

## Denman Activity Centre Rental Agreement

Name of Renter \_\_\_\_\_ Email \_\_\_\_\_  
 Agreement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Organization (if applicable) \_\_\_\_\_ Denman NFP?   
 Rental Dates and Times, including setup /cleanup: \_\_\_\_\_

	Rate	Rental Fee
<b>Lounge</b> - Use of kitchen is not included	Basic full day	\$100
	Basic half day (< 6 hrs)	\$50
	Committee Meetings (NFP <sup>2</sup> )	\$35
	Public Events	\$100
<b>Kitchen</b> - Used with Lounge or Hall events, other by arrangement	Basic rate	\$50
	Basic rate plus Cleaning	\$100
<b>Hall</b> (6am - midnight) Note: use of stage only by special arrangement	Basic full day	\$150
	Basic half day (< 6 hrs)	\$75
<b>Full Facility per day</b> Hall, lounge and kitchen	Basic Rate	\$300
	Fundraising Event (NFP)	\$250
<b>Weekend Rate</b> 2 day events using full facility	Festival Events (NFP)	\$500
	Other by arrangement	
<b>Sails</b> with hall rental	Put up and take down	\$160
<b>Weekly Recreation Classes</b>	Per hour	\$10

**Set up fee: Lounge \$25, Hall \$50**

Rental fee

Add

**Total** (due in advance)

I have read and understand the attached **Rental Terms and Conditions** and agree to the conditions of this contract.

Check here if an invoice is required

**Signature**

**Date**

**Please fillout and sign this completed agreement and return it to [dsmscalendar@gmail.com](mailto:dsmscalendar@gmail.com) as an attachment. Put cheque (and completed agreement if not emailed) payable to DSMS in the box outside DAC or mail it to 1111 Northwest Road, Denman Island, BC V0R 1T0. You can also send an e-transfer to: [dsmbookkeeper@gmail.com](mailto:dsmbookkeeper@gmail.com). Send the security answer by separate email. Pick up keys at Abraxas or by arrangement with deNeen.**

## Detailed Event Information

**Description of Event/Facility Use:** \_\_\_\_\_

\_\_\_\_\_

Is the event:       Open to the public?       Private?      Number of participants: \_\_\_\_\_

Is alcohol to be sold, served or consumed at the event?       No       Yes      SOL # \_\_\_\_\_

Event Dates and Times. Include and indicate setup and take down/clean up time.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equipment Requirements:**

# Large tables (8 x 3)		# Chairs	
# Small tables		Podium	
Please list any kitchen, AV or other equipment you require:			

**Please indicate services required:**

Setup (tables, chairs, etc.)		Kitchen cleanup	
Cleanup		Laundry	

For events of over 50 people, a fee will be charged for setup and/or cleanup assistance to ensure that tables, chairs and other equipment are returned to proper storage locations after use, personal items, garbage and recycling are removed, and that kitchen is left as found.

Total Services Fee: \_\_\_\_\_

**NOTES:**

- 1 Use of the stage is no longer available. For certain large events, special arrangements may be made, however, an additional fee may be charged. Renters must not move fitness equipment and flooring without a Fitness Centre person attending.
- 2 Kitchen users must follow procedures outlined in the kitchen manual.
- 3 NFP - Reduced rates are offered to Denman not-for-profit societies only.

**Signature** \_\_\_\_\_

## **Rental Terms and Conditions**

### **BOOKINGS**

The facility will be rented by contract only. The individual signing the contract must be 19 years of age & must be present at the function.

Full rental to be paid at least 3 days prior to the event.

Key may be picked up from Abraxas or by arrangement with the booking agent.

The person booking the facility may not reassign the booking to another person or organization. Changes to the rental agreement must be made through the booking agent.

### **DAMAGE / CLEANING DEPOSIT**

**Where applicable, a damage deposit of \$50 (lounge) or \$100 (hall) will be required upon signing contract. The damage deposit, as a separate cheque, will be destroyed upon approval of facility representative after inspection of premises.**

Additional charges may be levied against the renter in the event the cost of cleaning or repairs of the premises or the replacement furniture, furnishings, fixtures or appliances exceeds the total amount of the original damage deposit.

In the event of damage, the renter shall pay any relevant costs within 30 days of receiving written notification of the costs.

### **CANCELLATION POLICY**

If an event is cancelled by the Renter within 30 days ahead of its scheduled time, a \$25 cancellation charge applies. If the event is cancelled within one week of its scheduled time, the renter will pay full price unless the vacancy is filled - then \$25 applies.

Deposits will be returned if last minute cancellations are caused by power failure, inclement weather, or other causes beyond the control of the facility.

### **INSURANCE**

It is required that the Renter secure a policy of insurance sufficient to cover any possible claims for injury, loss or damage to persons or property incurred by the Renter, its group or organization, its guests or attendees, or those with whom the Renter contracts for goods and services during, before or following the event.

For recreational and high-risk activities a waiver must be signed and a copy of the event liability insurance provided to the booking agent.

**LIQUOR**

If alcohol is to be served, sold, or consumed, a Special Occasion License must be obtained and prominently displayed. The person acquiring the license must be in attendance during the event. For public events where liquor is to be served, the renter is responsible for securing event insurance.

The renter shall ensure that alcohol is not served to minors or anyone who is intoxicated and is responsible for policing and controlling activities within and outside the facility.

The renter shall take all reasonable steps to ensure that anyone who is sold, or served, or who is allowed to consume alcohol on the premises gets home safely.

**TERMS OF USE**

The Renter agrees not to exceed fire regulations capacity of the facility. (200 for hall, 70 for lounge) and to ensure all exits are freely accessible.

The renter must be aware of the locations of the fire extinguishers, phone, and electrical switches.

Smoking or the use of any burning substances is not permitted.

Children should be supervised at all times.

The facility must be left in the same condition as found. The renter is responsible for cleaning up after the event and removing property from the premises immediately following the rental period. (See cleanup checklist). A clean-up service is available at added cost.

The Renter shall use the premises for the declared use only. No unlawful activities are permitted.

The renter agrees to maintain order at the function to be held in the facility.

For bookings where event time extends past midnight, prior approval from the DS&MS Board is required.

**LIABILITY**

The Society, its directors and members, shall not be liable for any injury, loss or damages to persons or property incurred by the Licensee, its group or organization, its guests or attendees, or those with whom the Licensee contracts for goods and services during, before or following the event.

DS&MS will not be responsible for damage to or loss of any equipment, supplies, etc. left in the facility prior to, during or after the rental is complete.

DS&MS reserves the right to refuse rental to any organization or individual.

Failure to comply with terms and conditions could result in an immediate cancellation of the rental, including during active event, and possible forfeiture of damage deposit and rental fees.

**I have read and understand the above and agree to the conditions of this contract . Initial here \_\_\_\_\_**