

*A Place for
Everyone!*



Read & Initial

Cedarheritagecentre.org

September 2017

ATTENTION: MEMBERS/RENTERS

The Cedar Heritage Centre request that following documentation is filled out and returned to the Centre's office administrator for our files as soon as possible.

Please be advised that the Cedar Heritage Centre has a yearly membership fee and an administration fee that is illustrated on the rental agreement.

The Centre would also like to remind each renter to be *courteous* of other renters and to do so, please ensure the following:

Clean-up after room usage:

- Sweep floors
- Stack and put away chairs and tables.
- Kitchen area & dishes are to be left clean & tidy
- All lights including bathroom lights turned off

- All renters are responsible for their instructors and class attendee's actions. Please ensure you discuss expectation with them.
- An additional \$20.00 cleaning fee will be applied to your invoice if the rental space is not cleaned after each usage.
- Please do not use other renters' supplies in the cupboards/drawers.

We thank you for your understanding and support; we hope that you will enjoy the use of Cedar Heritage Centre.

If you have any questions, or concerns, please feel free to contact the Building Administrator at (250) 618-4124 or email us at cedarheritage@shaw.ca.

Sincerely,

CEDAR HERITAGE CENTRE

Darlene Plaxton, Building Administrator

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Membership Rates

Become a member of the Cedar Heritage Centre family, and get reduced rental rates every time you use the facility, as well as discounted rates at Heritage Centre sponsored events!

Yearly Membership Fees:

Category	Fee
Family (applies to individual & immediate family)	\$20.00
Non-profit Society / Club	\$25.00
Business (50 employees or less)	\$50.00
Corporate	\$100.00

- Memberships are annual and renewable each September for the subsequent year.
- Memberships are non-transferable and rates are not portioned.
- All group memberships must supply a list of names of people who are authorized to use their membership.
- Any donations made to the Cedar School & Community Enhancement Society on behalf of the Cedar Heritage Centre that exceed \$100, may request a free membership along with their donation.

Rental Rates

Rental Frequency	Member Rate	Non-Member Rate
Once /Week (6 wks & over)	\$8 /hr	\$12 /hr
Once / Week (1 to 5 wks)	\$9 /hr	\$13 /hr
Once / Month	\$10 /hr	\$15 /hr
Occasional	\$15 /hr	\$20 /hr
Full Day (up to 8 hrs)	\$75/day	\$100 /day

An administration fee will be applied to each separate booking of \$15.

For children's Birthdays; ask for special rates. Rentals will be taken on a first come - first serve basis. There are no restrictions on when the space is booked or for how long per event, unless there is more than one person wanting to reserve it. In the event that there is a discrepancy about the availability of a time-slot, then the following chart will act as a guideline to determine availability. The person who inquired first will have the option to rent the full time-slot or surrender it to the next person who is inquiring about it.

All rentals must be book ed through staff;

Rental Agreement filled-in prior to occupancy.

Rentals are a minimum of 1.5 hours with 15 minutes allotted for set-up and 15 minutes clean-up.

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Rental Application

Name of Applicant: (organization/individual): _____

1. Contact Person : _____ Phone # : _____

Address: _____ City: _____ Prov: _____

Postal Code: _____ **Email:** _____

2. Alternate Contact Person: _____ Phone # _____

3. **Invoice Name** : _____ Phone # _____

Address: _____ City: _____ Prov: _____

Postal Code _____ **Email** _____

Date (s) required: _____ **Time (s):** _____

Please Circle: Weekly; Bi weekly; Monthly; Occasional; Other (please specify)

