

**Rental Contract between the Rural Alternatives Research & Training Society - R.A.R.T.S.
(Lessor)
doing business as the VALLICAN WHOLE COMMUNITY CENTRE (Facility) and**

Renter (Lessee) name:			
Mail address:			
Phone:		Email:	

DEPOSITS & Rental Fee:

Booking deposit: \$200 due upon booking. This will be put towards your total rental fee.

Damage/Cleaning deposit: \$400, due 30 days prior to your booking. Fully refundable minus any damages or extra cleaning following your event. Your rental fee includes 2 hours of floor mopping. Any other cleaning costs \$40 for the first hour, then \$25/hour. Deposits will be refunded within 3 weeks of your booking.

*Please note we will charge \$50 per deep scratch in the hardwood floors caused by your event. Please take care when moving equipment, and do not drag or scrape things across the floor.

Rental Fee: Due 30 days prior to your event, or at time of booking if less than 30 days. Please fill out our rental calculation form and confer with our administrator on your total rental fee.

Cancellation Policy: Should you need to cancel your event more than 2 weeks prior to the booking, your deposits will be refunded minus administrative time (\$20/hour that the administrator or caretaker worked on your booking). If you cancel within 14 days of your booking you forfeit your booking deposit. Thank you for your understanding – we are a non-profit and depend on rental income to keep the lights on.

Cleanup must be completed within your rental period – please make sure you book adequate time for cleaning. If you would like to hire our cleaner, please let the administrator know at time of booking.

RENTAL FEE:

Your Rental fee is:

For (Date, time, event name/description): _____

DOES THIS EVENT INVOLVE ANY OF THE FOLLOWING?

(if you answer yes to these please see the insurance section in this contract)

Youth: Yes No **Alcohol:** Yes No **Sport Activities:** Yes No=

MUSIC LICENSING FOR YOUR EVENT:

To ensure musicians get paid royalties for their music, SOCAN charges RARTS an annual music licensing fee that covers all events at THE WHOLE. This added value gives you good music karma!

RENTER'S RESPONSIBILITIES

1. **Hall fire capacity is 225.** The lessee is responsible for ensuring there are no more than 225 occupants at any time in the building. As well, the lessee is responsible for ensuring the exit routes and doors are unobstructed. **Pls initial _____**
2. **Please leave the interior and grounds of the hall neat and tidy.** Consult the cleanup checklist for guidance.
3. The Caretaker is available to meet with client **at a scheduled time** on set-up day/the first day of your rental. Inventory, hall overview, heating/cooling, lighting, kitchen, etcetera will be covered in that time. If you need to reach the Caretaker during your event, **please use the phone in the Hall – respect their privacy and do not visit their home or knock on their door.**
4. **No outdoor fires or fireworks on site.** Candles are permitted indoors, and outdoors between October & May, as long as they are properly & safely contained. Please do not use Whole dishware as candleholders! **Pls initial _____**
5. If your event requires any additional fixtures not currently offered by the Vallican Whole, or if you have other contractors bringing equipment onsite for your event, **the Administrator needs to be informed 30 days prior to your event.** This allows the Vallican Whole time to prepare the grounds and building, forecast potential staffing/on site needs, and investigate any insurance concerns. Examples of these types of fixtures include, but are not limited to: pig roasters, hot dog cookers, porta-potties, bouncy castles, & food trucks.
6. **Pets are not permitted in the building** & are strongly discouraged from attending events & being on the grounds. If they are on the grounds THEY MUST BE LEASHED.
7. **No smoking in the building, porches or ramp,** but smoking is permitted outside away from the entrances (use sand cans and dispose of butts safely). **No drugs** in building, grounds or parking lot. **Pls initial _____**
8. **Lessee is responsible for complying with all liquor regulations** & licensing, including getting a liquor license and posting it at your event if alcohol is consumed on the premises. Please post your license at your event. **Pls initial _____**
9. **PROPANE STOVE: The fume-hood MUST BE TURNED ON** when the propane stove is in use, (no greasy vapours due to fire regulations). Light all pilot lights, even if you just use one burner. To shut stove off, please turn off gas valve at the back of the stove. Do not just blow out the pilot lights to turn off or gas will escape into the building!
10. **Please supervise children** in the hall and on the grounds.
11. **The white fold-up chairs may not be taken outside** as their feet get dirty and damaged which in turn damages our beautiful interior floors. Please also do not take the chair trollies

outside (even on the porch) as sand accumulates in the wheels and then scratches the floors. There are metal chairs you may use outside. Please do not bring the metal chairs inside.

