

Union Bay Community Club and Recreation Association Rental Agreement

Union Bay Community Club and Recreation Association
PO Box 335, 5401 South Island Highway, Union Bay, BC V0R 3B0
Hall Phone: 250-335-2500 Rental Email: rentals@ubcc.ca Rental Cell: 250-207-4320

Event Date: _____

Renter: _____

Street Address: _____

Mailing Address: _____

Email Address: _____

Phone Numbers: _____

Type of Event: _____

Facilities being rented: _____

Estimated number of people attending event: _____ Will there be decorations? _____

Will alcoholic beverages be served? _____ Name of Server: _____

If alcoholic beverages are served a Special Occasion License (SOL) is required. A copy of the SOL must be given to the UBCC Rentals Person prior to the event.

See <http://www.bcliquorstores.com/special-occasionlicence-0> for more details on the SOL. Applications for a SOL are available at BC Liquor Stores.

Additional Insurance Number: _____

As a precedent to the effectiveness of this agreement, User(s) at its sole cost and expense, shall obtain and maintain in force, a general liability insurance against all claims or injuries to person(s) and property occurring during an event or upon the premises. By signing this form, the User declares that the User has obtained an insurance policy meeting the terms of this agreement. **A copy of the Certificate of Insurance is required to be submitted at the time of reservation.**

*Liability Insurance with the limits of not less than outlined on the **Schedule H: Insurance and Damage Deposit Requirements Matrix (please attach completed matrix to your rental agreement)**

*Union Bay Community Hall must be named as additional insured under the policy

*Insurance policy shall not be suspended, voided, canceled, reduced in coverage

A booking fee of \$100 (first payment) is required at the time of booking. Balance of rental payment, as well as the damage deposit are due one week prior to the event.

Person handling walk through before and after the event: _____

Cleaning (Hiring a cleaner is recommended): _____

Booking Date: _____ Booking Fee Paid: _____ Key Code: _____ Rental Fee: _____ Damage Deposit: _____ Key Deposit: _____

Other Fees: _____

BALANCE DUE: _____ DUE DATE: _____

Renter (signed): _____ Date: _____

UBCC Rentals Person (signed) _____ Date: _____

**UNION BAY COMMUNITY CLUB AND RECREATION ASSOCIATION (UBCC) RENTAL AGREEMENT
TERMS AND CONDITIONS**

RENTER RESPONSIBILITIES:

1. The Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the UBCC facilities.
2. The Renter is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. A UBCC Representative may close down an activity that poses a threat to the safety of the participants or the facility. If necessary, a UBCC Representative will stop the serving of alcoholic beverages, clear the facility, and end the event.
3. The Renter is responsible to ensure that the rental period includes the time needed to set up tables and chairs, put up and take down decorations, set up the catering service, set up the entertainment, and clean the facility.
4. The Renter is responsible for designating a person to meet with the UBCC Rentals Person for a walkthrough inspection prior to the commencement of the rental and at the conclusion of the rental.

CANCELLATIONS:

1. All cancellations should be submitted in writing to the UBCC Rentals Person.
2. The first payment (booking fee) will not be refunded.
3. If a cancellation is received after the second payment, a refund is limited to the optional items and services rental fees and the cleaning/damage deposit.

DAMAGE DEPOSIT REFUND:

The damage deposit will be refunded within four weeks following the facility use. If the scheduled hours of use exceed the designated time for any reason, additional fees may be deducted from the damage deposit. Any cost for supplementary cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, will result in a deduction or forfeit of the deposit. The Renter will be billed for damages not covered by the deposit.

ALCOHOLIC BEVERAGES:

If alcoholic beverages are to be sold at the event, a Special Occasion License (SOL) is required. The SOL permits the Renter to serve, sell and consume alcohol at the event. Licenses are regulated by the Liquor Control and Licensing Branch and issued by the Liquor Distribution Branch. Applications are available at BC Liquor Stores. One copy of the SOL should be submitted to the UBCC Rentals Person prior to the event and one copy should be displayed at the event. Licenses are issued 30 days in advance of an event.

HOLD HARMLESS:

The Renter hereby agrees to save, secure, and hold harmless the Union Bay Community Club and Recreation Association, its officers and employees against claims of action, liability, judgments, costs and expenses, including attorney fees. The Renter certifies that they accept responsibility on behalf of the participants for any damage or theft sustained by the Union Bay Community Club and Recreation Association because of the occupancy of said premises.

DECORATIONS:

1. All decorations must be flame retardant. The use of glue, nails or staples is strictly forbidden. Masking tape or painters' tape may be used to hang decorations. No tape of any kind may be used on the floors.
2. The use of any type of glitter, confetti, rice or birdseed is strictly prohibited on the premises. Open flames and candles are strictly prohibited.

OTHER SPECIFICS:

1. Tables and chairs may not be removed from the building unless approved in writing by the UBCC Rentals Person.
2. Smoking is not permitted anywhere within the UBCC building.
3. Facility rental cannot be transferred, assigned or sublet.
4. Animals are not permitted in the building (except service dogs) unless so authorized by the UBCC Rentals Person.
5. Young children attending events must be under direct adult supervision at all times and in all areas.

I have read and agree with the terms and conditions of the entire contract.

Signature of Renter _____

Date _____

Points	Risk Level	Minimum Liability Insurance Required	Damage Deposit Required		
			Special Events - per day of event and per facility	Commercial Business – per permit	Ball Field – per season
1-2	Low	none	none	none	none
3-5	Medium	\$2 million	\$200	\$200	\$500
6-8	Medium	\$3 million	\$300	\$300	\$500
9-13	High	\$5 million	\$500	\$500	\$500
14+	high	As recommended by insurer	\$700	\$700	\$500

Risk Factor Table

Risk Factors	Points	Points Allocated
Attendance (maximum expected): 1 to 100 101 to 300 301 to 1,000 1,001 to 2,000 2,001 to 5,000 5,001 to 10,000 10,000 +	1 3 4 5 7 9	
Alcohol served	5	
Animals in attendance or involved in any activity	1	
Fireworks or open flame	9	
Food served to the public (unless covered under separate policy)	1	
People on roadway	1	
Rides offered of any kind, including mechanical and animal	2	
Stage	1 per stage	
Motorized vehicle involvement	1	
Sport activity: Non-contact, e.g. tennis, running, yoga, Minor contact, e.g. soccer, baseball Contact, e.g. football, rugby Adventure Sports, e.g. mountain biking, kayaking, rock climbing	1 2 3 5	
TOTAL		