



# CENTRE for SELF-AWARENESS

A Community for Spiritual Awakening

## RENTAL AGREEMENT

7925 E Saanich Rd, BC V8M 1T4 ~ Office: (250) 544-0005 ~ Mon-Thurs, 12<sup>noon</sup> - 5 pm  
 Dial-a-Thought & 24 Hr Info: 544-0063 ~ E-Mail: Info@victoriacs.com ~ Website: www.victoriacs.com

Renter: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Ph: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Open Doors for Setup: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Time of Bar: \_\_\_\_\_ Time of Dinner: \_\_\_\_\_

Special Needs or Requests: \_\_\_\_\_

### RENTAL RATE (2 HR MINIMUM)

	Persons Maximum		Non Profit			
Main Hall:	100	_____ hrs	x \$25 hr	\$35 hr	= \$	_____
Main Hall:	8 hr flat rate includes clean-up hrs			\$200	= \$	_____
*Kitchen (Bar)		_____ hrs	x \$10 hr	\$15 hr	= \$	_____

SUB TOTAL = \$ \_\_\_\_\_

= \$ \_\_\_\_\_

DAMAGE DEPOSIT COLLECTED \$ \_\_\_\_\_ TOTAL = \$ \_\_\_\_\_

BALANCE DUE 2 WEEKS PRIOR BY: CERTIFIED CHEQUE/CASH/VISA/MC/AMEX

SET UP REQUIRED _____ NO _____ YES
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\_\_\_\_\_ CHAIRS (MAX 100) \_\_\_\_\_ TABLES

### CONDITIONS FOR USE OF THE CENTRE FOR SELF AWARENESS PREMISES

**DAMAGE/SECURITY DEPOSIT: \$100.00 (required to hold booking).**

**CANCELLATION POLICY:** Cancellations must be received in writing 14 days prior to the function date for refund of payment, minus \$25.

\* If kitchen is being used, see 4B (other side) re approval from Vancouver Island Health Authority.

**LIQUOR LICENSE:** Must be obtained if liquor is being dispensed &/or consumed. A copy must be given to CSA a minimum of fourteen days before the event. Office Hrs: Mon-Thurs, 12noon - 5pm. NO Smoking on the premises.

**THE PREMISES ARE TO BE LEFT IN THE SAME CONDITION AS FOUND, & MORE SPECIFICALLY AS FOLLOWS:**

- \* Remove all garbage including outside cigarette butts (do not leave garbage in CSA's outside bin, take away from CSA).
- \* Replace all furnishings & plants, candles, altar, etc. to their original position
- \* Ensure careful handling of all items. Damage must be reported to the Centre at the time
- \* Ensure that all areas used are tidied on completion of rental
- \* When putting away chairs after the event, stack them, no more than five high, at the side of the room
- \* Check all outside doors (2 in hall, 1 in kitchen & main front door) & windows used to ensure they are locked

**CLEANING:** Cleaning is the responsibility of the rental user group. A \$25/hr surcharge may be applicable to each group not meeting the Capital Janitorial cleaning standards.

The undersigned hereby agree(s) to the terms & conditions specified above & further agree(s) that all responsible persons associated with the function(s) concerned shall be made aware of these terms & conditions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Authorization

