



WILLIAMS LAKE SPORTSMEN'S ASSOCIATION
PO Box 4097, Bond Lake Road, Williams Lake, BC V2G 2V2

RENTAL AGREEMENT & INVOICE

Rental Agreement for _____ DATE of EVENT _____ TIME of EVENT _____

The following is agreed to by the renter: _____ Name _____ Phone: _____

And confirmation of reservation by: _____ Phone: _____
(on behalf of the Williams Lake Sportsmen's Association)

RENTAL FEES ()

- \$450.00* Private function, entire hall - (liquor permits required)
\$50.00 For set-up or decorating evening previous to the event (set up no earlier than 7:00 pm)
\$100.00 Meeting Hall (meeting only with no kitchen) - (Only available between Monday and 4 pm Friday)
\$100.00 Individual Range per day (Range to be used: Trap Long Range Short Range IPSC)
\$100.00 Basement Meeting Room
\$300.00 All ranges per day. Includes Trap, Long, Short and IPSC Ranges

RENTER TAKE NOTICE: Private Function with liquor being served: You are responsible for obtaining private insurance coverage for yourself for this function. There is no insurance coverage for the renter by virtue of this rental agreement.

\$250.00 Damage and Confirmation to be paid by the renter upon confirmation of reservation. Deposit refundable ten (10) clear days after the event, if the following is met with the Association's approval. See Below:
Damage & Confirmation deposit received. Date Paid: _____
\$ _____ received in full for rental of facilities as listed above. Date paid: _____

PAYMENT: NO CASH ACCEPTED Forms of payment accepted: CHEQUE, MONEY ORDER or BANK DRAFT

CANCELLATION POLICY

Reservation must be cancelled 30 days prior to the date of the event for a full refund. NO refunds if less than 30 days notice of cancellation.

Mail your damage deposit to: _____

Clean up expected by 12 noon the day following the event.

- Clean everything off tables and stack tables on dollies provided
Stack chairs
Put all garbage in cans provided (we provide garbage bags) - there is a dumpster across the parking lot
Sweep the entire floor
Kitchen is to be cleaned and left usable for the next group
Washrooms to be cleaned

ANY DAMAGE will be assessed and deducted from the damage and confirmation deposit. Note: Any damage to be listed herein:

Included in the rent:

_____ 160 chairs _____ 28 tables _____ upper hall _____ kitchen _____ meeting room only _____ portable refreshment stand

Signed and dated this _____ day of _____, 20__ at Williams Lake, B.C.

Renter's Signature _____

On Behalf of the Williams Lake Sportsmen's Association