consumed on-site
- ☐ The Booking Coordinator must be notified of any changes made to reservations

Signed_____

Organization_____

Date_____