\_\_\_\_\_  
Date

# Terms & Conditions of Use

## Victoria Centre for Self Awareness Society

*Please read prior to signing your contract*

- 1) Persons/groups renting any facility of the Centre for Self Awareness Society (hereinafter referred to as CSA) shall not sublet any portion of the space contracted for without the written permission of the CSA.
- 2) It shall be the responsibility of the organization or person(s) entering into this agreement to see that all persons attending the function(s) concerned shall conduct themselves in an orderly manner, & that the premises be left undamaged & in a clean & tidy condition.
- 3) For functions at which alcoholic beverages are to be dispensed &/or consumed, the organization or person(s) sponsoring the event shall comply with all provincial & municipal regulations with respect to the dispensing & consumption of alcohol in or on the CSA premises, & in particular, shall obtain the required license or permit from the provincial authority concerned, & shall display prominently at the function. Permit must be received by CSA's office 14 days before the rental date.
- 4a) For functions at which food is to be prepared &/or consumed, it shall be the responsibility of the Renter to comply with the applicable requirements of the Public Health Act.
- \* 4b) If the kitchen facility is to be used to prepare and or serve food, the organization or persons(s) sponsoring the event shall obtain the required approval from the Vancouver Island Health Authority. Call 475-1858.
- 5) If the CSA facilities are to be used by a juvenile or minor group, this agreement shall be concluded by two responsible adults or a recognized organization having authority over said group, & at a minimum the two adults or organization shall be responsible for maintaining proper supervision over the group while it is in or on the premises.
- 6) All requirements of any municipal bylaw or regulation, or any provincial or federal law or regulation, shall be obeyed by all persons using the CSA facilities, & such persons shall submit to, & obey all directions & orders of the CSA facility management & staff, who may be on duty on the premises.
- 7) The Renter agrees to pay to CSA the total cost for any damage to the buildings, furnishings, equipment or grounds resulting, in any manner whatsoever, from the rental & use of the facilities, & further agrees to bear the cost of replacing any missing items or equipment.
- 8) The Renter shall be responsible for the safety of his/their equipment (e.g. musical instruments, sports equipment).
- 9) A minimum of ninety (90) days written notice delivered to CSA office located at 7925 E. Saanich Rd, Saanichton, BC, V8M 1T4, shall be required in order to cancel MAJOR booking of facility space otherwise full rental will apply. Small bookings (e.g. one room for one day) of facility space must provide fourteen (14) days written notice otherwise full rental will apply. All deposits are non-recoverable unless there is written notice of cancellation within the prescribed periods.
- 10) An administration fee of \$25.00 will be applicable upon cancellation.
- 11) The facilities &/or services included in this agreement shall be those indicated on the reverse side of this form, & nothing else, stated or implied, shall be included.
- 12) Floor plans can be provided for all functions.
- 13) The CSA reserves the right to terminate this Agreement if the CSA facilities are rendered unavailable through fire, tempest, & strike, lockout or other cause beyond the control of the CSA & in such event the CSA will attempt to give the Renter as much notice as possible & work with the Renter to provide a suitable alternate date for rental. If the Renter & the CSA are unable to secure an alternative date this Agreement will be terminated & any deposit refunded.
- 14) The CSA may cancel this Agreement without notice if the Renter is in breach of any of the terms of this Agreement & any deposit will be forfeited to the CSA.
- 15) Cheques are to be made payable to the Centre for Self Awareness & mailed or delivered to CSA, 7925 E. Saanich Rd, Saanichton, BC, V8M 1T4.
- 16) a) The Renter agrees that before commencing use of the CSA facility, the Renter shall on each occasion, before use, inspect the premises & equipment & shall forthwith notify the facility staff of any condition that may render the premises & equipment unsafe for use.  
b) The Renter agrees that it will indemnify & save harmless the CSA & its officers, employees, servants, agents, successors, & assigns from & against any & all claims whatsoever including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon arising directly or indirectly from or in connection with the granting of this License & the use & occupation of the said premises, save that this Renter will under no obligation to indemnify & save harmless the CSA against or in respect of any damages or judgment rendered against the CSA resulting from or arising out of any negligence or fault on the part of the CSA in connection with the maintenance or condition of the premises to the extent that the damage, loss or injury was caused or occasioned by the negligence of the CSA.  
c) Prior to the granting of this License, the Renter shall obtain & maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the CSA. The CSA shall be included as an additional insured.  
Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence, including \$2,000,000 for bodily injury &/or death to any one or more persons including voluntary medical payments & property damage, or such higher limits as the CSA may require from time to time. The policy shall contain a clause providing that the insurer will give the CSA thirty (30) days prior written notice in the event of cancellation or material change. The Renter shall provide the CSA with evidence of such insurance coverage in the form of any executed copy of a Certificate of Insurance in a form satisfactory to the CSA seven (7) days prior to the event date.
- 17) For Social Functions with entertainment, the entertainment must cease one hour before rental time, to allow time for clean-up, including sweeping &/or mopping floors, & or cleaning of kitchen counters & stove (if applicable), or at 1:00 am time, in order to clear function room by 1:45am. (IE if you are renting till 1pm, entertainment must stop at 12, for clean-up)
- 18) Storage of display material & equipment cannot be accepted for storage prior to set-up day without prior approval of the CSA Office. A storage charge of \$25.00 per day will apply for any delivery accepted.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_