

- 1) **RENTER** shall be responsible for the actions of guests while in or about 5th Avenue Seniors' Activity Centre and all damages resulting from this rental. Please be cognizant of noise when entering or leaving the premises. NO supplies are to be brought in until day of rental without special permission.
- 2) **RENTER** shall be responsible for obtaining any LICENCE, LIABILITY INSURANCE, or authority required for the activity conducted on the premises during the period of the rental, including the CONSUMPTION OF ALCOHOL. All serving of alcohol (if applicable) must cease in accordance with your permit & premises must be vacated no later than 1:30 a.m.. RENTER shall be responsible for compliance in all respects with the regulations of the BC LIQUOR ACT.
- 3) **ALCOHOL SERVED – YES _____ NO _____**
- 4) **LIABILITY INSURANCE- - All rentals must provide proof of liability insurance before rental date.**
- 5) **RENTER** shall ensure all supplies, containers, decorations etc. are removed from 5th Avenue premises & garbage placed in locked containers as designated. **RENTER** shall be responsible for setting up tables, chairs, decorations, etc., during the period of rental & dismantling same at end of rental. Metal or tape fasteners are prohibited. Centre does not provide coverings for rectangular tables, cleaning supplies or garbage bags.
- 6) **RENTER SHALL LEAVE ALL ROOMS USED INCLUDING BATHROOMS IN A CLEAN & TIDY CONDITION, AS FOUND.** Chairs are to be placed on dollies provided & stacked 10 high. Floors are to be dry mopped & then damp-mopped where necessary. All dishes & utensils are to be cleaned & returned to designated areas. Food is to be removed at the end of let & before vacating premises. **CLEANING MUST BE DONE IMMEDIATELY FOLLOWING FUNCTION.**
- 7) **THIS IS A NON-SMOKING BUILDING ! NO SMOKE EMITTING MACHINES PLEASE! THIS RULE IS TO BE ENFORCED AT ALL TIMES!** Containers are available outside the front door. Please pick up cigarette butts or debris left outside in & around front door.
- 8) **PLEASE** ensure all doors are left closed during function to ensure efficient operation of the heating-air conditioning system.

Thank-you for choosing our facility. We appreciate your co-operation & welcome your suggestions to improve our service to you.

I _____ have read, understand & agree to the above conditions

_____ Renter's signature

_____ Seniors' 5th Avenue Signature Date _____

DAY OF WEEK _____ EVENT DATE _____
SENIORS' 5TH AVENUE ACTIVITY CENTRE – RENTAL AGREEMENT
 170-5th Ave. S. E. Box 83, Salmon Arm, B.C. V1E-4N2 - 250-832-1065
 Web Site – www.5thaveseniors.org

Have you rented our facility before??? No _____ Yes _____

Hall Capacity – Chairs only - 288 - Tables & chairs – 227 License Bev served - 150

NAME _____ EVENT _____ (wedding etc.)

ADDRESS _____ Time _____ to _____ # attending _____

POSTAL CODE _____

CONTACT PERSON _____ PH. _____

CATERER (of applicable) _____ PH. _____

SECURITY DEPOSIT of \$200.00 for auditorium, \$100.00 for Craft Rm/Dining Rm/Kitchen, to be paid at time of booking. Following clean-up inspection, security deposit refunded accordingly, usually the Thursday following the event. All cancellations must be made one month prior to activity date. \$100.00 will be charged for non-compliance. Failure to activate alarm system will result in a \$20.00 penalty.

RENT TO BE PAID BEFORE POSSESSION.

RENTAL RATES (NOTE: There is a separate contract for a kitchen catered event)

- | | |
|---|-----------------------------|
| 1) AUDITORIUM - \$25.00 per hr. (including set-up & take down time) | _____ hrs. x \$ 25.00=_____ |
| Maximum – (all day -8am-1:30am) | 275.00=_____ |
| 2) BEFORE EVENT (decorating) - - - - - | _____ hrs. x 25.00=_____ |
| 3) DINING RM/CRAFT RM - - \$15.00 per hr. | _____ hrs. x 15.00=_____ |
| Over 5 hrs. | 75.00=_____ |
| 4) KITCHEN – counters/coffee urns/fridge/freezer/microwave | |
| _ cups, dishwasher | 50.00=_____ |
| _ cutlery/dishes & above | 150.00=_____ |
| _ caterers using kitchen to prepare food | 100.00=_____ |
| 5) WINE GLASSES (\$.50ea - \$2.00 for breakage) | _____ glasses x .50 _____ |
| 6) CLOTHS FOR ROUND TABLES | _____ cloths x \$5.00=_____ |
| 7) WHITE FITTED CHAIR COVERS-(110) | _____ covers x \$4.00=_____ |
| 8) 1 MICROPHONE - - - - -no charge | TOTAL _____ |

NOTE – KITCHEN NOT AVAILABLE BEFORE 3 PM WEEKDAYS

-DAMAGE DEPOSIT PAID - DATE _____ AMOUNT _____ INITIALS _____

-RENTAL PAID – DATE _____ AMOUNT _____ INITIALS _____

-DAMAGE DEPOSIT RETURN – AMOUNT _____ INITIALS _____

-KEY RECEIVED - # _____ INITIAL _____ KEY RETURNED -# _____ INITIALS _____