



## RENTAL LICENCE APPLICATION

Event: _____	
Individual/Organization: _____	
Person Responsible: _____	
Address: _____	
Telephone: Business: _____	Residence: _____
Facility Requested: _____	Rental Amount: _____
Dates: _____	
Description of Event: _____	

**I HAVE READ AND FULLY UNDERSTAND THE ATTACHED RENTAL POLICY (3 PAGES) AND AGREE TO ABIDE BY SAME. ANY VIOLATIONS WILL RESULT IN THE IMMEDIATE CANCELLATION OF THE RENTAL LICENCE AND MAY RESULT IN PROSECUTION AND THE REFUSAL OF ALL FUTURE RENTAL LICENCES TO THAT INDIVIDUAL OR ORGANIZATION.**

Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**APPROVED:**

Signature/Position: \_\_\_\_\_

Date: \_\_\_\_\_

## RENTAL POLICY

### COMMUNITY FUNCTIONS

Security Deposit: \$50.00

Events or activities sponsored by community groups. This includes activities such as meetings, dances, workshops and small conferences.

Main Hall (max. 66 people)	\$20.00 per hour
Jessie's Room (max. 35 people)	\$10.00 per hour

*Please note: The minimum booking length for the Main Hall and Jessie's Room is 1 hour. If time goes over ½ hr. an additional hour will be charged. The fee charged will be based on the length of time and will include the set-up, event and tear down time, in addition to the security deposit. **All rental payments must be made on or before the rental date.***

### COMMERCIAL FUNCTIONS

Security Deposit: \$250.00

Events sponsored by commercial agencies.

Main Hall (max. 66 people)	\$69.00 per hour
Jessie's Room (max. 35 people)	\$26.00 per hour

*Please note: The minimum booking lengths for the Main Hall and Jessie's Room are 2 hours. The fee charged will be based on the length of time and will include the set-up, event and tear down time, in addition to the security deposit. **All rental payments must be made on or before the rental date.***

## PRIMARY CONTACT

The individual listed as the "Person Responsible" will be the primary contact for the rental and must be on-site during the entire rental period and needs to be able to make decisions about the rental directly. This person must be at least 20 years old and easily accessible by phone or email.

## LIMITS AND RESTRICTIONS

- Alcohol is not permitted on the premises.
- There is to be no access to the interior of the mall unless in the case of a fire.
- Access is limited to the rental area only.
- Use of the kitchen, pool tables or equipment is not permitted

## SERVICE PROVIDERS AND DELIVERIES

All service providers related to a rental (caterers etc.) must arrive during the rental period unless alternate arrangements are made with the Campbell River Seniors' Centre Society (the "**Society**"). The Renter is responsible for ensuring that all guidelines of the Health Department for food handling, preparation and distribution are complied with where food is to be served at an event.

## **FIRE AND SAFETY**

The maximum occupancy for this facility is 92 people. Emergency exits throughout the facility must remain clear of obstructions at all times. Obstructions include tables, cables, chairs, equipment, boxes, displays, and people. 4 feet is the minimum pathway that must be maintained at all exit doors and access ways.

## **LOST, STOLEN OR DAMAGED PROPERTY**

The Society assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by the rental of the facility.

## **DAMAGES DURING AN EVENT**

If damage occurs during a rental, the individual or organization that rented the facility (the “**Renter**”) is responsible for paying the repair costs. This includes damage to the floor, wall repairs, seat and table cleaning, and any other damages left by the Renter and their service providers.

## **CLEANING OF FACILITY**

It is the responsibility of the Renter to ensure the facility is left clean at the end of the event. All garbage and recycling is to be placed in the containers provided.

The Renter is responsible for ensuring that all belongings are removed from the facility at the completion of the rental period and the site is left in a clean state. Provided that the above occurs, the Society will refund the security deposit to the Renter.

## **KEY DROPBOX**

The key and key code is to be picked up at the Seniors Centre prior to the event. The Renter is responsible for ensuring that all locks to the facility are secured on completion of the event and that the key(s) to the facility are placed in the key drop off slot or other designated location.

## **LIABILITY AND INSURANCE REQUIREMENTS**

The Society requires Comprehensive General Liability Insurance from the Renter requesting use of the Seniors’ Centre for all events. The minimum liability insurance requirements are:

- a) Comprehensive General Liability Policy of not less than \$3,000,000 which includes Public Liability and Property Damage;
- b) The Campbell River Seniors’ Centre Society and the City of Campbell River be named as an additional insured; and

- c) Cross Liability Clause/Severability of Interest. In the event of claims being made by reason of Personal Insurance and/or Property Damage suffered by one Insured herein for which another Insured herein is or may be liable, the Policy shall cover such Insured against whom a claim is made or may be made in the same manner as if separate policies had been issued to each Insured herein.

Confirmation that the required insurance is currently in force must be submitted to the Society a minimum of two (2) weeks prior to the event taking place.

### **CANCELLATIONS**

Individuals or organizations wishing to cancel a reservation must notify the Society at least 72 hours in advance of their scheduled time. All cancellations of events, where a security deposit has been taken are subject to a \$50 fee. The security deposit for these events is non-refundable if 72 hours' notice has not been given.