



Okanagan Landing & District COMMUNITY ASSOCIATION

Servicing the Community
Since 1949

OKANAGAN LANDING DISTRICT COMMUNITY ASSOCIATION
7813 Okanagan Landing Road Vernon BC V1H 1H2
Web: www.okanaganlanding.com
Email: hallrental@okanaganlanding.com

Paddlewheel Hall Rental Fees 2019

HOURS OF RENTAL ARE FROM 9AM TO 12AM (the following morning)

High Season — April 1 thru October 31

Monday/Tuesday/Wednesday/Thursday	\$880.00/day
Friday/Saturday/Sunday	\$1320.00/day

Low Season January 1 thru March 31 / November 1 thru December 31

Any day of the week	\$880.00/day
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Hall Rental by the Hour will be \$80.00/hour
(There is a maximum of 6 hours rental by the hour. Anything over 6 hours will be considered full day rental and charged accordingly.)

Weddings cannot be rented by the hour. They are considered Full Day Rentals

Registered Charities – full day rental	\$400.00/day
Or by the hour, if under 6 hours	\$65.00/hour

At the time of Booking, the full rental fee will be required.

Other fees will be paid, in full, a minimum of 30 days before event. This includes:
Insurance/Cleaning /SOCAN (if music is played)/Damage Deposit

Deposit will be returned minus \$100 booking fee if event is cancelled 121 days before event.

60 to 120 days before event will only be refunded 50% of Hall Rental

1 to 59 days before event there will be no refund

There is a \$100 **non refundable** booking fee.

For more information, please leave a message at 250-542-2500.



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Okanagan Landing Community Hall Rental Agreement/Contract
7813 Okanagan Landing Road, Vernon, BC V1H 1H2 Phone: (250) 542-2500
Website: www.okanaganlanding.com Email: hallrental@okanaganlanding.com

Rental information and rates—2019:

Event Type: _____ Date of Event: _____

Renter's Name(s)/Organization: _____

Renter's Mailing Address: _____ Postal Code: _____

Renter's Phone #: _____ Email: _____

Who to contact after event: _____ Ph: _____ Email: _____

Time In: _____ Time Out: _____ Music and/or Bar ends by: _____

Event must be moved from Deck into Hall by 11pm in accordance with Bylaws and being "good neighbors". _____

Events ending at 12am must have clean-up complete by 1am (please initial in the place provided). _____

Booking Fees and Deposit:

Hall Rental: \$_____ (Due upon signing of contract)
Cleaning Fee: ___\$150___ (Assn. cleaner, monies held on deposit and paid by OKLDCA)
License Fee to SOCAN: _____ **Dancing: yes___(\$66.66) no___(\$33.31) NA___**
Insurance: _____ (Agent is Capri Insurance - \$60 no alcohol, \$160 with alcohol)
Security Deposit: ___\$500___
Set-up Rental: _____
Total Amount: \$_____

Cancellation Fees (please initial in the place provided)

If event is cancelled 121 days before the event, a full refund will be issued less a \$100 booking fee. _____

If event is cancelled 60 to 120 days before the event, 50% of the Hall Rental Fee will be refunded. _____

If event is cancelled 1 to 59 days before the event, there will be no refund. _____

Balance: _____ **Security Deposit, Cleaning Fee, SOCAN, Insurance (Due a minimum of 30 days prior to event along with Insurance Certificate or risk cancellation of booking.)** _____

Note: Booking date greater than one year from event date subject to possible rental fee adjustment.

I, _____ have read and understand the terms and conditions of this rental agreement/contract including information overleaf.

Renter sign & date

OKLDCA sign & date

Thank you for selecting Paddlewheel Hall for your event. This hall is owned and managed by the OKLDCA, a registered non-profit charitable society. We function as a 100% volunteer member group. Our mission statement in part states: "to improve the conditions and advance in every way, community life in the Okanagan Landing & district area." Our objective is to provide Paddlewheel Hall at the most reasonable rates and to maximize the beautiful setting for the user's event. In that regard, we solicit all users to assist us to keep our hall in a pristine condition for everyone's enjoyment. *Please note, you are only renting the Paddlewheel Community Hall and Deck. All other spaces in the park, including the Pavilion and Parking Lot Area, are public spaces.* _____ (initials)

General Agreement and Terms of Rental Contract:

- Charge of \$75.00 will be made for each NSF cheque.
- All cheques must be made payable to Okanagan Landing & District Community Association (OKLDCA)
- Maximum of 250 people in accordance with fire regulations.
- Hall is non-smoking, receptacles are provided on deck.
- Set up and take down times are to be included in hall rental time.
- Decorations may be put up on the hooks located within the hall
- **Green painter's tape may be used. Absolutely no duct tape, nails or any type of adhesive may be used on walls or tables or chairs.**
- If alcohol is to be consumed on the property, it is the renter's responsibility to obtain the necessary BC Liquor License. Online contact: solo.bcldb.com
- No confetti of any kind (i.e. paper, bubbles, rice, etc.) allowed. No straw or hay allowed. OKLDCA will assess a \$100 charge if this has been used.
- All hall chairs and tables must only be used in the hall and on the deck. You are not to take them outside for use on the beach or green spaces.

_____ (initials)

During Event:

- Renters have use of hall, kitchen and deck.
- Alcohol is **not** permitted on the grassed front of the hall, parking lot and beach since they are public areas.
- Indoor or outdoor barbecues, electric, charcoal or gas are not permitted inside the hall.
- All doors and windows must be kept closed during the event while air conditioner is operating.
- Be mindful of any fire situations, and or activities that may result in damage.
- Hall outlets are marked on the breaker panel. 15 amp service, do not overload.
- For spills, a cleaning bucket/mop is located in electrical room.

_____ (initials)

Immediately after Event:

- Review and complete the Clean-up Checklist
- Remove all user items brought into the hall for the event (decorations, rented equipment, dishes, food)
- Ensure chairs are cleaned. Stack chairs on trolleys/carts no more than 10 high. 10 stacks (100 chairs) remain in hall at designated location. Other chair stacks to be placed neatly in the storage room.
- Ensure tables are cleaned. Place tables on the carts provided, no higher than handle. Place 2 carts in hall at designated location. Other tables to be placed on the black cart and stored in the storage room.
- Remove any green painter's tape.
- Dust mop and pick up all garbage/debris and place in bags
- Place all garbage in dumpster located in parking lot. Lock dumpster. (Lost lock will result in a \$50 charge)
- Ensure deck gate, dumpster, doors and windows are closed and locked and all lights are off.
- **Complete the Rental Clean-up Checklist and leave on kitchen table**
- **Leave keys on kitchen table.** (Lost keys will result in a \$100 charge)

_____ (initials)

Please note: that the any damage or failure to comply with any of the above will result in the loss of some or all of the Security Deposit. Where the cost exceeds the \$500 Security Deposit, the extra cost will be billed to the renter.

The OKLDCA is not responsible for theft or destruction of personal property while on the premises.