



RENTAL AGREEMENT

Please make cheques out to:

CSAA

2375 Koksilah Road, Cowichan
Station, BC, V9L 6M5

*Note: To make a booking or arrange access to the HUB
please email rentals@cowichanhub.ca or call 250-746-1794*

Name/Contact:	Organization Name (if any):
Rate Type (not-for-profit, non-commercial, commercial):	Date of Event (single use, reoccurring and frequency):
Phone/cell:	Email:
Billing Address:	Postal Code:
Space Required:	Intended Use:
Rental Times (with set up/clean up):	Event Time:
Alcohol being served? If Yes, see #11	Is event Open to the Public or Private?
Can The HUB advertise your Event?	Caterer Name if any (if none write "none"):
If yes (to advertising), Event Title, Description, Website, Email address for event?	

Renter: All renters are subject to the following terms and conditions:

1. Must be 21 years of age or older and assume responsibility for the event and the condition of the space. (PTO)
2. Will abide by all federal, provincial, and regional district statutes, bylaws, or regulations in the use of the facility, including Fire Regulations and the B.C. Human Rights Code which prohibits discriminatory conduct. Any breach of these conditions may result in this rental agreement being revoked without notice and forfeiture of all fees paid.
3. May not sublet the space rented without written permission of the Cowichan Station Area Association (CSAA).
4. Is responsible for all damages.

Fees:

5. Full payment for the rental is due at the time of booking.
6. Payments should be made online through our online booking system. Alternative payment may be made by cash or cheque payable to the CSAA.
7. A damage deposit of \$100 damage deposit per space rented is due no later than 1 week prior to the event, or date of site orientation, whichever is sooner.
8. A \$50.00 fee will be charged for NSF cheques.
9. The renter will be billed for any additional costs resulting from damage to the facility and equipment and security issues that are not covered by the damage deposit. Additional fees may be;
 - a. Extra cleaning. \$55 will be charged for any extra cleaning needed for the first hour and an additional \$55 per hour after that (determined by the Facility Coordinator).
 - b. \$50 will be charged to cover on-site security check for windows left unlocked or the alarm is not set.
 - c. If the key is not returned to the lock box.
 - d. Damage to the facility and equipment.
 - e. Serious neighbourhood disturbance.

Insurance:

10. Renters must provide proof of third party liability insurance with a minimum of two (2) million dollars, and must list the CSAA as additional insured. A copy of the insurance must be provided to the CSAA prior to facility use.

Permits:

11. Renters are responsible for liquor license permits and related fees and for complying with all permit conditions. The liquor permit must be posted in a conspicuous location in the rental space. Special Occasion Licenses are available through your local government liquor store or online. A copy of the Special Event Permit must be provided to the CSAA prior to facility use.

Security:

12. The renter meets the CSAA representative by arrangement to access the facility and at that time is briefed on security requirements.
13. The renter uses the space only during the agreed upon times.
14. Renters must ensure all doors and windows are secured, the alarm is set, and status on sign-in board is correct.
15. Renters will abide the Rental Guidelines given during site orientation.
16. Renters are responsible for contacting the alarm monitoring company right away if the alarm is triggered and for any call-out charges resulting from security breaches.

Food:

17. The renter may bring precooked food for heating but the concession kitchen is currently not equipped for cooking or serving food.
18. Renters may hire caterers to serve food, and must provide the name of the caterer to the CSAA one week prior to the rental date. Renters must abide by all current food safety regulations.
19. Renters are responsible for cleaning the kitchen and removal of garbage as per Rental Orientation Checklist.
20. Only authorized renters trained at orientation may use the Sanitizer. It is NOT a dishwasher.

Other Conditions:

21. i) Smoking is prohibited in the buildings and within 6m (20') of exit doorways. No smoking on the deck, in the playground, basketball court or within 12m (50') of the forest.
ii) Smoking is prohibited anywhere on the facility except in designated smoking areas only. Use proper cigarette butt disposal containers and safely empty and clean these at the end of the event.
22. The space may be decorated provided it does not damage the floors, ceilings or walls. Please do not use confetti or metal table sprinkles!
23. All decorations, food and garbage must be removed, furniture and equipment returned to designated areas, and the space cleaned and left in the condition in which it was rented.
No unsecured open flames, wax candles or ashes are permitted in the facilities buildings at any time.

Good Neighbour Policy:

24. The renter assumes responsibility for ensuring that:
 - ✓ Nothing is left in the space except by prior arrangement.
 - ✓ Neighbours are not disturbed by loud music or loud cars.
 - ✓ Music is stopped by 12 pm and the space is vacated by 1 am.

Cancellations:

25. For short term rentals: Full refund if cancellation made at least 14 days before event. 50% cancellation fee applies for all rentals canceled less than 14 days before the event.
26. For long term weekly/monthly rentals a minimum of 30 days notice is required for cancellations. Cancellations received with less than 30 days notice will be charged at full price. Cancellations due to inclement weather or by the CSAA will not be charged.
27. The CSAA reserves the right to cancel or alter rentals should conditions arise that necessitate same.

Other:

28. The CSAA reserves the right to change rental fees with 3 months notice and update the rental agreement as necessary.

I have read and understand the above terms and conditions of use of CSAA HUB facility.

Renter _____

Date _____