



Oaklands Community Association

www.OaklandsCommunityCentre.com



1-2827 Belmont Ave
Victoria, BC V8R 4B2
P: 370-9101 F: 370-9102



2629 Victor St
Victoria, BC V8R 4E3
P: 370-9103 F: 370-9159

REGULAR RENTAL AGREEMENT

CONTACT PERSON: _____ ORGANIZATION: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE: _____ CELL/FAX: _____ Email: _____

ALTERNATE CONTACT: _____ PHONE: _____

NATURE OF FUNCTION: _____ ROOM & FACILITY: _____

DATE: _____ TIME: _____

DAMAGE DEPOSIT: \$200

ATTENDEES: _____ BOOKING FEE: _____

RATE: _____

RENTAL RATES

Oaklands Community Centre (OCC)

Oaklands Neighbourhood House (ONH)

Facility	Room	Capacity	Rate (non- profit)	Rate (profit)	Full Day (up to 8 hrs.) (non-profit)	Full Day (up to 8 hrs.) (profit)
OCC	COMM	50 theatre	\$30/hr	\$35/hr	\$195	\$230
OCC	OOSC (w/kitchen)	100 theatre	\$40/hr	\$50/hr	\$260	\$325
OCC	Full Centre (full day only)	150 theatre			\$455	\$520
ONH	Board Rm.	10 classroom	\$15/hr	\$20/hr	\$95	\$130
ONH	Rm. D	60 theatre	\$30/hr	\$35/hr	\$195	\$230
ONH	Rm. A	20 theatre	\$20/hr	\$25/hr	\$130	\$165

EQUIPMENT & OPTIONS:

- LG. TABLES (MAX. 10 - 15): _____
- ADULT CHAIRS (MAX. 50): _____
- KIDS' CHAIRS (MAX. 30): _____

- KETTLE
- FLIP CHART
- EXTRA GARBAGE BINS: _____
- OTHER _____

BONUS FEATURES:

- COFFEE CART (OCC only)** – It's coffee and all the fixins' ...\$15 for 15 cups. Our staff does the clean up!
- BIRTHDAY BONANZA (OCC only)** – Use of a variety of “toddler toys”, including blocks, cars, car table, kids furniture, large carpet and play kitchen. \$15 flat fee per rental.

SET UP/TAKE DOWN:

- WILL DO OWN SET UP/TAKE DOWN**

THE RENTER, ALONG WITH THE HELP AND SUPERVISION OF AN OAKLANDS CENTRE ATTENDANT, WILL PROCEED TO CLEAR & SET UP THE ROOM ACCORDING TO CENTRE SPECIFICATIONS. AT THE END OF THE RENTAL, THE RENTER, AGAIN, WITH THE AID OF AN OAKLANDS CENTRE ATTENDANT, WILL RESTORE THE ROOM (S) TO ITS NATURAL APPEARANCE.

SIGNATURE OF RENTER: _____ **DATE:** _____

SIGNATURE OF STAFF: _____ **DATE:** _____

Grand Total: Room Rate: ____x ____ hrs. + (Bonus ____) = _____

Outstanding Balance: Grand Total: ____ - (Booking Fee ____) = _____

OAKLANDS COMMUNITY ASSOCIATION

RENTAL POLICY AND PROCEDURE

BOOKING PROCEDURES:

- **BOOKING FEE:** A rental deposit of \$25 per booking is required at the time of booking. This is a non-refundable deposit that holds the room until full payment is received. The \$25 is then applied to the total cost of the rental.
- **FULL PAYMENT:** Payment in the form of cash, cheque, debit or credit card may be made at the time of booking or a minimum of one week (5 business days) prior to the rental date.
- **DAMAGE DEPOSIT:** A \$200 damage deposit (cheque or credit card #) is required at the time of booking. Provided that there is no reason to use it, the cheque will be returned to the renter or destroyed upon successful completion of the rental.
- **WAIVER/TERMS & CONDITIONS:** The renter must sign a Terms & Conditions Waiver/Agreement.

