

THE CENTRE FOR ACTIVE LIVING 50+

RENTAL POLICY

This facility is conveniently located in Brentwood Bay close to the Pat Bay Highway, West Saanich Road, and Keating X Road. It has several different types of spaces suitable for a variety of events including meetings, private parties, and concerts. Ample parking is available. There is a no smoking policy throughout the facility.

Rentals will be considered if they do not interfere with CSSCA regular activities, and must meet with the approval of the Rental Coordinator who reports to the Board.

General Guidelines.

1. A CSSCA member wishing to rent all or part of this facility for a preferred rate must possess a current membership and have been a member in good standing during the past two (2) years.
2. All Rental Application Agreements must be signed by the applicant and the rental costs paid in full by the applicant prior to the start of the scheduled event. A \$200.00 Damage Deposit must accompany the Rental Application.
3. The applicant must provide CSSCA with a copy of a liability insurance policy covering this event prior to its scheduled date. The policy must contain a minimum of \$2,000,000 (two million dollars) of liability insurance with CSSCA added as an insured facility.
4. The renter may choose to obtain liability insurance coverage through Seafirst Insurance Brokers, 7178 West Saanich Road, Brentwood Bay, BC, V8M 1K3, phone 250-652-1141. An application will be provided upon request.

Building Capacity.

1. The maximum occupancy of each rental area is determined by the Annual Fire Inspection Certificate posted in that area. This number includes guests, catering staff, entertainers, and any other individuals attending the event.
2. Currently the maximum occupancy of the main hall is: 191 individuals. Users must maintain clear access to all exits. The maximum capacity of the lower hall is 112 individuals.

Rental Fees.

1. Meetings and events sponsored by the Municipality of Central Saanich and the Emergency Response Team are held without charge.

2. CSSCA members renting for personal parties and celebrations for themselves or immediate family members (spouse, children): \$25/hour up to a maximum of \$ 200, plus \$ 200 damage deposit.
3. Non-members, Government, Political, Religious and Commercial groups holding parties, meetings, seminars, etc.: \$40/hour up to a maximum of \$ 320, plus \$ 200 damage deposit. This does not apply to those who rent on a regular basis.
4. The Renter is responsible for the full amount of any damage caused over and above the damage deposit. The rental space will be inspected for damage after the event and the decision of the Rental Coordinator will be final. CSSCA will not be responsible or liable for injuries arising from or during the use of these premises for this (these) events.
5. Building access is restricted to the rented area specified in the Rental Agreement and includes the use of washroom facilities within that area.

Equipment Rentals

1. There are additional charges for the following items:

Audio Visual Equipment	\$ 30 (microphone, projector, laptop, screen)
Audio System ONLY	\$ 20
Kitchen	\$ 30 (fridge and coffee urn)
Kitchen Equipment	\$ 60 (dishes, cutlery, fridge, stove, coffee urn, dish sterilizer)
Tables + Chairs set up and take down	\$ 75

2. Use of any of the above items must be requested on the application and approved prior to the event.
3. All equipment and supplies must be returned to their original location as found.

Alcoholic Beverages.

1. When alcohol is to be **sold**, a Special Occasion License issued under the BC Liquor Control and Licensing Act must be obtained by the renter prior to the event and posted in the area where it is served during the event.
2. Individuals serving alcohol must have a valid Serving It Right Certificate posted with the Special Occasion License. Alcohol must be consumed in the area outlined in the rental agreement.
3. CSSCA assumes no responsibility or liability that ensues as a result of the distribution or consumption of alcoholic beverages.

Food Services.

1. Staffing, seating arrangement, operation and distribution of food and beverages are the responsibility of the Renter.
2. The Renter must remove all left-over food and beverages from the building at the end of the event.
3. Dishes must be washed, run through the Sterilizer, and returned to their original location.
4. Garbage must be placed in the receptacles provided.

Decorations.

1. Decorations used inside and/or outside the CSSCA building must not leave any visible marks when removed. Push pins, staples, nails, masking tape, duct tape and extra sticky tape must not be used. Allowable items include blue gum, painters tape or string to hang items.

Damage Deposit.

The Damage deposit will be used if the building is not left in the original condition.

Cancellation of an Event.

1. The Rental Coordinator may cancel an event if there is an urgent need for the facility by an Emergency service in time of disaster or if circumstances beyond the control of the CSSCA make the facility unfit for use. In this instance the Renter will receive a full refund.

Safety and Security.

1. The Renter will be issued keys prior to the event and will arrange with the Rental Coordinator for their return. A \$25.00 fee will be charged for any lost keys.
2. The Renter is responsible for the conduct of everyone participating in the event. This responsibility applies to the interior and exterior of the building, the grounds and parking lot, and all equipment and supplies.
3. The Renter must know the location of the First Aid Kit, AED, fire alarms, and fire extinguishers.
4. The Renter must vacate this facility by the end of the time on their Rental Agreement. Evening events must end at midnight.
5. All windows and interior doors must be closed and all lights turned off.
6. Exterior doors must be locked.

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