###### Rental Contract between the Rural Alternatives Research & Training Society - R.A.R.T.S. (Lessor)

###### doing business as the VALLICAN WHOLE COMMUNITY CENTRE (Facility) and

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| --- | --- |
| **Renter (Lessee) name:** |  |
| **Mail address:** |

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| **Phone:** |   | **Email:**

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**Deposits and Fees:**

**Booking Deposit: $200**

**Rental Fee: TBA**

**Damage Deposit: $250**

\*Please note we will charge $50 per deep scratch in the hardwood floors caused by your event. Take care when moving equipment, and do not drag or scrape things across the floor.

**Cancellation Policy**: Should you need to cancel your event more than 2 weeks prior to the booking, your deposits will be refunded minus administrative time ($20/hour that the administrator or caretaker worked on your booking). If you cancel within 14 days of your booking you forfeit your booking deposit ($100.00). Thank you for your understanding – we are a non-profit and depend on rental income to keep the lights on.

**Cleanup must be completed within your rental period – please make sure you book adequate time for cleaning. If you would like to hire our cleaner, please let the administrator know at time of booking.**

# RENTAL FEE:

**Your Rental fee is**:

**For (Date, time, event name/description):**

# Does this event involve any of the following?

(if you answer yes to these please see the insurance section in this contract)

**Youth:**  Yes No **Alcohol:** Yes No **Sport Activities:**  Yes No

**MUSIC LICENSING FOR YOUR EVENT:**

To ensure musicians get paid royalties for their music, SOCAN charges RARTS an annual music licensing fee that covers all events at THE WHOLE. This added value gives you good music karma!

***COVID-19 Addendum***

***We are bound by any public health orders in place by the province of British Columbia. The renters agree to be familiar with and abide by these orders.***

[Provincial and regional restrictions - Province of British Columbia (gov.bc.ca)](https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions)

**Vallican Whole Recommendations during Covid**

* Set-up food service areas in a covid-conscious way
* keep a record of attendees to facilitate contact tracing should that be necessary
* use our heat/air pumps and fans to facilitate good air circulation in the building
* maintain cleanliness throughout the event, especially of high-touch surfaces and washrooms
* Please do not enter the Whole if you are feeling unwell or have any Covid-19 symptoms, if you have travelled outside of Canada in the last 2 weeks, or if you have been in contact with anyone who has tested positive for Covid in the last 14 days.

The Renter is responsible for being familiar with and upholding current Public Health Orders. Failure to comply can result in fines and/or forfeiting future rental opportunities.

Please Initial: \_\_\_\_\_\_\_\_\_\_\_\_

# RENTER’S RESPONSIBILITIES

1. **Hall fire capacity is 225**. The lessee is responsible for ensuring there are no more than 225 occupants at any time in the building **(check Covid restrictions for capacity)**. As well, the lessee is responsible for ensuring the exit routes and doors are unobstructed.

 Pls initial \_\_\_\_\_\_\_

1. **Please leave the interior and grounds of the hall neat and tidy.** Consult the cleanup checklist for guidance.
2. The Caretaker is available to meet with client **at a scheduled time** on set-up day/the first day of your rental. Inventory, hall overview, heating/cooling, lighting, kitchen, etcetera will be covered in that time. If you need to reach the Caretaker during your event, **please use the phone in the Hall – respect their privacy and do not visit their home or knock on their door.**
3. **No outdoor fires or fireworks on site.** Candles are permitted indoors, and outdoors between October & May, as long as they are properly & safely contained. Please do not use Whole dishware as candleholders! **Pls initial \_\_\_\_\_\_\_**
4. If your event requires any additional fixtures not currently offered by the Vallican Whole, or if you have other contractors bringing equipment onsite for your event, **the Administrator needs to be informed 30 days prior to your event**.This allows the Vallican Whole time to prepare the grounds and building, forecast potential staffing/on site needs, and investigate any insurance concerns.  Examples of these types of fixtures include, but are not limited to: furniture, pig roasters, hot dog cookers, porta-potties, bouncy castles, & food trucks.
5. **Pets are not permitted in the building** & are strongly discouraged from attending events & being on the grounds. If they are on the grounds THEY MUST BE LEASHED.
6. **No smoking in the building, porches or ramp,** but smoking is permitted outside away from the entrances (use sand cans and dispose of butts safely). **No drugs** in building, grounds or parking lot. Pls initial \_\_\_\_\_\_\_
7. **Lessee is responsible for complying with all liquor regulations** & licensing, including getting a liquor license and posting it at your event if alcohol is consumed on the premises. Please post your license at your event. Pls initial \_\_\_\_\_\_\_
8. **PROPANE STOVE: The fume-hood MUST BE TURNED ON** when the propane stove is in use, (no greasy vapours due to fire regulations). Light all pilot lights, even if you just use one burner. To shut stove off, please turn off gas valve at the back of the stove. Do not just blow out the pilot lights to turn off or gas will escape into the building!
9. **Please supervise children** in the hall and on the grounds.
10. **The white fold-up chairs may not be taken outside** as their feet get dirty and damaged which in turn damages our beautiful interior floors. Please also do not take the chair trollies outside (even on the porch) as sand accumulates in the wheels and then scratches the floors.
There are metal chairs you may use outside. Please do not bring the metal chairs inside.