Current Member: yes / no **New Member:** yes / no

Facilities requested: Room A _____ Room B _____

Payment: Facilities and Equipment: _____ Deposit: _____

Cedar Heritage Centre Rental Agreement

1. Renters are responsible for equipment set up and take down. For an additional charge, arrangements can be made for this to be done by CHC. Arrangement must be made 48 hrs in advance.
2. Facilities must be left in an orderly and clean state. (Chairs / table returned to original location, dishes clean and put away , light and fans turned off, etc.)
3. Key arrangements are made with the CHC manager or representative. Unauthorized key use or access is strictly prohibited.
4. A refundable damage/key deposit may be required.
5. Payment for rentals and deposits are as follows:
 - a) Deposits are required in full upon application of first rental.
 - b) Occasional booking are due in full at time of booking.
 - c) Ongoing bookings will receive a monthly invoice.
6. Interest will accrue on outstanding balances over thirty (30) days, at 18% per annum or 1.5% per month.
7. Unauthorized use of telephone is strictly prohibited.
8. CHC is a non-smoking building. Alcoholic beverages are not permitted on the premises without prior CHC management permission; a valid LCB permit; a valid Special Event Insurance policy; and a copy of each of the foregoing on file with the CHC prior to the event.
9. Instructors of classes, not sponsored by CHC must carry their own liability insurance and provide the CHC with a copy of their current policy before classes begin. Failure to do so will result in a delayed start day for classes.
10. On-site storage of supplies and equipment is available for an additional charge.
11. Notice to regular renters: occasional changes to your scheduled time slot may occur in order to accommodate special events.
12. **Renters must give minimum of 5 days' notice of scheduling changes.** A minimum \$20 charge will apply to all cancellation or rebookings without stated notification.
13. Renters are liable for all damage done in the building and to equipment during tenancy. Damage must be reported to CHC Manager.
14. This rental agreement is subject to termination without cause upon 30 days written notice by either party.

Signatures _____

Applicant

Date _____

CHC Representative

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Membership Application Form

***Membership Type:** (please circle one)

Fee

- | | |
|--|-----------|
| <input type="checkbox"/> Family (individuals & immediate family) | \$ 20.00 |
| <input type="checkbox"/> Non-Profit Society / Club..... | \$ 25.00 |
| <input type="checkbox"/> Business (25 employees or less)..... | \$ 50.00 |
| <input type="checkbox"/> Corporate | \$ 100.00 |

Member's Name: _____ Date : _____

Address: _____

City : _____ Postal Code: _____

Phone : _____ Email: _____

Family/ Group Member Names:

- 1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____

***Memberships are non-transferable are renewable annually on September 30 .**

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WAIVER OF LIABILITY

In consideration of the Cedar School and Community Enhancement Society allowing us to use, rent, occupy or otherwise enjoy premises owned, maintained, rented or occupied by the Cedar School and Community Enhancement Society, I/WE _____ hereby forever release, discharge, and forgive the Cedar School and Community Enhancement Society, its directors, officers, employees, volunteers and agents from and against all claims, actions, accounts, liabilities or indemnities, arising out of any damage, accident, mishap, injury or loss as may occur during the conduct of or arising out of the activities of _____ (program) while using or occupying the premises operated by the Cedar School and Community Enhancement Society.

AND we hereby acknowledge and agree that in consideration of the Cedar School and Community Enhancement Society allowing us to carry on activities on its premises, that we will not seek contribution or indemnity from the Cedar School and Community Enhancement Society or its directors, officers, employees, volunteers and agents with respect to any action brought against us concerning any loss, damage or injury alleged to have occurred, arising out of our use of the premises maintained and operated by the Cedar School and Community Enhancement Society.

I/WE also acknowledge and confirm that as a condition of our use of the premises maintained and operated by the Cedar School and Community Enhancement Society, that we shall obtain, and maintain a policy of insurance, which, in the opinion of the Cedar School and Community Enhancement Society, provides adequate coverage for liability arising out of any accident, loss, damage or injury as may occur in connection with our use of the premises.

I/WE _____ have signed this waiver of liability form having obtained, or having had the opportunity to obtain independent legal advice with regards to the operation and effect of this document.

DATED at the Cedar Heritage Centre of Nanaimo, in the Province of British Columbia, this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

Title: _____

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September 2017

Key Distribution for the Cedar Heritage Centre (CHC)

Member: _____

You have been given ____ key(s) to allow access to the CHC facilities. Loss or damaged keys are to be reported immediately to Building Administrator. A \$25 fee per key may be charged to replace loss or damaged keys. **Do not** copy, lend, or pass on the keys to anyone that is not authorized as a key holder. Your key must be returned at the end of your rental agreement.

Your key numbers is/are _____.

Please provide names and contact info for your key holders

Key #	Print Name	Signature

Thank you for your patronage.

Darlene Plaxton, Building Administrator