CANCELLATION POLICY:

- **1 WEEK IN ADVANCE (5 WORKING DAYS):** If the Centre is notified of a cancellation at least one week in advance of the rental date, the total amount paid, minus the \$25 booking fee, will be returned to the renter.

ALCOHOL:

- Upon special permission and at the exclusive discretion of Oaklands Community Association, liquor may be permitted on the premises during the rental.
- A **SPECIAL OCCASION (LIQUOR) LICENSE** must be obtained by the renter from a Provincial liquor distribution branch if liquor (beer, wine, spirits) is being served on the premises.
- Homemade alcoholic beverages (beer, wine, etc.) are not permitted on the premises.
- As outlined by the provincial Liquor Control & Licensing Branch, alcohol may be served indoors only, Monday through Saturday until 10pm and Sunday until midnight. An 'exception to this policy' can be arranged with the Liquor Control & Licensing Branch of the Provincial Government by faxing your request in letter form to (250) 387-9132.

NOISE BY-LAW:

- Oaklands Community Association strictly adheres to the City of Victoria's Noise By-Law, which is in effect between 11:00pm and 8:00am. Common sense and respect for residents neighbouring Oaklands Community Centre is required at all times. After 11pm, please ask attendees to remain inside the Centre and close all windows and doors.

NO SMOKING:

- Smoking is strictly prohibited in all facilities of the Oaklands Community Centre. Smokers are required to use the public sidewalk areas as the Centre is located on school grounds.

FIRE HAZARDS:

- All candles, open flamed lamps, sparklers or other forms of fireworks are strictly prohibited.
- Should the need arise, Oaklands Community Centre & Oaklands Neighbourhood House are equipped with the fire extinguishers as required by the fire inspector.

PARKING:

- Street Parking is readily available in the neighbourhood.
- Additional parking may be available (school teacher's parking lot) upon request.
- **Parking within school property (i.e.: basketball courts) is strictly prohibited.**

CLEANLINESS:

- Is the responsibility of the rental group.
- A \$25/hour surcharge may be applied to a group not meeting Oaklands Community Association cleaning standards.
- The facility will make a dry mop, broom, dust pan, wet mop & pail readily available.
- **Garbage:** Garbage must be bagged and gathered in the lobby for disposal by the Centre Attendant. Fresh garbage bags will be provided. Additional garbage bins are available upon request.
- **Floors:** Wet and dry spills and spot wiping are the responsibility of the renter. The renter is required to do a full sweep of the floor at the end of the rental. A broom and mop & pail will be provided.
- **Kitchen:** Oaklands requires that the kitchen be returned to the state of cleanliness it was presented to the renter at the beginning of the rental. The dishwasher may be used (after staff instruction) and tea towels, dishrags and dish soap will be provided. All used equipment must be cleaned and returned to its proper place.
- **Washrooms:** The renter is required to perform a basic, general wipe-down of the sink and fixtures as required and empty the garbage (see above). Cleaning supplies will be provided.
- **Your Equipment/Supplies/Decorations:** As a general rule, **whatever you bring, you take away with you at the end of the night.** Food, decorations, empty cans/bottles and such much be removed from the premises by the renter at the end of the rental.

ROOM SET-UP:

- Unless otherwise established, the renter is fully responsible for set up and take down of the function, with the assistance of OCA staff (Centre Attendant).
- The renter is responsible for returning the rented room (s) to its original state and appearance, with the assistance of OCA staff (Centre Attendant).
- OCA staff set-up/take-down can be arranged for a nominal fee (see rental agreement).
- **Decorations:** Do not hang anything from the ceiling or overhead sprinklers. Use painters tape or masking tape on walls. Whatever you put up, you MUST remove upon completion of the rental.