**If you are planning to rent indoor chairs for your event (and not using ours), you must confirm they have non-marking rubber feet to protect our floors. Thank you!**

1. **Please respect the building’s woodwork.** NO pins/staples on the wood trim.
2. It should go without saying, but **abusive language, threats, or violence towards our staff & members will not be tolerated**. The Caretaker's private home is on the same land as the Vallican Whole, and their privacy & safety are to be respected by Renters & Guests at all times. Renters behaving abusively will be reported to the RCMP and will no longer be welcome at the Vallican Whole.
3. **The Lessee is responsible for patrolling the grounds and parking lot for alcohol/drug consumption, and for ensuring no one drives intoxicated at this event and everyone is offsite by 1:30 am. Pls initial \_\_\_\_\_\_\_**
4. **Music & noise stops at 1 AM** and everyone out shortly afterwards, due to our proximity to and agreement with our neighbours. **Please respect the privacy of the caretaker residence and grounds as well as our neighbours’ privacy**.
5. You must have at least one designated point person who will be “last on site” and responsible for shutting things down and seeing guests safely offsite. Please introduce this person to our Caretaker or Administrator during your walk-through.

**NAME OF PERSON(s):**

1. **No one is permitted to stay overnight inside the building. Everyone must be off the property by 1:30 am. The caretaker will provide one “warning” to your Point Person, after which the RCMP will be called.** If your event goes over the 1 am curfew, or if we have to deal with your guests left behind, there will be a $100 charge taken off your deposit. RARTS and our caretaker are not responsible for the safety and security of your guests. Please take care of your guests! Pls initial \_\_\_\_\_\_\_\_
2. **LIABILITY INSURANCE: Renters hosting events generally require event insurance.** Ask your insurance agent if your homeowner insurance covers this event. If it doesn’t, or if your event involves alcohol, youth, or sports you must get a special events liability policy, and RARTS must be named on it.

 **Our administrator should have your insurance policy on file 30 days prior to your event.**

1. **THE LEGAL STUFF:**

In consideration of R.A.R.T.S. permitting the above named to use this facility, the Lessee agrees as follows:

* + 1. The Lessee hereby releases, forever discharges and agrees to indemnify and save harmless R.A.R.T.S., its Board, officers, executives, directors, employees, members and representatives from and against any and all claims, actions, costs, expenses (including legal expenses) and demands made by anyone in respect of death, injury, loss and/or damage to any person or property, arising out of, or in connection with, or during the use of the Facility.
		2. The Lessee waives any and all claims the Lessee has or may have in the future against the Society.
		3. The Lessee agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.
		4. The Lessee, including all volunteers, officers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility. The above named User confirms that they have the complete and unalterable right to sign on behalf of the organization or event.
		5. The Lessee confirms that they are over 19 years and is the authorized representative of the event.
		6. The Lessee agrees all parties using the Hall will respect the Hall and will abide by the Hall Rules, both those included as part of this agreement as well as all rules posted in the Hall.
		7. The Lessee agrees that violation of these Rules will jeopardize future use of the facility and may result in termination of agreement as well as loss of the damage deposit provided.
		8. The Lessee agrees that they, and the organization they represent, if applicable, assume full responsibility for any physical damage to the facility incurred as a result of event or actions of the attendees at the event. Additionally the User agrees to pay for/replace any missing or broken items.

**Insurance Waiver:**

I, the undersigned, agree and confirm that the insurance policy held by R.A.R.T.S/The Vallican Whole does NOT cover any of the responsibilities of the Lessee. To protect myself, I have been advised to acquire event insurance coverage in case of damage, injuries or other liabilities.

