

Rental Number: _____



Fernwood NRG

Status: Tentative/Confirmed

Fernwood Neighbourhood Resource Group
Fernwood Community Centre
1240 Gladstone Avenue
Victoria, BC V8T 1G6
Phone: (250) 381-1552 Fax: (250) 381-1509
Room Rental Contract

Privacy Statement

Personal information provided will be collected and protected under applicable privacy laws. Information collected is used in maintaining registration in this program, corresponding with you, and distributing information about Fernwood Neighbourhood Resource Group programs and services. For further information about this collection and use of personal information, contact Fernwood Neighbourhood Resource Group’s Privacy Officer at (250) 381-1552.

Date of Application: _____

Organization Name (if applicable): _____

Applicant: _____

Phone Number: _____ Alternate Number: _____

Email: _____

Address: _____ Postal Code: _____

Nature of Function: _____ Group Size: _____

Date of Function/Start date of recurrence: _____ (dd/mm/yyyy)

Time of Function: Start: _____ End: _____

Recurrence Schedule (if applicable): _____ (i.e. weekly on Tuesdays)

Liquor License Required: Yes No Liquor Permit Number: _____

Insurance Required: Yes No Copy of Insurance Attached ☐

Comments/Special Details: _____

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Room Rental Rates

	Studio (30-40 people)	Multi-Purpose Room (30-40 people)	Gym (167 people)
Regular Groups** Monday – Friday, 9 – 5	\$25/hour	\$25/hour	\$30/hour
Regular Groups Evenings (after 5 pm)/Weekends (2 hour minimum booking)	\$35/hour	\$35/hour	\$40/hour
Non-Profit Groups* Monday – Friday, 9 – 5	\$20/hour	\$20/hour	\$20/hour
Non-Profit Groups Evenings (after 5 pm)/Weekends (2 hour minimum booking)	\$30/hour	\$30/hour	\$30/hour

*non-profit group is defined as an organization or individual who is a registered charity or has not-for-profit status
**regular group is defined as a private group rental (e.g. birthday party, wedding reception) or organization that does not have charitable or not profit status or derives profit from their event

- 1. We have two **Special Event Daily Package Rates** at the centre; one for rental of the whole building, the other for rental of the main floor.
 - a. The rental cost for the whole building, which includes the gymnasium, studio, and multipurpose room, for **Regular Groups** is \$80/hour. The cost for **Non-Profit Groups** is \$55/hour. Any additional full or half

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hours, beyond a total of 8 per day, will be charged at a rate of \$25/hour. This pricing applies during regular office hours, evenings (after 5 pm) and weekends.

- b. The rental costs for the **main floor**, which includes the multipurpose room and the studio, for **Regular Groups** is \$36/hr during regular hours and \$50/hr during evenings (after 5 pm)/weekends. The cost for **Non-Profit Groups** is \$29/hr during regular hours and \$43/hr during evenings (after 5 pm)/weekends.

Equipment Rental Rates

	Item	Fee
Sports Equipment	Hockey Nets	\$20.00/set
	Volleyball Net	\$10.00
Visual Aids	Projector/Projector Screen	\$25.00 each
	Whiteboard/Flipchart (paper & pens not included)	\$10.00
	Electronic Equipment	Please ask about availability
Furnishings	Chair	\$2.00
	Table	\$5.00
	Lectern	\$10.00
Catering Services	Coffee Urn (includes coffee, milk/cream, & sugar)	\$25.00 (40 cup) \$40.00 (100 cup)
	Tea (assorted variety)	\$10.00 (12 cups)
	Muffins/Sweets	\$25.00/dozen

RENTAL DETAILS (to be filled out by staff)

☐ Single Event ☐ Recurring/Weekly ☐ Monthly ☐ Term ☐ Other, please describe _____

Room: _____ \$ _____ per hour at _____ hours X number of sessions _____ = \$ _____
(Gym, Studio, or Multi Purpose Room)

Damage Deposit: Flat Rate of \$250.00 per event = \$ _____

Equipment Fee: _____ Chairs _____ Tables _____ Other Equipment = \$ _____

Catering Services: _____ = \$ _____

Total Amount Due (amount to be paid two weeks before rental date) = \$ _____

Payment received by: _____ Date: _____

Payment Type: _____ Amount Paid: _____

RENTAL AGREEMENT/TERMS:

Note: Please initial each condition to signify that you have read and understand the conditions.

	INITIALS:
All rental charges and deposits are due a minimum of two weeks prior to rental dates.	
A damage deposit of \$250 may be required depending on the nature of the program (e.g. sports, larger groups of over 50 participants, events that require a liquor license, rentals requiring additional equipment, etc.). Should you pay with cash, debit or a credit card for your damage deposit, a refund will be available, in the form of a cheque (in the case of cash or debit) or a refund on your credit card, within 10 business days after the rental date. Damage deposits paid by cheque will not be cashed; rather they will be destroyed after the event. Refund or cheque destruction for damage deposits is subject to: inspection for damage to facility, meeting of cleaning specifications of rental area(s), and inspection for loss of property contents. Inspections will be done at the beginning and the end of the scheduled rental.	