VACATING THE PREMISIS:

- Unless otherwise established in the rental agreement, **functions must end no later than 11:30pm, with full clean up and departure of the premises no later than 12:00am.**

OAKLANDS COMMUNITY CENTRE RENTAL TERMS & CONDITIONS AGREEMENT

(The individual, Group or Organization, shall hereinafter be referred to as the “Renter”.)

The Oaklands Community Association (OCA) requires that the Renter accept the following terms and conditions. Failure to do so may result in retention of the damage deposit.

The Renter agrees to:

1. Pay fees levied according to this agreement;
2. Adhere to all terms of this Agreement as otherwise it may be cancelled or withdrawn at any time;
3. Be aware that the time this is confirmed on the renter’s contract is the entire time the Facility will be available. If more time is required for set-up/clean-up, please indicate so when booking the Facility;
4. Report all damages immediately to the OCA;
5. Be responsible for any damages incurred through use of the Facility (to be deducted from the damage deposit or billed to the Renter if damage is in excess of \$200) and assume any cost over and above the normal contracted services (ie: additional clean up, security or maintenance);
6. Ensure all activities covered in this Agreement are under the immediate supervision and control of a competent and trustworthy adult (19 years of age or older) who will personally supervise the Facility;
7. Accept reasonable direction from OCA employees in charge of the premises and treat such employees with respect;
8. Use the Facility in a safe, responsible manner, adhering to the City of Victoria Noise By-Law;
9. Use the Facility only for the purpose indicated on the Rental Agreement;
10. Acknowledge that only the equipment specified in the written agreement will be provided;
11. Abide by additional conditions for use specific to the Kitchen and its equipment, should the kitchen be utilized;
12. Comply with Municipal Fire Regulations and By-Laws including smoking regulations, seating capacities and exit clearances;
13. Inform, to the best of his/her ability, all those associated with the rental of the Facility, the Terms & Conditions of Use, Regulations and Cancellation Policy;
14. Not assign any of the rights granted by this Agreement to any other user;
15. Agree that there will be no illegal substances used or brought on site, including OCA and Oaklands Elementary School property;
16. Provide a copy of a Special Occasion License to the OCA and post original on site during the rental, where alcohol will be served or consumed;
17. Acknowledge that the OCA and/or the City of Victoria is/are not responsible for loss or damage to property left on the premises by the Renter, its agents or servants;

18. Allow the OCA to enter and inspect the premises and make any alterations, repairs or additions that, in its opinion, are necessary for the safety of patrons and structures on the premises. The OCA shall not be liable to the Renter for any damage, direct or consequential, caused by such an inspection or works undertaken by the OCA;
19. Acknowledge that any games of chance, including lotteries, raffles, bingos and casinos, will not be held on the premises unless proper permits are obtained. Copies of permits must be provided to the OCA at least five (5) working days prior to the rental date. Failure to do so may result in termination of this agreement;
20. Use the Facility at their own risk and shall assume all risks and hazards incidental to the use of the Facility and agrees to release, dissolve, save harmless and indemnify the OCA and the City of Victoria, their employees and representatives from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to personal property howsoever caused, arising out of or in connection with use of the Facility;
21. Maintain, at their own expense, a minimum of \$2,000,000 public liability insurance against claims of personal injury, death, property or equipment damage occurring in or about the Facility;
22. Acknowledge that the OCA reserves the right to cancel or alter all rental arrangements at any time with or without cause and no claim may be made against the OCA;
23. Acknowledge that the OCA has priority use over all Oaklands Community Centre and Oaklands Neighbourhood House spaces; and
24. Acknowledge that the OCA may request that your group use a different room on the day of your rental, should the need arise.

Any misrepresentation on the part of the Renter will render this permit null and void.

The applicant hereby indicates that he/she has read the RENTAL TERMS & CONDITIONS AGREEMENT and agrees to all conditions and regulations of this Rental Agreement.

APPLICANT SIGNATURE

DATE

STAFF SIGNATURE

DATE