



West Vancouver Community Arts Council

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

Who is renting?

Individual or Artist Member¹ Membership expires: _____
 First name: _____ Last name: _____
 Phone: _____ E-mail: _____

Alliance Member¹ Membership expires: _____
 Name of group: _____
 First name of representative: _____ Last name: _____
 Phone: _____ E-mail: _____

When is the event?

Single Rental
 Date and start time²: _____ at _____ AM PM No. of hours: _____

Recurring Rentals
 Date and start time² first rental: _____ at _____ AM PM No. of hours each: _____
 Recurrence pattern (e.g. "Every Wednesday") _____
 End date: _____ Total hours booked: _____

Which rate applies?

<input type="checkbox"/> Individual or Artist Member	Each hour or portion
<input type="checkbox"/> Alliance Member	\$40/hr
<input type="checkbox"/> Alliance Member (discounted rate, if more than 8 hours booked at this time)	\$25/hr
	\$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 served³

Payment calculation

_____ hours or portion @ \$40/hr \$25/hr \$21/hr (from rate table above) \$ _____
 + Setup/takedown assistance (\$30 extra per occasion; *optional*) \$ _____
 + Rental supervisor fee (\$40 extra per occasion; *mandatory for Individual Members*) \$ _____
 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

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

²Premises 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.

³Alcohol 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