



Thetis Island Community Association
Forbes Hall Booking Contract

Please fill out this form and return with any applicable deposits and licenses to:
Hall Manager, Box 14-0, Thetis Island BC, V0R 2Y0

Name of User:	
Address:	
Phone #:	
TICA Sponsor:	
Type of Event:	
Date Requested:	

	Indicate Times
Main Hall	
Library	
Kitchen	
Entire Facility	
Grounds	

- **Is alcohol to be served or sold?** No ____ Yes ____

NOTE: If Alcohol is being served, the party using the hall is responsible for obtaining a “Special Occasion License” (Liquor License). For information about licensing, contact Licensing Administration @1-866-209-2111.

You must also ask if a “Serving It Right” Certificate is required for your event.

Copies of these forms must be enclosed with the Forbes Hall Booking Contract Application.

Also, please note, Hall Capacity is reduced to 85 persons when alcohol is served.

- All bookings must have a TICA member sign the booking contract as sponsor . The TICA member will assure that hall rules are adhered to and that the cleanup is satisfactory. If clean-up is unsatisfactory, the TICA member will be held responsible. The Hall Manager (HM) will make this determination in the presence of a TICA board member. If the hall or grounds have sustained damage, the TICA sponsor will be held responsible for those additional costs as documented by the HM and TICA board member.

I agree to abide by the terms and agreements for the Booking of Forbes Hall, and I have enclosed copies of applicable licenses and certificates.

User’s signature (or Group Title): _____ **Date:** _____

TICA Sponsor’s signature: _____ **Date:** _____



Thetis Island Community Association
Forbes Hall Clean-up Rules

**We welcome all those who participate in activities at Forbes Hall.
 The following rules apply to ALL users.**

TICA does employ a janitor who works on a regular basis. However, due to financial constraints, her hours are limited, which makes it impossible to have the hall cleaned after each usage. **By signing the Forbes Hall Booking Contract, you are agreeing to leave the hall in the following condition:**

<input checked="" type="checkbox"/> Hall: 1. All personal belongings removed 2. Chairs and tables put away 3. Windows and curtains closed 4. Floors swept and spills mopped.	<input checked="" type="checkbox"/> Tablecloths and dishtowels: 1. Remove and launder*, return promptly and neatly. Linen must be laundered according to provided instructions. (*unless rental fee applies)	<input checked="" type="checkbox"/> Kitchen: 1. Cleaned and mopped (mop & bucket in storage room) 2. Stove fan OFF 3. Dishwasher drained & turned OFF. 4. Breaker for dishwasher turned OFF. 5. Door CLOSED (fire door) 6. Stove Gas Tap OFF
<input checked="" type="checkbox"/> Washrooms: 1. Toilets flushed 2. Counters dry 3. Lights OFF REPORT ANY RUNNING TOILETS OR URINALS	<input checked="" type="checkbox"/> In General: 1. All equipment returned to proper place 2. All INTERIOR AND EXTERIOR DOORS & windows shut and secured. 3. Lights OFF (night lights are on in entry). 4. Thermostat set to 10-12 degrees.	<input checked="" type="checkbox"/> Garbage must be removed and garbage bag replaced (bags are in supply cupboard in women's washroom) REPORT PROBLEMS IMMEDIATELY TO HALL MANAGER. 250-246-9353

*****Use of DISHWASHER AND STOVES by pre-authorization ONLY to facilitate instruction of proper use.**

Thank you