 **I have read & agree to the terms, conditions and responsibilities listed on this contract.**

Signature for Renter (Lessee) Signature for RARTS (Lessor)

Date: Date:

 **We take e-transfers at** **info@VallicanWhole.com** **, or cheques which can be made out to**

**THE VALLICAN WHOLE COMMUNITY CENTRE
3762 Little Slocan S Rd Winlaw BC V0G 2J0**

***THANK YOU FOR RENTING OUR COMMUNITY HALL AND CONTRIBUTING TO THE FABRIC OF OUR COMMUNITY!***

**Vallican Whole Rental Fee Calculator 2021-2022**

PLEASE NOTE: *The Vallican Whole is a community organization and non-profit society. Rental fees allow us to continue to offer this resource to the community, and are our main source of yearly operating income.*

Please connect with our administrator to discuss our rates in more detail – we can offer discounts to community & non-profit organizations, to support new projects & artists, and for memorials and other special circumstances. We are also open to “co-productions” of certain events, if there is enough lead-time & the event is appropriate.

For more information & to discuss your event, please call or email our administrator, Marya, at info@vallicanwhole.com, or 250-226-7311.

**Main Hall (Upstairs):**

**Daytime Rate, private event (9:00am – 4:00pm):** $240 per day x days = $

**Daytime Rate, public event (9:00am – 4:00pm):** $350 per day x \_\_\_\_ days = $ \_\_\_\_\_\_\_\_

**Full-day Rate, private event (9:00am – 1:00am):**  $400 per day x days = $

**Full-day Rate, public event (9:00am – 1:00am):**  $600 per day x \_\_\_\_ days = $\_\_\_\_\_\_\_\_

**Evening Rate, private (4:00pm – 1:00am):** $300 per day x \_\_\_\_ days = $\_\_\_\_\_\_\_\_

**Evening Rate, public (4:00pm – 1:00am):** $400 per day x \_\_\_\_ days = $\_\_\_\_\_\_\_\_

**Weekend Rate (Friday 9am – Sunday 1pm):** $1200 = $

**Hourly Rental:** $50 per hour x hours = $

**Ongoing Hourly Rental:** (workshops & classes) $40 per hour x hours = $

**Kitchen Use\*\* :** $50/day x days = $

Use of kitchen for full meal preparation and/or “fancy” dishware is $50/day.

Includes matched white place settings for ~150, cutlery, water glasses & jugs.

\*\*Light use of kitchen (for tea, coffee and cold snacks, “everyday” dishes) is no charge.

**Alcohol Charge:** If your event is serving alcohol, the Whole may choose to add a $50 “alcoholic event charge” to your fee. This is separate from the liquor license that you are required to apply for from the BC government. Liquor licenses for private events typically cost $25 +GST. For public events they cost ~$100 +GST. It is your responsibility to apply for and display the appropriate license at your event. **Alcohol charge** = $\_\_\_\_\_\_\_

Basement **Full day:**  $75/day x days = $

Basement **Evening (5pm-10pm):** $40 x days = $

Basement **Hourly: $20/hour** x hours = $

Basement **Weekly artist's rate (March to October):**  $125/week = $

**Deposits:**

To hold the date for your event, we ask for a booking deposit, which goes towards the balance of your rental. The booking deposit is up to $200, or 25% of your rental fee, whichever is lower.

**Cleaning/Damage Deposit:** We also ask for a cleaning/damage deposit to protect the Hall from damages or unpaid cleaning fees. This deposit ranges from $100-$300 depending on the nature of your event, and must be received 30 days prior to the event start. It will be refunded within 2 weeks of the final walk-through following your event, if there are no charges.

**Accessories Available for rental:**

Wine glasses: $50 = $

Square glass candleholders: $40 = $

Plinths (for displays): $50 = $

**Tech Equipment** is also available, including a sound system, lighting gear, and a projector. These items are priced depending on use, and generally require the hiring of a RARTS-approved technician to support set-up and running of the equipment.

*We ask for an additional $100 damage deposit for use of tech equipment.*

Speakers ONLY : $50 = $

Speakers, sound board & mics: $150.00 = $

Projector: $75 = $

Theatre Lighting: $200 + $40/hr for technician to operate = $

**Cleaning:**

Two hours of floor mopping is included in rental fee. Any cleaning required over that amount $30/hr, debited from your damage deposit.

**Do-It-Yourself clean-up (follow checklist - do NOT wet-mop floors) = $ 0**

**Regular event clean-up and garbage/recycle removal: = $30/hour**

Typical events take us 2-4 hours of cleaning beyond mopping (which is included in rental). Larger parties with more guests usually require 4-6 hours of cleaning. Weather, food and drink are also factors in this charge.

If you opt for Do-It-Yourself cleaning, a portion of your damage deposit at a rate of $40 for the first hour, and then $30/hour will be used if the condition of the hall warrants additional cleaning. We strive to maintain a very clean venue, and return the building to ideal state after every event. If you opt for do-it-yourself cleaning, please use the checklist and attend to the details to avoid additional charges. If upon arrival at the Hall there is something out of order, discuss it with staff during your walk-through so as not to be charged.

**Please indicate here if you would like to book our cleaner to handle regular clean-up after your event. Yes No**