



# West Vancouver Community Arts Council

Rental Agreement – Silk Purse Arts Centre Gallery (1570 Argyle Avenue, West Vancouver)

## Who is renting?

Individual or Artist Member<sup>1</sup>

Membership expires: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alliance Member<sup>1</sup>

Membership expires: \_\_\_\_\_

Name of group: \_\_\_\_\_

First name of representative: \_\_\_\_\_

Last name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## When is the event?

Single Rental

Date and start time<sup>2</sup>: \_\_\_\_\_ at \_\_\_\_\_  AM  PM No. of hours: \_\_\_\_\_

Recurring Rentals

Date and start time<sup>2</sup> first rental: \_\_\_\_\_ at \_\_\_\_\_  AM  PM No. of hours each: \_\_\_\_\_

Recurrence pattern (e.g. "Every Wednesday") \_\_\_\_\_

End date: \_\_\_\_\_ Total hours booked: \_\_\_\_\_

## Which rate applies?

Individual or Artist Member

**Each hour or portion**

\$40/hr

Alliance Member

\$25/hr

Alliance Member (discounted rate, if more than 8 hours booked at this time)

\$21/hr

## What are the setup requirements?

Setup/takedown by renter

No. of folding chairs requested: \_\_\_\_\_

Setup/takedown assistance from WVCAC staff (\$30 extra)

No. of folding tables requested: \_\_\_\_\_

WVCAC's piano will be used

Alcohol will be served<sup>3</sup>

## Payment calculation

\_\_\_\_ hours or portion @  \$40/hr  \$25/hr  \$21/hr (from rate table above) \$ \_\_\_\_\_

Plus setup/takedown assistance from WVCAC staff (\$30 extra per occasion; optional) \$ \_\_\_\_\_

Equals total payable for this booking \$ \_\_\_\_\_

## Payment due

### Single Rentals:

Deposit due now **\$ 25**  
 Balance due not later than \_\_\_\_\_ (2 days before rental date) \$ \_\_\_\_\_

### Recurring Rentals:

Deposit due now (will be credited against final month's payment) **\$ 25**  
 Recurring payment due not later than 1st day of each month starting \_\_\_\_\_ \$ \_\_\_\_\_  
 (payable in advance of that month's rentals)

## Terms and Conditions

<sup>1</sup>Renter's WVCAC membership must be in good standing on the date of each rental; cost is not included in rental rates.

<sup>2</sup>Premises will be made available to renter 15 minutes prior to specified start time at no additional charge. If additional preparation time is required, the full hourly rate applies.

<sup>3</sup>Alcohol may not be served unless renter has obtained an appropriate Special Occasion Licence from BC Liquor Control.

Renter is responsible for retrieval, setup/takedown, and return to storage of folding chairs and tables unless assistance from WVCAC staff has been booked in advance (\$30 extra per occasion; optional).

Cancellation must be communicated to WVCAC's authorized representative at least 4 days prior to the rental date, to avoid renter's liability for the balance due (or the next recurring payment, whichever is applicable). Deposit is non-refundable.

Renter must comply with all District of West Vancouver noise and fire bylaws and regulations. This includes that all exits are kept clear and that the seating capacity of 65 inside and 125 inside/outside is not exceeded.

Renter agrees to indemnify WVCAC and District of West Vancouver against all claims from third parties that arise out of or are attributable to renter's use or occupation of the premises.

Renter agrees to reimburse WVCAC and District of West Vancouver for all damage caused to the premises and contents arising out of or attributable to renter's use or occupation of the premises.

### AGREED.

Name and signature of renter: \_\_\_\_\_

Name and signature of WVCAC authorized representative: \_\_\_\_\_

Phone: 604-925-7292; E-mail: rentals.wvcac@shaw.ca

Date of agreement: \_\_\_\_\_  Deposit received  Payment in full received