



Metchosin Community Association

Community House
 4430 Happy Valley Road
 Victoria BC V9C 3Z3
 Telephone/Fax (250) 478-5155
 Email mcahouse@telus.net
 www.metchosincommunityhouse.com

RENTAL REQUEST AND AGREEMENT			
Date (dd/mm/yyyy)			Security Door Lock Code:
Organization			
Name of renter			
Address			
Telephone		Fax	
Email address			
Purpose of rental			
Number in party			
Liquor to be served	Yes No	If Yes – I have been advised of the licence and insurance requirements	Yes No
Start date and time	End date and time		
Community Event	Hours	\$10.00 per hour	\$
Private Function	Hours	\$30.00 per hour	\$
Commercial Function	Hours	\$40.00 per hour	\$
		Member Discount 25%	\$
		Consecutive booking Discount 10%	\$
Entry Code Number:		Total Rental Cost	
Please pay cleaning deposit with separate cheque.		Refundable Cleaning deposit	\$50.00
MCA member in good standing?	Yes No	Individual Membership Fee \$10	\$
		Organizational Membership Fee \$20	\$
Please make cheques payable to the <u>Metchosin Community Association</u>.			
<p>Waiver and Indemnity: I assume all risks incidental to the use of the above facility and agree to release, save harmless and indemnify the District of Metchosin and the Metchosin Community Association and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to persons or property arising out of or in connection with the use of District of Metchosin property. I understand that this waiver and indemnity is binding on me, my heirs, executors and assigns. I understand that if I plan to serve liquor during this rental that I am required to obtain a Special Occasion Licence and General Liability Insurance with a liquor liability clause. I agree to abide by to all the rental policies and conditions as stated on pages 1- 4 of this agreement.</p>			
Signature of renter			
Signature of MCA representative			

Rental Policies

General

- The Metchosin Community Association (MCA) is a non-political and non-denominational organization and as such, encourages all perspectives and nature of services to be offered for the benefit of the citizens of Metchosin.
- In order to promote public awareness and still remain non-political, the Metchosin Community Association will invite all District and School Board candidates to a one-time, publicly advertised, Open House during Municipal election campaign periods. Otherwise the House will not be made available for rent to individual candidates for municipal or school board election campaigning in order for the MCA to maintain its non-partisan mandate.
- With the exception of the above, rental and use of the Metchosin Community House (the House) is open to all interested persons, organizations or businesses on a first-come basis.
- The Renter must not use the House for any activities that are against the law. These include District of Metchosin Bylaws as well as Provincial and Federal laws.
- The MCA reserves the right to refuse rentals they deem are not an appropriate use of a community owned-and-operated venue.
- The MCA reserves the right to preempt rentals for MCA activities, but not with less than two-week's notice.
- Rentals may be made up to three months in advance of an event or first date of a series of events.

Facility:

- The Renter will have access to the main room, gas fireplace, television (no cablevision service), DVD player, internet connection (Ethernet), public computer terminals and printer (in back room), tables, chairs, couches, patio furniture, bathrooms, cleaning equipment, and to the kitchen and the cooking facilities and equipment within. Linens stored on-site may be used but must be washed and returned in good condition. A Renter may not use the MCA office area or equipment therein nor supplies stored in the back room.

Categories:

- Note: Any applicant may apply to the MCA's Board of Directors for an exemption for an event that they feel should have special consideration in regard to rental category or rates.

Community Event

- A community event is an individual or organization that wishes to offer a community-oriented event which is open to all the members of the community.
- Not-for-profit clubs or organizations may use the House under this category for their meetings if they are open to anyone attending and advertise them as such.
- Events may be offered at a cost which is intended to cover the host's cost of the event, raise money for the organization (if a not-for-profit) or raise money for a special cause or event which is community minded.
- To qualify as a Community Event it must be advertised as having an open invitation in two or more of the following: MCA House Happenings weekly email to members, Metchosin Muse advertisement, bulletins or articles, Fire Hall message board, MCH's message board, Community Hall message board, or postal flyer. Note that arrangement for use of message boards is the responsibility of the applicant.
- Community events shall be limited to no more than 12 consecutive events spanning no more than 12 months. Booking of a subsequent set of events may be made no earlier than three months before the previous booking expires.

Private Function

- A private function is an individual or organization that wishes to have a closed-door event.
- Private functions are those where the event is not advertised as being a community event and where only specific invited guests are allowed to attend.
- It may be offered at a cost, but only a rate intended to cover the host's cost of the event and/or to raise money for a non-profit organization.
- Not-for-profit clubs and organizations may use the House under this category for their meetings

where attendance is restricted to only their current members.

