



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

PURPOSE OF RENTAL: _____ Number of Guests _____

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

Room	Number of Guests	<i>Entandem With dancing</i>	<i>Entandem Without dancing</i>		
Banquet Hall	0-100	\$62.64	\$31.31	\$858.00	
Banquet	100-200	\$90.12	\$45.02	\$946.00	
Banquet Hall	200-300	\$187.91	\$93.95	\$968.00	
Previous day decorating /set up	When available	Max. of 3 hours		\$80.00	

Booking Policy: **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 30 days prior to the event (your original \$500.00 will then become the security deposit. Should damages occur and repairs exceed the damage deposit, the renter agrees to immediately pay the balance of the costs.
- Deposit is non refundable if you cancel the event within 120 days of the event.

Room	Number of Guests	<i>Entandem with Dancing</i>	<i>Entandem without dancing</i>		
Hubertus Lounge	40	\$62.64	\$31.31	\$220.00	
Choir Room	75	\$62.64	\$31.31	\$240.00	
Games Room	40	\$62.64	\$31.31	\$126.00	
Library	12			\$ 70.00	

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Equipped Commercial Kitchen Incl.dinnerware & cutlery	Renter must have a caterer's and/or business license and/or experience in a commercial kitchen	\$310.00 per day
Kitchen for serving & plating, incl.dinnerware & cutlery		\$250.00 per day

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	\$5.50 per tablecloth
	Checked tablecloths	\$3.50 per tablecloth
Dinnerware	Full settings	\$5.00 per person
Bar Service	Minimum of two bartenders Glasses, carafes, jugs and ice	\$50.00 per hour plus 15% (of total sales)
Water Service	Glasses,jugs,ice	\$1.50 per person

Any special requests - will be listed on the Final Confirmation Form – which is completed when the contract is finalized and pre-paid, no later than two 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: _____

Please note last call cannot be later than 12:00am

Bartenders are scheduled 30 minutes for set up and 30 minutes for clean up

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/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.”

- 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 area of the rental facility – never to be taken outside.
- Family SEP 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 Two Million Dollars (\$2,000,000.00), 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.

Property Damage and Cleaning A site inspection will be done prior to occupancy, including pictures of the rented space and again after the function, to ensure no damage is done. All repairs to damages are subject to a minimum \$75.00 per hour fee plus materials.

Any additional cleaning required above the normal is subject to a \$50.00 per hour cleaning rate. These fees will be deducted from the damage deposit.

The kitchen must be cleaned and left in the same condition as upon arrival. All garbage must be removed by renter. If it does not meet industry standards, additional cleaning to the kitchen will be subject to a \$200.00 fee.

Security

If Club employees witness any suspicious activities and are required to deal with a guest not following the terms of this rental agreement there will be an automatic \$200.00 (two hundred) dollar fine and/or the event may be ended. The renter may be required to hire Security Guards for an event as deemed necessary.

The renter is required to make sure the guests;

- smoke only in the designated smoking area
- do not bring in unauthorized alcohol
- do not have any banned and/or illicit substances
- do not deface/damage the facility or the surrounding area, and
- remain quiet outside the hall

As per Section 11 (1) of the noise bylaws, which state *no noise that disturbs the neighbourhood is allowed after 10:00 pm*, all doors must be closed after 10:00 pm. **If a noise complaint is made, the renter will be responsible for all fines incurred.** Signs are on the doors.

Loss of Property and Theft

The Victoria Edelweiss Club will not be responsible for damages or loss of any personal property and equipment left unattended prior to, during or following any function.

****Confetti or rice throwing and open flame candles are strictly prohibited****

Rates are subject to change without notice

I have read the Edelweiss Club Rental Agreement and agree and understand that the Edelweiss Club will only deal with the person(s) named on this agreement. I also understand that all bookings are for space are "as is". No special equipment/tables/services/setup other than as specified in the "Final Confirmation Form" will be provided. Any changes to the Final Confirmation form must be made in writing at least two weeks prior to the event date.

_____ Date _____
Signature of User(s)

_____ Date _____
Signature of the Edelweiss Club Representative

Thank you for your interest in the Victoria Edelweiss Club. For further information or to arrange a tour, please call Anne Sharpe at 250-743-3558 or leave a message at 250-383-4823 or email at victoria.edelweiss.club@gmail.ca