

Quatse Salmon Stewardship Centre Rental Agreement 2018

Welcome and thank you for your interest in the Quatse Salmon Stewardship Centre and related facilities for your event. All proceeds generated by facility rentals support salmonid enhancement, conservation and education efforts on the Northern Vancouver Island.

Please read this entire agreement as it must be completed and submitted in full before a secure booking can occur.

Meeting Room Rentals

The Quatse Salmon Stewardship Centre's meeting room is the perfect space to host meetings, workshops, courses, special events such as birthday and retirement parties.

Rental of the meeting room includes the use of 8 mahogany tables, 30 upholstered chairs, as well as the use of the wheelchair-accessible washrooms. If required, 6 PVC folding tables and 30 plastic chairs are available at an additional set up fee.

Kitchen Rentals

Our fully equipped kitchen has generous counter space and a central island for food preparation and serving. Use of the fridge, stove, microwave and dishwasher, as well as dishes, cutlery, and glassware, are included in the rental. Coffee maker and kettle are provided, but **please bring your own coffee/sugar/cream/etc.**

Audio and Visual Equipment Rentals

Audio and visual equipment is available for an additional rate. Please let us know ahead of your meeting which equipment you require, as some advance set-up may be necessary. We do not have speakers. Please bring your own if you require sound.

Salmon Centre Rentals

Our interpretive gallery is a unique educational facility and great for birthday parties. The Salmon Centre features several educational displays and exhibits including the large donut aquarium that houses juvenile coho salmon and other freshwater fish, a mini-theatre, interactive displays, games and Corey's Wall which displays local marine life.

Rental Rates

	Weekdays (Mon- Fri, 8:00-4:00)	Evenings and Weekends
Meeting Room	\$25/hr	\$35/hr
Kitchen	\$50/half day (4 hours and less) \$100/full day	\$50/half day (4 hours and less) \$100/full day
Stewardship Centre	\$40/hr	\$40/hr
Audio/Visual Equipment	\$15/half day (4 hours and less) \$25/full day	\$15/half day (4 hours and less) \$25/full day

- Bookings require a **minimum** rental of 2 hours.
- Full facility rentals (Meeting Room, Kitchen, and Stewardship Centre) are available for a package price of \$65/hr during business hours and \$75/hr evenings & weekends.
- All prices are given before GST.

Bookings and Cancellations Policy

In order to secure a booking, **we must have valid credit card information included in this signed rental agreement.** Rental agreements can be returned via email manager@thesalmoncentre.org or in person here at the QSSC. We do work in the field often, so please call ahead 250-902-0336 if you plan on dropping it off.

Cancellations must be made by phone or email 7 days before the scheduled event. Renters that cancel after this time can expect full payment for their event to be charged to the credit card we hold on file with no chance of returns. Any booking/cancellation questions or concerns can be addressed with the QSSC manager.

Damage Policy

The renter assumes **all** responsibility for the condition of the facility, equipment, exhibits and displays of the Quatse Salmon Stewardship Centre. Costs to repair or replace building structures, property, belongings damaged, stolen or destroyed during the time in which the rental date(s) take place are the responsibility of the lessee.

Liquor Distribution and Consumption Policy

It is required by law in Canada where any event or function that is to take place on private or public property, in which alcohol and liquor is to be sold, distributed, and/or consumed; that a Special Event Permit (or equivalent for your event) be obtained by the renter or a member of the that party. The applicant of the Special Event Permit **must have** Serving It Right certification. The cost to obtain a Special Occasion Event Permit providing Serving It Right certification is that of the applicant alone.

It is the policy of the Northern Vancouver Island Salmonid Enhancement Association and the Quatse Salmon Stewardship Centre that all functions and events in which alcohol and liquor is to be sold, distributed, and/or consumed that Special Events Liability Insurance be purchased by the renter and that **both the Northern Vancouver Island Salmonid Enhancement Association (referred to as NWISEA herein) and the Quatse Salmon Stewardship Centre be named as the additional insured.** This is mandatory to ensure that the Quatse Salmon Stewardship Centre and related facilities and organizations are waived of all responsibilities and of any damage and/or harm incurred by any party member.

Documentation of a valid Serving It Right certificate, Special Event Permit, and a copy of the Special Events Liability Insurance policy must be provided to the Quatse Salmon Stewardship Centre **7 days prior** to the date of the rental. In the event that adequate documentation is not provided, NWISEA and the Quatse Salmon Stewardship Centre require the event to be alcohol free or alternately reserves the right to deny the booking.

NWISEA and the Quatse Salmon Stewardship Centre strongly encourage the use of taxi services or making arrangements for alternate transportation when required. **It is not** the responsibility of the NWISEA, the Quatse Salmon Stewardship Centre, and staff to make or provide alternate transportation.

Additional Information

Please note the following:

- All rentals have an 11pm curfew, unless otherwise arranged with the stewardship centre manager.
- Rental rates are subject to change without notice.
- Renters are responsible for clean-up of the space. Dishes must be loaded into the dishwasher, counters and tables wiped down, interpretive centre exhibits put back to the original condition.
- Additional cleaning fees may apply.
- This is a **NO SMOKING** facility. There is no smoking anywhere within the compound.
- There is **NO PARKING** inside the fence. Please park in the parking lot outside the compound. You may drive in to unload and load supplies however please be cautious of our staff, hatchery trucks and equipment, tourists/guests and children.

THE FOLLOWING MUST BE COMPLETED IN FULL BEFORE SECURING A BOOKING

Name or Group _____

Number of people attending: _____

Event Date: _____

Event Time: _____

Room(s) requested - Please circle (meeting room/kitchen/stewardship centre)

A/V equipment you would like to include:

Will alcohol be sold, distributed or consumed? _____

_____ If yes, I understand that I am **legally required** to obtain and provide a copy of a Special Event Permit which is purchased online through The Government of British Columbia webpage. I also understand a member of your party must hold Serving It Right certification.

_____ If yes, I also agree to obtain Special Events Liability Insurance (through a broker of your choice) and to provide a copy of the policy to the Quatse Salmon Stewardship Centre.

In signing below, I agree that all charges for rental, damages, cleaning, cancellation, or materials will be charged; that all collection fees, attorney, court costs or any expense involved in the collection of these charges will be borne by me in the country in which the indebtedness has incurred.

Rental Date(s): _____

Printed Name: _____

Signature: _____

Phone: _____

Email: _____

Valid Driver's License Number: _____

Credit Card Number: _____

Expiry MM/YY: _____ **CSC/CVV (3-4 digits on the back of the card):** _____