



*Thetis Island Community Association*  
**Forbes Hall Rental Criteria and Rates**

We welcome all members of TICA and their guests who wish to use Forbes Hall.

The following criteria are applied to rental rates:

1. Private parties or events that are by invitation only or are part of a business venture are subject to the following fees:

**\*\*\*All the above are subject to a cleaning and breakage deposit of \$100.00.\*\*\***

8 hours Main Hall	\$ 75.00
4 hours Main Hall	\$ 40.00
Library	\$ 25.00
Kitchen w/Main Hall	\$ 75.00
Kitchen only	\$ 50.00
8 hours Entire Facility	\$200.00
Grounds only	(Fees negotiable with TICA approval)
Tablecloth rental	\$50.00

**\*\*\*This will be refunded subject to inspection by hall manager.\*\*\***

2. Requirements for booking a hall rental:

- A non-refundable event deposit of 50%
- Refundable cleaning/damage deposit of \$100.00 (separate cheque)
- Completed rental contract
- Applicable licenses

3. All rentals must have a TICA member sign the rental 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 cleaning/damage deposit will be withheld. Hall Manager (HM) will make this determination in the presence of a TICA board member. If the hall or grounds have sustained damage that exceeds the amount of the cleaning/damage deposit, the TICA sponsor will be held responsible for those additional cost as documented by the HM and TICA board member.

4. Private functions for approved causes may have special rates applied. These events require six weeks advance booking to allow for TICA executive approval. The appropriate forms may be obtained from and submitted to the hall booking manager.

**Please note the following room capacity maximums:**    **With chairs – 137 persons**  
**Tables and chairs – 108 persons**  
**Alcohol served – 85 persons**



*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 Rental Contract, you are agreeing to leave the hall in the following condition:**

<input checked="" type="checkbox"/> <b>Hall:</b> 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"/> <b>Tablecloths and dishtowels:</b> 1. Remove and launder*, return promptly and neatly. Linen must be laundered according to provided instructions.  (*unless rental fee applies)	<input checked="" type="checkbox"/> <b>Kitchen:</b> 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 <b>OFF</b>
<input checked="" type="checkbox"/> <b>Washrooms:</b> 1. Toilets flushed 2. Counters dry 3. Lights OFF <b>REPORT ANY RUNNING TOILETS OR URINALS</b>	<input checked="" type="checkbox"/> <b>In General:</b> 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"/> <b>Garbage</b> must be removed and garbage bag replaced (bags are in supply cupboard in women's washroom)  <b>REPORT PROBLEMS IMMEDIATELY TO HALL MANAGER.          250-246-9353</b>

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

**Thank you**



*Thetis Island Community Association*  
**Forbes Hall Rental 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**

<b>Name of User:</b>	
<b>Address:</b>	
<b>Phone #:</b>	
<b>TICA Sponsor:</b>	
<b>Type of Event:</b>	
<b>Date Requested:</b>	

	Indicate Times
<b>Main Hall</b>	
<b>Library</b>	
<b>Kitchen</b>	
<b>Entire Facility</b>	
<b>Grounds</b>	

**Note: EXTRA  
 CHARGES WILL BE  
 MADE IF OTHER  
 FACILITIES ARE  
 USED.**

- **Is alcohol to be served or sold? No \_\_\_ Yes \_\_\_**  
**NOTE:** If Alcohol is being served, the party renting 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 Rental Contract Application.  
**Also, please note, Hall Capacity is reduced to 85 persons when alcohol is served.**

- Rental deposit enclosed \$\_\_\_\_\_ Cleaning Deposit enclosed \$\_\_\_\_\_ \*\*\*Cheques payable to T.I.C.A. Separate cheques are required to facilitate Cleaning Deposit refund\*\*\*
- I agree to pay the remaining fees of \$\_\_\_\_\_ 10 days prior to hall rental date.
- I agree to abide by the terms and agreements for the Booking of Forbes Hall and afore mentioned clean-up rules.
- I have enclosed copies of applicable licenses and certificates.

**User’s signature (or Group Title):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**TICA Sponsor’s signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_