12. **Please respect the building's woodwork. NO pins/staples on the wood trim.**
13. It should go without saying, but **abusive language, threats, or violence towards our staff & members will not be tolerated.** The Caretaker's private home is on the same land as the Vallican Whole, and their privacy & safety are to be respected by Renters & Guests at all times. Renters behaving abusively will be reported to the RCMP and will no longer be welcome at the Vallican Whole.
14. **The Lessee is responsible for patrolling the grounds and parking lot for alcohol/drug consumption, and for ensuring no one drives intoxicated at this event and everyone is offsite by 1:30 am.** Pls initial _____
15. **Music & noise stops at 1 AM** and everyone out shortly afterwards, due to our proximity to and agreement with our neighbours. **Please respect the privacy of the caretaker residence and grounds as well as our neighbours' privacy.**
16. You must have at least one designated point person who will be "last on site" and responsible for shutting things down and seeing guests safely offsite. Please introduce this person to our Caretaker or Administrator during your walk-through.

NAME OF PERSON(s): _____

17. **No one is permitted to stay overnight inside the building. Everyone must be off the property by 1:30 am.** The caretaker will provide one "warning" to your Point Person, after which the RCMP will be called. If your event goes over the 1 am curfew, or if we have to deal with your guests left behind, there will be a \$100 charge taken off your deposit. RARTS and our caretaker are not responsible for the safety and security of your guests. Please take care of your guests! Pls initial _____
18. **EVENT LIABILITY INSURANCE: You must have liability insurance for your event.** Ask your insurance agent if your homeowner insurance covers this event. If it doesn't, or if your event involves alcohol, youth, or sports you must get a special events liability policy, and RARTS must be named on it. They usually cost from \$100-\$150. Ask us for info.

Our administrator must have your insurance policy on file 30 days prior to your event.

19. **THE LEGAL STUFF:**

In consideration of R.A.R.T.S. permitting the above named to use this facility, the Lessee agrees as follows:

1. The Lessee hereby releases, forever discharges and agrees to indemnify and save harmless R.A.R.T.S., its Board, officers, executives, directors, employees, members and representatives from and against any and all claims, actions, costs, expenses (including legal expenses) and demands made by anyone in respect of death, injury, loss and/or damage to any person or property, arising out of, or in connection with, or during the use of the Facility.

2. The Lessee waives any and all claims the Lessee has or may have in the future against the Society.
3. The Lessee agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.
4. The Lessee, including all volunteers, officers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility. The above named User confirms that they have the complete and unalterable right to sign on behalf of the organization or event.
5. The Lessee confirms that they are over 19 years and is the authorized representative of the event.
6. The Lessee agrees all parties using the Hall will respect the Hall and will abide by the Hall Rules, both those included as part of this agreement as well as all rules posted in the Hall.
7. The Lessee agrees that violation of these Rules will jeopardize future use of the facility and may result in termination of agreement as well as loss of the damage deposit provided.
8. The Lessee agrees that they, and the organization they represent, if applicable, assume full responsibility for any physical damage to the facility incurred as a result of event or actions of the attendees at the event. Additionally the User agrees to pay for/replace any missing or broken items.

Insurance Waiver:

I, the undersigned, agree and confirm that the insurance policy held by R.A.R.T.S/The Vallican Whole does NOT cover any of the responsibilities of the Lessee. To protect myself, I have been advised to acquire event insurance coverage in case of damage, injuries or other liabilities.

I have read & agree to the terms, conditions and responsibilities listed on this contract.

Signature for Renter (Lessee)

Signature for RARTS (Lessor)

Date:_____

Date:_____

We take e-transfers at info@VallicanWhole.com , or cheques which can be made out to
THE VALLICAN WHOLE COMMUNITY CENTRE
3762 Little Slocan S Rd Winlaw BC V0G 2J0

**THANK YOU FOR RENTING OUR COMMUNITY HALL AND CONTRIBUTING TO THE FABRIC
OF OUR COMMUNITY!**