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Please make out cheques for deposits and fees payable to Fernwood Neighbourhood Resource Group. A fee of \$40.00 will be charged for all NSF cheques.	
Cancellation by the applicant received with more than 3 working days notice will be charged either a 10% fee or a flat fee of \$100, <i>whichever is less</i> . Cancellations by the applicant received with less than 3 working days notice will be charged either a 20% fee or a flat fee of \$200, <i>whichever is less</i> .	
In the event that the fire alarm is sounded during the rental and is caused by the actions of the Applicant (e.g. use of a fog/smoke machine), the Applicant will be charged an additional fee of \$20.	
We reserve the right to cancel due to unforeseeable events such as staff emergencies or natural disasters. It is the responsibility of the facilitator of the program or event to inform participants of a cancellation. Any refunds will be prorated by the hour.	
The Applicant acknowledges that all functions serving liquor require a liquor permit and previous consent of Fernwood Neighbourhood Resource Group. All rental groups must abide by the BC Liquor Control and Licensing Branch regulations concerning the sale of liquor and must present the approved liquor permit to the community centre front office 24 hours prior to the rental and display the permit in full view while serving liquor.	
The Applicant acknowledges that all rental groups serving alcohol must provide security (minimum 2 adults) and a bartender with the Serving It Right certificate.	
The Applicant acknowledges responsibility for adhering to and obtaining appropriate permissions, permits, and licenses in the event that the City of Victoria requires a permit for the operation or participation in any event or activity held on the premises. More information on applying for permits, and restrictions on events, can be found at: www.victoria.ca .	
The Applicant acknowledges that the Fernwood Community Centre, as operated by Fernwood Neighbourhood Resource Group, is located in a residential neighbourhood and that volume levels (55dBA during daytime hours and 45dBA during nighttime hours-Noise Bylaw Part 2, Section 5) from sound systems <u>must stop at 10:00pm</u> (City of Victoria Noise Bylaw Part 3, Section 11 A). The Applicant is responsible for maintaining a reasonably quiet atmosphere on the surrounding property and ensuring the quiet exit of all guests and/or participants from the facility.	
The Applicant is responsible for being aware of and agrees to comply with the City of Victoria fire regulations and bylaws such as smoking, fireproof props, capacity, exit clearance, and noise. The Applicant is responsible for any fines that may incur during the event due to municipal bylaw violations. Details on these regulations may be found at www.victoria.ca .	
The Applicant is responsible for being aware of and adhering to all City of Victoria regulations and bylaws pertaining to the Applicant's rental. The Applicant is responsible for any fines that may incur during the event due to municipal bylaw violations. Details on these regulations can be found at: www.victoria.ca .	
For closures due to severe weather conditions, Fernwood Neighbourhood Resource Group will follow the lead of School District 61. If notice is given on the radio (e.g. CFAX) or TV that schools are closed due to weather, then the Fernwood Community Centre and Daycare will also be closed. If it is announced that schools will be closing, please check our website (www.fernwoodnrg.ca) to see if your rental will be cancelled as well.	
In the event of an emergency in the Fernwood neighbourhood, the City of Victoria, under the Victoria Emergency Management Agency, has designated the Fernwood Neighbourhood Community Centre as operated by Fernwood Neighbourhood Resource Group, as an emergency meeting place/shelter. Fernwood Neighbourhood Resource Group reserves the right to cancel or stop rental activities at the Fernwood Community Centre without prior notice for this purpose.	
The Applicant will accept direction from the Front Desk Attendant in setting up and putting away tables, chairs, or any other equipment used, and acknowledges that cleaning is the responsibility of the Applicant. Basic cleaning supplies will be provided by the Fernwood Neighbourhood Resource Group and a clean-up assessment form will be completed at the end of the rental.	
The Applicant agrees to remove all garbage and recyclables from the property to dispose of privately. There are no garbage facilities available to renters at the Fernwood Community Centre.	

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The Applicant acknowledges that Fernwood Neighbourhood Resource Group is not responsible for loss or damage to property left at the facility.	
The Applicant consents and agrees to save harmless the Fernwood Neighbourhood Resource Group and the Fernwood Community Centre in respect of any claims, demands, actions, suits and costs arising out of any act of omission of the Applicant or any servant, agent or employee of the Applicant or arising out of or resulting from the use of the said facility by the Applicant. The Applicant hereby acknowledges that he/she has read and agrees to all conditions and regulations of this agreement including the policies and regulations described on all pages of this document.	
The Applicant must arrive and depart from the rented area within the agreed rental time period. If the rental group exceeds the scheduled departure time, rental charges will be applied up to the time the group leaves the premises and will be pro-rated to the nearest hour.	
<div>The Applicant agrees to be the spokesperson for the group and is hereby responsible for:<ul style="list-style-type: none">• The conduct of all guests and/or participants and to confine them to the specified area(s) only.• Sufficient supervision of all minors attending the said program in the agreed rental area(s) only.• Any damage or loss caused by said participants or guests.• Maintaining, at the Applicant’s own expense, public liability insurance insuring against claims for personal injury, death or property damage occurring on or about the premises. Upon request, the Applicant shall provide a copy of all insurance policies.• Accepting the reasonable direction of the Front Desk Attendant.• Ensuring that illegal substances are not used or sold in the facility or on the grounds of the Fernwood Community Centre, as operated by the Fernwood Neighbourhood Resource Group.</div>	

Applicant Signature: _____ Date: _____

By signing above I agree to the terms/agreements of this contract.