



726 12 Street,  
New Westminster, BC  
V3M 4J9

Tel: 604-359-5296  
www: heritagebanquethall.ca  
Email: info@heritagebanquethall.ca

**Your next event  
could be right here**

### Rental Agreement:

Renters agree to follow all City of New Westminster bylaws (below) and the terms of this agreement.

Client Name(s): \_\_\_\_\_ phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

SEL Holder Name: \_\_\_\_\_ phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Time & Date of event: \_\_\_\_\_

Room Rented (please circle): main hall / studio / boardroom Rental Fee: \_\_\_\_\_

**Renters MUST:**

Be Min 19 yrs or under the supervision of parents (guardians) who **MUST** be present during the event  
Abide by all City of New Westminster bylaws (**see below**)

**No Smoking Policy:**

**Absolutely NO smoking** anywhere in front of building  
**Smoking Area** is located outside back parking lot. **Nowhere else**

Initials:

**Noise/Crowd Control Policy:**

Renters **MUST** maintain crowd control in front outside **from 10 pm onwards**  
Front doors **MUST be closed at 10 pm**

Initials:

All guests **MUST** leave **via rear exit only** into the parking lot  
New Westminster City Noise Bylaw below:  
No person shall make or cause any noise or sound to be made...which disturbs... the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or persons around; Night noise level (**10 pm**). Not to exceed 75 dBs  
**PENALTY:** fine up to \$2,000.00

**Security Policy: MUST be enforced for all fee for entrance events**

Initials:

One Security Person (SP) holding a BCSG license per 100 people  
SP **WILL NOT** drink alcohol or consume any intoxicating substance while on duty SP **WILL BE** on duty for the entire event; start until the last guest leaves  
One SP **outside in front of building** to enforce no smoking & noise/crowd control policies  
One SP **inside front doors at 10 pm** to direct guests to rear exit  
One SP needs to be stationed at the rear exit

**Alcohol Policy:**

Alcohol Events **MUST** have a Special Event Permit (SEP): www.specialevents.bcldb.com SEP must be displayed for public viewing (No Permit; No Liquor; No Event)  
Servers **MUST** not consume; **Must** have Serving It Right certificate (servingitright.com)  
No Sales to Persons Under 19 years of age: Photo ID required  
No Alcohol outside of the venue; No Alcohol allowed inside venue for non-permitted events  
**All SEP conditions set by NW Police Department must be followed (see below):**

Initials:

- Max capacity 315; Liquor service ends at 12:30 pm;
- Music ceases at 1:00 am (unless ordered earlier by NWPD due to compliant

**Insurance Policy:**

Special Event Insurance **MUST** be obtained for events having liquor sales Minimum \$2,000,000 liability; Loss payout to Heritage Banquet Hall (1031192 B.C. Ltd)

Initials:

**Cleaning & Waste Disposal Policy:**

All floors **MUST** be swept, mopped & trash free (kitchen, bathrooms, venue and front entrance)  
 All carpets **MUST** be vacuumed and trash free  
 All tables **MUST** be cleaned, wiped down and returned to storage  
 All chairs **MUST** be returned to storage area (stacked 10 high)  
 All kitchen items, counters, & stove **MUST** be cleaned, dried and returned to storage  
 All waste **MUST** be collected inside (kitchen, bathrooms, venue) & outside;  
 All waste **MUST** be separated: organics/paper; recyclables; and garbage.  
 Anything left in the kitchen and fridge after an event is garbage

Initials:

**Public Disturbance credit card charges (or deposit deductions) for:**

Any fines issued to the Hall by NW Police or City By Law violations because of your event  
 Failure to enforce Noise/ Crowd Control /Security/ Alcohol/ Insurance and/or No Smoking Policies  
 Police ordered ceasing of event due to complaint by the public

Initials:

**Security/Damage Deposit Deductions for:**

Failure to enforce Noise/Crowd Control/ Security/ Alcohol/ Insurance and/or No Smoking Policies  
 Any damages that occurred during the event or any items stolen or missing after an event  
 Inadequate cleaning of kitchen, bathrooms, venue, and front entrance Failure to separate organics, garbage & recyclables and improper placement

Initials:

**SoCan Music License: <https://socan.ca>**

Renters may need a SoCan license for events with live or recorded music Contact SOCAN at 1-866-944-6210 or [licence@socan.ca](mailto:licence@socan.ca).  
 Heritage Banquet Hall assumes no responsibility for non-licensed

Initials:

By Initialing and signing this contract I agree to accept full responsibility for all the policies within this agreement and any damages or fines that are given to the Heritage Banquet Hall that may occur because of your event

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Heritage Hall Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AV Equipment Available for Rental for Your Event**

**NOTE:** One wired microphone, disco ball, and audio mini-jack connector for laptop, music player, or cell phone is included in rental fee of main hall.

Please ✓ AV equipment you need for your event			
Items	Includes	Price*	✓
<b>Sound System</b>	1 wired microphone Mixer 6 speakers Subwoofer 2 Floor Monitors	\$ 125	
<b>Microphones</b>	Wired (5 available) Wireless **(4 available)	\$ 10 each \$ 25 each	
<b>Projector &amp; Screen</b>	Projector and Screen	\$ 50	
<b>DJ Lighting System</b>	Lasers/spots/& other lights	\$ 50	
<b>Instruments</b>	Drum set Electric Piano	\$ 25 \$ 50	
<b>Audio Video Technician</b>	Minimum 4 hrs Each additional hour	\$ 200 \$ 25	
<b>Event Video Recording</b>	Includes AV Technician 2 video cameras	Ask for Quote	
* GST included    ** Must bring your own alkaline batteries			