

### **Terms and Conditions Governing Parkview Community League Facilities Rental**

**Reservations:** Persons wishing to rent the facility must be at least 20 years of age. If alcohol is being served, the renter must be 30 years or older.

**Payment:** Facility booking is effective only after the Parkview Community League (PVCL) facility Rental Agreement has been signed, and the rental deposit (at least half the rental amount if the booking date is more than 2 months from the signing date) has been paid to PVCL. The balance of the rental amount is due two (2) months prior to the rental date. Payments can be made online with Paypal or credit card, by cheque payable to Parkview Community League, or cash. An NSF cheque will forfeit the Agreement and be subject to a service fee of \$20.

**Additional Rentals:** Additional items being rented are to be left clean, and in good working order after the event.

**Facilities Access:** A four digit code will be issued to the renter. The code may be shared with others as determined by the renter, at the renter's responsibility. At the end of each session, the renter will ensure that all doors are firmly closed and locked. If a key is issued to the renter it must be returned at the end of the rental.

**Facility Condition & Cleaning:** It is the renter's responsibility to view the facilities prior to their event. If the facility is not clean or in good order, the renter should contact the PVCL rental agent prior to the event. The renter is responsible for cleaning the centre according to the cleaning checklist provided by the rental agent. Within 24 hours after the event, the rental agent will inspect the facility and report any discrepancies (areas not cleaned or damages) to the renter. If the facility requires additional cleaning after an event, this will be done by PVCL for a fee of \$50 per hour (minimum ½ hour increments). The damage deposit will be retained or refunded on completion of post-event inspection.

**Facility Use:** The capacity of the main hall is 231. In order to comply with fire regulations renters must not exceed the stated maximum capacity. Should an official inspection find the number of guests in excess of the capacity, the renter will be responsible for any fines incurred.

The facility kitchen is considered a “finishing” or warming kitchen only. Preparation of food that entails grilling, frying or deep frying with oil and grease are strictly prohibited. Grilling or barbecuing are only allowed outside the building on the concrete pad provided on the south side of the facility.

**Smoking:** The Parkview Community League building is declared a non-smoking environment. Smoking is allowed outside more than 15 meters from the facility. Cigarette extinguishers/butt containers are located on the west, north and south sides of the building.

**Alcohol:** Whenever alcohol consumption is expected, the renter will obtain **third party host liquor (special event) liability insurance**. The insurance can be obtained from an insurance broker of the renter's choice. It is the renter's responsibility to obtain a **liquor permit**. The permit must be displayed in a visible area where the alcohol is being served. Consumption of alcoholic beverages is restricted to the facility and immediate south side patio area only. PVCL reserves the right to terminate the sale or use of alcoholic beverages at the discretion of the PVCL rental agent or executive member of PVCL. PVCL accepts no responsibility for issues that may arise as a result of the distribution of alcoholic beverages.

**Parking:** Parking in the Parkview Centre parking lot is not exclusive to the renter unless otherwise agreed to by PVCL.

**Damages:** A damage deposit of \$500.00 - \$1000.00 (cheque or cash) will be retained by PVCL on the day of the event upon checkin, and held until satisfactory inspection of premises post event. PVCL reserves the right to pay damages incurred to the facility as a result of the event, or cleaning required, from the damage deposit. Further, **the renter will pay PVCL for any costs due to damages or cleaning as a result of the event in excess of the Damage Deposit.** If applicable, a refund of the damage deposit will be issued to the renter by PVCL within 96 hours of post rental inspection approval.

“Damages” includes the cost of repairing or replacing a loss to the facility or its contents, and loss PVCL has incurred as a result of the renter failing to fulfill any portion of the Parkview Community League facility Rental Agreement.

**Liability:** The renter is jointly and severely liable for the performance of all conditions under this agreement. **Failure to comply with any of the above conditions will result in immediate suspension of activities and eviction from the premises.**

**Cancellation:** If the renter should want to cancel the Agreement, PVCL should be notified as soon as possible. Refunds will be issued as below:

Cancellation Notification Prior To Event	Refund
60 or more days	All but \$85.00 will be refunded
30 – 60 days – and if PVCL is able to schedule another event	Up to half of the rental amount will be refunded.
Less than 30 days	No refund.

### **Definitions**

“Renter” refers to the individual(s) or party or representative of such person(s) who are renting the facility.

“PVCL” refers to the Parkview Community League.

“Facility” refers to the portion of the facility of the Parkview Community League being rented.

“Event” means any time during which the renter has access to or use of the facility.

“Agreement” means the Parkview Community League Facility Rental Agreement including the Terms and Conditions Governing Parkview facility Rental.