

Rental Number: _____

Status: Tentative/Confirmed



Fernwood NRG

Fernwood Neighbourhood Resource Group
1240 Gladstone Avenue
Victoria, BC V8T 1G6
Phone: (250) 381-1552 Fax: (250) 381-1509
**Room Rental Contract
w/Booking Fee**

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 NRG programs and services. For further information about this collection and use of personal information, contact Fernwood NRG's Privacy Officer at (250)381-1552.

Date of Application: _____

Organization: _____ Applicant: _____

Phone Number: _____ Alternate Number: _____ Email: _____

Address: _____ Postal Code: _____

Nature of Function: _____ Group Size: _____

Date: _____ Time: From: _____ To: _____
(day) (month) (year)

Liquor License Required: Yes No Liquor Permit Number: _____

Comments/Special Details: _____

Rental Rates

1. For renters who require a shorter rental period, hourly rates are available and listed below.

	Gym	Studio	Multi-Purpose Room
Room capacity	167 people	30-40 people	30-40 people
Regular Groups Mon – Fri, 9 – 5	\$30/hour	\$25/hour	\$25/hour
Regular Groups After Hours(2 hour min)	\$40/hour	\$35/hour	\$35/hour
Non-Profit Groups Mon – Fri, 9 – 5	\$20/hour	\$20/hour	\$20/hour
Non-Profit Groups After Hours (2 hour min)	\$30/hour	\$30/hour	\$30/hour

2. 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 hours, beyond a total of 8 per day, will be charged at a rate of \$25/hour.
- 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 after hours. The cost for **Non-Profit Groups** is \$29/hr during regular hours and \$43/hr during after hours.

3. Additional rental services are available upon request (e.g. equipment and food services).

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Rental Details Single Rental Weekly Rental Other _____

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

Booking Fee: Flat Rate of \$ 60.00 per session = \$ _____

Liquor Surcharge: Flat Rate of \$100.00 per session = \$ _____

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

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:
A \$60 non-refundable administration fee is due at time of application. This non-refundable fee covers administration costs only. This charge does not go towards the rental or other costs. 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, +50 participants, events requiring liquor license, etc.). All rental charges and deposits are due a minimum of two weeks prior to rental dates. Inspections will be done at the beginning and the end of the scheduled rental to ensure no damage to Fernwood NRG property and/or proper cleaning has been done. Deposit refunds will be available within 10 business days after the rental date subject to: inspection for damage to facility, the meeting of cleaning specifications of rental area(s) and inspection for loss of property contents.	
The Applicant acknowledges that all functions serving liquor require a liquor permit and previous consent of the Fernwood Neighbourhood Resource Group and must pay a \$100.00 surcharge for all No Host / Cash Bars. 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 front office 24 hours in advance of the rental and display the permit in full view while serving liquor.	
All deposits and fees are payable to Fernwood NRG. A fee of \$40.00 will be charged for all NSF cheques.	
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 to inform participants of a cancellation. Any refunds will be prorated by the hour.	
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>	
The Applicant acknowledges that the Fernwood Neighbourhood Resource Group is located in a residential neighbourhood and that volume levels from <i>sound systems must stop at 10:00pm.</i> The Tenant 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.	

Rental Agreement to be reviewed and updated yearly.

10/2011

The Applicant acknowledges that the Fernwood Neighbourhood Resource Group is not responsible for loss or damage to property left at the facility.	
The Applicant will accept direction from the Evening Supervisor or Centre 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.	
The Applicant consents and agrees to save harmless the Fernwood Neighbourhood Resource Group Society 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 both sides of this document.	
The Applicant is responsible for being aware of, and agrees to comply with City of Victoria fire regulations and by-laws, 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.	
The Applicant acknowledges responsibility for adhering to and obtaining appropriate permissions, permits and licenses in the event that City of Victoria require a permit for the operation or participation in any event or activity held on the premises.	
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.	
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 Evening Supervisor or Centre Attendant. • Ensuring that illegal substances are not used or sold in the facility or on the grounds of the Centre. • 	
In the event of an emergency in the Fernwood neighbourhood, the Fernwood Community Centre has been designated as emergency meeting place/shelter. Fernwood NRG reserves the right to cancel or stop rental activities without prior notice for this purpose.	
Closures due to severe weather conditions will follow the lead of School District 61. If notice is given on the radio or TV (CFAX) that schools are closed due to weather, then our centre will also be closed. If it is announced that schools will be closing, please prepare to pick up your children as soon as possible as we will also be closing our facility as soon as all children are picked up.	

Applicant Signature: _____ Date: _____

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