



RENTAL AGREEMENT BETWEEN

VICTORIA EDELWEISS CLUB AND RENTER:
 German Canadian Cultural Society of Victoria Date of Event:
 108 Niagara Street

Victoria, BC. V8V 1E9
 Tel. 250-383-4823
 Contact: Name, address, phone number and email address

Alternate Contact phone and email _____

PURPOSE OF RENTAL: _____ Number of Guests _____

RENTAL PERIOD: / / FROM AM/PM TO AM/PM
 (DAY) (MONTH) (YEAR) (HOURS)

Room	Number of Guests				
Banquet Hall	0-100			\$780.00	
Banquet	100-200			\$860.00	
Banquet Hall	200-300	Same as above	Same as above	\$880.00	
Previous day decorating /set up	When available			\$70.00	

Booking Policy for Banquet Hall: *Amount paid and form of payment* _____

- \$500.00 deposit to be paid to reserve the dates of your event. *Date Paid* _____
- Finalize contract and pay the balance 60 days prior to the event (your original \$500.00 will then become your damage deposit). Balance and refunds will be held up to 15 days following the event and will be issued by cheque in the mail. Should damages occur and repairs exceed the damage deposit, the renter agrees to promptly (within three weeks) pay the balance of the costs.
- Deposit non refundable if you cancel the event within 120 days of the event.

Room	Number of Guests	Socan Costs	Resound Costs		
Hubertus Lounge	40	\$22.06 - \$44.13	\$9.25 - \$18.51	\$196.00	
*Choir Room	75	\$22.06 - \$44.13	\$9.25 - \$18.51	\$200.00	
Games Room	40	\$22.06 - \$44.13	\$9.25 - \$18.51	\$114.00	
*Library	12			\$60.00	

*no liquor service

Booking policy for the Hubertus Lounge, Choir Room, Games Room, Library and Kitchen:

- \$200.00 paid to reserve the date(s) of your event.
- Finalize contract and pay the balance 30 days prior to the event (your original \$200.00 will then become your damage deposit). Balance and refunds will be held up to 15 days following the event and will be issued by cheque in the mail. Should damages occur and repairs exceed the damage deposit, the renter agrees to promptly pay (within three weeks) the balance of the costs.
- Deposit non refundable if you cancel the event within 60 days of the event.
- When venues are booked for hourly rentals (3 hours or less), large event rentals may displace the hourly rentals-VEC will exchange/adjust or return fee paid for the hour(s) effected.

Equipped Commercial Kitchen, Includes usage of dinnerware	Renter must have a caterer's and/or business license and/or experience in a commercial kitchen	\$280.00 per day
Kitchen for serving and plating, includes usage of dinnerware		\$230.00 per event

There will be a \$100.00 charge to the renter, if the kitchen is not left clean with all garbage and compost removed from the site.

Other Services:

Linen Service	White tablecloths	\$5.00 per tablecloth
	Checkered tablecloths	\$3.00 per tablecloth
Dinnerware	Full settings	\$5.00 per person
Bar Service	Minimum of two bartenders	\$50.00 per hour
	Glasses, carafes, jugs and ice	\$4.00 per bottle, corkage fee 15% (of total sales)Gratuity
Bar Packages Available	Glassware/ ice	\$1.50 per person

Any special requests - will be listed on the Booking Request and/or the floor plan – which is completed when the contract is finalized and pre-paid, no later than three weeks before the event. All rentals are subject to all applicable government taxes.

USE OF THE BAR REQUIRED? YES or NO From _____ till _____ (last call 12:30am)

IF yes, the non-member renter must obtain a liquor permit and must ensure that all regulations of the Liquor Control and Licensing Branch in B.C. are strictly observed. The non-member renters must obtain a Special Event Permit (SEP) available on line at www.gov.bc.ca/liquorregulationandlicensing or at any B.C Liquor Store in Victoria. All soda pop, juice mix and/or other ingredients required for beverages must also be supplied by the renter. The SEP, the required cash float and the copy of the event insurance must be provided to the club the day before the scheduled event. When the renter provides the cash float for the bar service, the amount will be confirmed by the club staff and any/or all removal or addition of cash to the float will be done with both a representative of the renter (preferably the person that applied for the SEP) and the Victoria Edelweiss Club. Bar service during these events are always **“Cash Only.”**

When the renter is a member of the Victoria Edelweiss Club, all necessary items to operate a beverage service will be provided by the Victoria Edelweiss Club.

In both of the scenarios listed the following terms of agreement apply:

- Bar service will stop one hour before the end of the time allotted. An additional charge of \$50.00 (fifty) dollars per hour shall be charged to the renter if the building is not vacated in a reasonable amount of time (half hour after the scheduled end time of the event).
- Alcoholic beverages *must not be removed* from the designated rental facility – never to be taken outside.
- As of June 2014 – Family SOL events can serve, but not sell, UBrew/UVin products.

I, renter's name _____ (herein called the "User") of the event dated _____ at the Victoria Edelweiss Club agree to rent the Banquet Room/Games Room/Hubertus Klause Lounge/Library/Commercial Kitchen from the Victoria Edelweiss Club (herein called the "Club") .

In doing so I agree to the following:

Indemnification and Hold Harmless Clause

The User shall indemnify and hold harmless the Club and any of its officers, employees and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the Club by the user group and any of its officers, employees and volunteers, except to the extent that such loss arises from the independent negligence of the Club.

Liability Insurance Clause

The User shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the Club:

General liability insurance with a limit of not less than One Million Dollars (\$1,000,000.00), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user, its officers, employees and volunteers and shall include the Club, its officers, employees and volunteers as additionally insured with respect to liability arising out of the use or occupation by the user of the property belonging to the Club.

Certificate of Insurance Clause

If the User already has liability coverage they shall provide the Club with evidence of all required insurance prior to the event date. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the Club, the User agrees to provide certified copies of required insurance policies.

NOTE: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:

1. Name of the insurance company and the binder or policy number
2. Name and address of the Insured (user group)
3. Policy period (covering at least the period of the facility rental)
4. Description of coverage
5. Policy limits
6. Description of insured operation and location(s)
7. Signature of authorized representative and date

On-line insurance is available at www.eventpolicy.ca.

Cancellation Fee

All cancellations must be made in writing. Functions cancelled with more than 120 days notice prior to the event will be reimbursed all fees except for a \$50.00 administrative fee.

Music and Dancing Entandem.....

