

Denman Activity Centre Rental Agreement

Name of Renter _____ Email _____
 Agreement Date _____ Phone _____
 Organization (if applicable) _____ Event Times: _____
 Rental Date & Times, including setup/takedown: _____

Lounge - Use of kitchen is not included	Basic full day	\$100	
	Basic half day (< 6 hrs)	\$50	
	Committee Meetings (NFP ²)	\$35	
	Public Events	\$100	
Kitchen - Used with Lounge or Hall events, other by arrangement	Basic rate	\$50	
	Basic rate plus Cleaning	\$100	
Hall (6am - midnight) Note: use of stage only by special arrangement	Basic full day	\$150	
	Basic half day (< 6 hrs)	\$75	
Full Facility per day Hall, lounge and kitchen	Basic Rate	\$300	
	Fundraising Event (NFP)	\$250	
Weekend Rate 2 day events using full facility	Festival Events (NFP)	\$500	
	Other by arrangement		
Sails with hall rental	Put up and take down	\$160	
Weekly Recreation Classes	Per hour	\$20	

NFP = Not for Profit

A \$100 cleaning deposit is due 2 weeks prior to the event and a separate rental payment is due 3 days before. See below for details.

Rental fee _____
 Set up: Lounge \$25, Hall \$50 _____
Total (due in advance) _____

I have read and understand the attached ***Rental Terms and Conditions*** and agree to its conditions ☐

Check here if an invoice is required ☐

Signature. _____ **Date** _____

Payment Details: Fill out Rental Agreement online or get paper version from the Freepost in Abraxas. Cleaning deposit and event rental must be paid in separate transactions.

Either send cheques payable to DSMS to 1111 Northwest Road, Denman Island, BC V0R 1T0 or put your payments (and completed form) in the mailbox outside DAC. or e-transfer them to dsmsbookkeeper@gmail.com.

Keys are available at Abraxas Books for a \$10 cash deposit. For more information, contact deNeen at dsmscalendar@gmail.com.

**Denman Activity Centre
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 SEP # _____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 will be using:			

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 and fill out the checklist.

Signature _____

Rental Terms and Conditions

The Activity Centre capacities are: Lounge, 70 ; Hall/Gym, 200.

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.

CLEANING/DAMAGE DEPOSIT

A cleaning/damage deposit of \$100 will be required upon signing contract. The deposit will be returned after inspection unless cleaning or repair is required. Deposit is paid separately from the rental fee. Kitchen renters must complete the cleanup checklist provided before leaving.

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

The Activity Centre/Denman Seniors and Museum Society's (DSMS) insurance does not cover renters' liability or property. Should an issue arise, renters will be liable for any alleged act of negligence causing bodily injury or property loss to a third party.

DSMS requires all rentals involving alcohol to have sufficient liability insurance.

For ALL other rentals, DSMS STRONGLY RECOMMENDS that renters have their own liability insurance sufficient to cover any possible claims for injury, loss or damage to persons or property incurred by the Renter, its group organization, its guests or attendees, or those with whom the Renter contracts for goods and services during, before or following the event.

Renters must provide a copy of their event liability insurance to the booking agent. If the Renter does not provide proof of event liability insurance, they must sign the waiver (below) acknowledging that they waive DSMS of any liability should a problem arise from their rental of the facility.

Renter Liability Waiver

By signing below, you acknowledge waiving DSMS of any liability should an issue arise from your rental of the facility.

Name (please print) _____

Signature_____

Date: _____

LIQUOR

If alcohol is to be served, sold, or consumed, a Special Event Permit must be obtained and prominently displayed. Contact <https://justice.gov.bc.ca/lcrb/sep>

The person acquiring the license must be in attendance during the event. 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 and to ensure that discrimination, harassment or shaming does not occur.

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 _____