|  |  |  |
| --- | --- | --- |
| **Date of Request:**  | From  | To |
| **Time of Request:**  | From: | To:  |
| **Purpose of Rental:**  |  |
| **Business:**  |  | **Contact Name:**  |  |
| **Address:**  |  | **Phone:**  |  |
| **Fax** |  | **Email :** | aeasby@osisc.org |

**Rental Description: Daily Rate**

[ ]  Wellness Centre – Drop-in area & Kitchen [ ]  $ 225.00 per day

[ ] Clutesi Hall [ ]  $ 275.00 per day

[ ]  Kitchen [ ] $ 100.00 per day

[ ] Boardroom [ ] $ 100.00 per day

[ ]  Family Room (when available) [ ]  $ 75.00 per day

[ ]  **No Charge (Must be approved by Executive Director). Written approval must be attached**

**Total Cost for this section: (A): $­\_**

**No Charge Rentals:** Must sign agreement and provide a damage deposit as noted below to confirm the booking. Dance Group must renew their agreements 30 days prior to April 1st and September 1st.

**Meeting Rooms/Kitchen** **Clutesi Hall / Wellness Centre**

[ ]  **$50.00 Damage Deposit** [ ]  **$150.00 Damage Deposit**

**Clean up Service** (Tables, Chairs, Floors, Washrooms & Garbage will be removed)

[ ]  $50.00 (Meeting Room) [ ]  $150.00 (Clutesi Hall)

**Set-up Service** (Tables, Chairs will be set-up) \*\*Available Monday – Friday 8:30am – 4:30pm\*\*

[ ]  $100.00 [ ]  **No Charge Rentals** - $100.00 Damage Deposit

**Total Cost for this section: (B): $0**

[ ]  Cash (provide receipt) [ ]  Cheque (A $40.00 fee will be charged for NSF Cheques)

[ ]  Money Order [ ]  **No Charge Authorization** (attach Approved application)

[ ]  Please Bill **(Business / Organization ONLY)** [ ]  **Purchase Order\_#\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount Received: **$**  [ ]  **Remaining Balance Owing:** **\_$ \_**

We/I have read and fully understand and agree to the Regulations and Conditions as outlined on page 2 of this agreement and attached Facility Use Guidelines as applicable.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Regulations and Conditions governing the Use of the Port Alberni Friendship Center**

The **Renter** recognizes or agrees:

1. To make full payment to confirm and reserve rentals.
2. To pay damage deposit as noted on page 1 to confirm the booking.
3. To take responsibility for the following: Ensure the cleanliness of the facilities used before leaving.
4. To ensure the supervision and security of the whole facility.
5. That the facilities are to be closed at the following times: Sun – Thurs by 10:00pm; Fri, Sat & Holidays by 10:00pm.
6. That we/I are responsible for supplying our own supplies, eg: Cutlery, utensils, plates, napkins, table coverings, pots, pans, cups & baking/cooking supplies.
7. That we are responsible to set up and put away all equipment in their proper places in the event that set up and/or clean up services have not been selected. In the event this is not done, the clean-up fee will be charged and the damage deposit will be used.
8. That the PAFC is not responsible for any lost or stolen items that are lost/stolen from the premises.
9. That “Cleaning” means to clean the following: Sweep & wash main hall floor, clean men’s & women’s washrooms, clean and wash kitchen counters, stove, fridge (when used), floor, and tables. Sweep & mop main hallway floors. Pick up and dispose of all garbage in or outside the Port Alberni Friendship Center.
10. That for use at **No Charge**, any other use of the Port Alberni Friendship Center at different / additional times, rental rates will come into effect. We/I also agree that there will be no changing of times and or dates unless previously authorized by a PAFC staff member. We/I also agree that additional contracts must be authorized and renewed for each additional request of usage at **No Charge** as noted on the Facilities Use Guidelines.
11. That all ongoing **N/C** contracts must be renewed and a new damage deposit be given at the as indicated on page 1.
12. **That if the member of a Dance Group does not use of the facility they have contracted for three (3) consecutive weeks without a valid reason, the space will be considered vacated and available to be used by another user. A letter will be mailed to this effect and the user will have 2 weeks to respond.**
13. Those only authorized personnel will open and close the facilities for the renter during “off” hours.
14. That persons renting or using it at **No Charge** may not sublet any portion of their allotted time.
15. That no alcohol or drugs shall be permitted in or on the Port Alberni Friendship Center premises.
16. That no smoking will be permitted in the building.
17. That there is to be no skate boarding in the Port Alberni Friendship Center.
18. That we require at least (5) days written notice of cancellation prior to the date or rental. In the event that notice is not given, full rent will be charged.
19. That only the areas checked on page 1 is to be used.
20. That it may be necessary to change schedules for **No Charge** rental users.
21. That in compliance with the Port Alberni Friendship Center Clutesi Hall fire regulations there is to be no more than the number of people indicated on the approved floor plan by the Port Alberni Fire Department in the Clutesi Hall, and that the Boardroom can accommodate 20 people and that the TV Room can accommodate 10 people.
22. That the renter is responsible for any damage incurred including the outside of the PAFC building.
23. In the event that damage is incurred beyond normal wear and tear, we/I will not receive part or all of my damage deposit back and may be charged further depending on the cost of repair/replacement and/or clean-up if it is in excess of the damage deposit paid. I understand that if we/I are being billed for the use of the facilities that the above applies except that we/I will be billed for damages and/or clean-up.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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