

SALTAIR COMMUNITY SOCIETY POLICY AND PROCEDURES

3850 South Oyster School Road, Ladysmith BC V9G 1Z4 Phone: 250-210-8180

All renters/users are subject to the following terms and conditions:

USER/RENTER:

- **Must be 21 years of age or older and assume responsibility for the event and the conditions of the space.**
- **Will abide by all federal, provincial, and regional district statutes, bylaws, or regulations in the use of the facility, including Fire Regulations, BC Human Rights Code which prohibits discriminatory conduct and Saltair Community Society's Code of Conduct. Any breach of these conditions may result in this rental agreement being revoked without notice and forfeiture of all fees paid.**
- **May not sublet room rented.**
- **Is responsible for cleaning and any damages to the rental room.**

FEEES

- **Cost of rental and rental forms are due 7 days in advance.**
- **Payment may be made by cash, e-transfer, or cheque payable to the SCS. A \$50 fee will be charged for NSF cheques.**
- **A \$100.00 damage deposit is required (for special events) and will be returned to the user by cheque after the event, minus costs for: Extra cleaning, serious neighborhood disturbance as evidenced by neighborhood complaints and/or police calls and damage to facility and equipment.**
- **The User will be billed for any additional costs resulting from damage to the facility and equipment and security issues that are not covered by the rental deposit.**

INSURANCE

- **Renters must provide proof of third-party liability insurance with a minimum of two (2) million dollars and must list the SCS as additional insured. A copy of the insurance must be provided to the SCS prior to facility use. Insurance can be obtained through your home provider or through [Eventpolicy.ca click here](http://Eventpolicy.ca) The insurance requirement is only waived for sit-down meeting rentals.**

PERMITS/LIQUOR.

- **User is responsible for acquiring “Liquor Special Event Permits” and related fees and for complying to all permit conditions. The liquor permit must be posted in a conspicuous location in the rental space. Special Occasion Licenses must be, obtained and you must provide a SERVING IT RIGHT certificate.**

SECURITY

- **The User meets the SCS representative by prior arrangement to access the facility and at that time is briefed on security requirements.**
- **The User uses their rented space only during the agreed upon times and dates.**
- **The User shall not leave main Entry/Exit doors propped open or ajar. Doors must always be kept closed.**
- **The User shall be responsible for turning off lights, securing windows and locking up their scheduled space and main exits. [A fine of \\$50.00 will be applied for each negligent incident.](#)**
- **The User shall not make copies of building keys without written permission from Society President Director.**

FOOD

- User may hire caterers to serve food provided the name of the caterer is provided to the SCS one week prior to the rental date. Catered events must be approved prior to event.

OTHER CONDITIONS

- Smoking of any kind is prohibited.
- Applicable decorations must be preapproved by Society Director. Confetti, nails, screws, sprinkles of any kind are prohibited. Tape of any kind is prohibited for use on the Centre's floors.
- All decorations, food and garbage must be removed, furniture and equipment returned to designated area, and the space cleaned and left in the condition in which it was rented. Any additional cleanup after special events required will be documented and the renter will be billed in addition, at a rate of \$26 per hour. Clean up is not included in any rental.
- User shall respect privacy, confidentiality, and space of other Saltair Centre users.
- All equipment, displays, goods and chattels of the User brought onto or into the facility shall be the sole responsibility of the User; and the SCS shall not be liable for any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.
- Liability Waiver: Should the SCS agree to allow personal property to be left on its premises, the User hereby waives all rights of action he or she might otherwise have against SCS, its officers, servants or agents for loss or damage to such property.
- The User hereby releases and forever discharges the SCS from any and all claims, causes of action, suits or demands whatsoever which the Renter can or may have against the SCS for any loss or damage or injury that the User may sustain or suffer arising out of the use of the SCS's facility under this agreement or the breach of this agreement by or the negligent acts of the User, it's servants, contractors, employees, members, guests invitees or representatives not withstanding that any or all of them may have been contributed to or occasioned by the negligence of the SCS.

CANCELLATIONS:

- Any advance fees will be returned if cancellation notice is given 4 weeks before the event. For any dates cancelled without this notice rental fee is forfeited.
- There will be no charge should Cancellation be due to inclement weather or by the SCS.
- The SCS reserves the Right to Cancel or Alter rentals should conditions arise for
 - (a) Unsatisfactory conduct by the user, its members, guests, or agents.
 - (b) Damage to the facility by the user.
 - (c) Scheduling of a special situation with top priority (examples of top priority: Prov/Federal Election, Pandemic, or natural disaster).
 - (d) Failure of the user to pay accounts rendered by the SCS.
 - (e) Operational problems beyond the SCS's control.
 - (f) Failure by the user to abide by laws, rules, breach of SCS Code of Conduct applicable to the function and facility.

SIGNATURE: _____ DATE: _____