- Private functions shall be limited to no more than 12 consecutive sessions spanning no more than 12 months. Renewal of another set of events may be made no earlier than three months before the previous booking expires.

Commercial Function

- This may be a business who wishes to rent the House for the purpose of carrying on their business with the intent of making money. The nature of the business should be one that provides a product or service that would be perceived to be of benefit to our community.
- Commercial rentals shall be limited to no more than 6 consecutive sessions spanning no more than three months.

Orientation:

- The MCA's representative will go through the use of all amenities of the building with the Renter to ensure that he/she is conversant with the use of the building and equipment.
- Written instructions for equipment are posted on site.
- A check list will be provided to the renter to help ensure that all their responsibilities are accounted for after each rental.

Cleaning:

- The House is to be left clean and tidy, including:
 1. the floor is swept;
 2. all spills are mopped up;
 3. all dishes and cutlery are washed, dried and returned;
 4. all equipment is returned to their appropriate places
 5. the dishwasher is emptied, drained and turned off; and,
 6. all kitchen and bathroom garbage and recycling is removed and taken away.

Damage:

- Renters are responsible to report in writing any obvious damage or cleaning issues that they discover when they arrive at the House. Failure to report these issues may result in the forfeiture of the cleaning/damage deposit.
- Renters are responsible to report in writing any damage that they cause to the house, equipment or grounds. The MCA will maintain a list of known damage issues at the House. New damage reported or found that is not on the list will be charged to the last renter.
- If there are damages to the House that are beyond the normal wear and tear, those will be assessed by the MCA and will be charged against the cleaning/damage deposit. If the damages amount to more than the deposit received, the Renter will be responsible to pay the full amount of all such damages, at the sole discretion of the MCA.
- Smoking is prohibited anywhere inside the building and outside within 3 meters of any open door or window. Evidence of smoking inside or near the building will result in forfeiture of the cleaning/damage deposit.
- All cooking must be confined to the kitchen area of the House or uncovered patio area outside the kitchen if using a barbeque. No cooking is allowed under the outside covered patio area.
- Photos or artwork found on the walls must not be removed, even temporarily. Nothing may be tacked or taped to the walls, ceiling or fixtures.
- Inside furniture and chairs must not be moved to or used outdoors.

Serving Liquor:

- If alcohol is to be served at an event the Renter must declare it at the time of application for rental.
- The Renter must obtain his/her own Special Occasion Licence from BC Liquor Stores for their function and provide a copy to the MCA 5 days prior to the event. Note that applicants for a Special Occasion Licence may need to complete the *Serving It Right* course to obtain a Licence.
- Renters who are serving alcohol must also carry general liability insurance including liquor liability in an amount no less than \$1 million per occurrence including and which

shall name Metchosin Community Association o/a Metchosin Community House as Additional Insured. The Renter shall provide a copy of the Certificate of Insurance evidencing the above noted insurance requirements to the Metchosin Community Association 5 days prior to the event.

- Failure to provide the liquor license and insurance documentation to the Metchosin Community Association 5 days prior to the event cancels this rental agreement unless the applicant declares in writing that they no longer plan to serve liquor at their event.

Payments:

- Rental fees must be paid in full at the time of booking. Payments for multiple consecutive bookings may be made on a monthly basis using post-dated cheques at time of booking.
- A \$50.00 cleaning/damage deposit is due at the time of booking and will only be refunded if the House is left in satisfactory condition. For single events, payment of the cleaning/damage deposit shall be by separate cheque which will be returned if not required. Payment of the cleaning/damage deposit for multiple bookings shall be by cheque which will be cashed and a refund will only be issued after the last booking is completed and the House is left in satisfactory condition. If the cleaning/damage deposit is forfeited mid-way through a series of rentals a new deposit must be provided before the next meeting date.

Cancellations:

- Cancellation must be received one week prior to a rental date or the entire rental fee will be forfeited. For earlier cancellation, a 1 hour charge for each event may be accessed.

Rates:

- Organizations or businesses booking the House must obtain an Organization Membership in the MCA to qualify for the member discount. The person applying for the rental on behalf of an organization must provide proof of their organization's membership being in good standing.
- Individuals booking the House must obtain a Regular Membership in the MCA to qualify for the member discount. Individuals may not use their regular membership to obtain a discount for an organization or business.
- Consecutive bookings means a regularly occurring event of the same description by the same applicant over a period of weeks or months.

Category	Rental Rates
Community Event	\$10/hour
Private Function	\$30/hour
Commercial Function	\$40/hour
Member Discount	25% off on all categories
Consecutive Bookings Discount	10% off on all categories