



4895 Bella Vista Road. Mailing Address: Box 566, Vernon, BC, Canada, V1T 6M4

HALL RENTAL POLICY

The following policy applies to all rentals of the Vernon Japanese Cultural Centre [Hereafter, referred to as the “Japanese Hall”]

1. The Vernon Japanese Cultural Society [Hereafter, referred to as the “VJCS”]’s first consideration for the use of the Japanese Hall is to meet the needs of the Japanese Hall is to meet the needs of the Japanese Canadian Community
2. The VJCS agrees however, that the hall should be used as extensively as possible by community organizations and other groups when not required for the Japanese Canadian community. Preference will be given to activities of educational, recreational or cultural value.

The Hall is available for weddings, wedding receptions or other individual or group rentals.

3. The VJCS reserves the right to make the final decision regarding permission to use its hall by any individual or group
4. The User, the User’s agents and employees, and participants and guests shall abide by and conform to all rules and regulations issued from time to time by the VJCS for the management and operation of the Japanese Hall
5. In this policy, the hall refers to the:
 - main hall
 - conference room
 - kitchen
 - janitorial room
 - washrooms

But does not include the:

- basement
- upstairs
- administration room
- kitchen dishes and cutlery



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RENTAL TERMS AND CONDITIONS:

The following terms and conditions shall apply to the rental and use of the Japanese Hall.

The renter should review all terms and conditions BEFORE signing the application form located at the back of this document

I. Application for Use

The Japanese Hall is not to be used without a signed agreement for rental except when used by the Japanese Canadian community, i.e. Keirokai, Children's Christmas Concert

Applications for rental must be completed and signed by the user two (2) weeks prior to any reservation being accepted. Once a rental application is approved, it becomes the rental agreement. **THE INDIVIDUAL OR GROUP USING THE HALL IS RESPONSIBLE FOR BEING AWARE OF ALL TERMS AND CONDITIONS RELATING TO THE RENTAL OF THE JAPANESE HALL.**

The application for rental must be signed by a person 19 years or older and of an official standing in the group. The rental form must indicate the responsible adult who must attend each and every use of the facility where children are involved

Any changes to the signed agreement must be done through the VJCS representative.

II. Continual Reservations

Continuing reservations (i.e. events occurring weekly or monthly) may be made on a yearly basis and must be renewed annually.

III. Payment of Rental Fees

All rentals will be paid in advance of the function by cheque. In the case of continuing rentals, payment must be made yearly.

The VJCS reserves the right to amend or change rental rates at any time



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IV. Rental Fees

Main Hall and Kitchen	\$50/hr	up to	\$235 / day
Conference Room	\$30/hr	up to	\$100 / day

V. Damage Deposit

A damage deposit of \$200 must accompany the rental application form.

VI. SOCAN Fee

The VJCS is required to collect a SOCAN fee of \$65.00 if the renter is playing copyrighted music. SOCAN is the Society of Composers, Authors and Musicians. No fee is required if the User has a letter from SOCAN that exempts them from paying the fee.

VII. Use of Equipment

No equipment is included in the cost of the rental of the hall except for tables and chairs. All equipment must be requested on the application form at the time that the application form is submitted for approval.

Users will take all responsible care for the safety of occupants and preservation of VJCS property & equipment while they are renting.

VIII. Cancellation

The renter must notify the hall rental manager of event cancellations at least 36 hours before the event was scheduled to start. The damage deposit can be returned quickly, but it may take a few days to reimburse rental fees.

Japanese Canadian Community has priority over Rental Agreements, and may preclude a rental activity on certain occasions. If the hall is required for the Japanese Canadian Community, it shall be made available to the Japanese Canadian Community, provided that the rental receives seven (7) calendar days notice to any such intended use.



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The VJCS assumes no responsibility whatsoever if cancellations are caused by power failure, furnace failure, Fire Marshall Regulations or other causes beyond the control of the VJCS.

Failure to comply with rental terms and conditions could result in immediate cancellation of the rental. In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.

IX. Supervision and Cleanup Charge

The organization authorized to use the facilities shall assume full responsibility for supervision of the activity and its participants. The adult designated on the rental application form will assume responsibility on behalf of the organization for the adequate supervision of all participants of the rental activity.

Adequate adult supervision must be provided for all minors.

The adult designated on the rental application form and / or the individual appointed by the organization, on duty throughout the occupancy will:

- Be available to assume supervision of individuals, especially minors, arriving in advance of indicated starting time.
- supervise entrance and adjacent areas to prevent unauthorized persons from entering the building
- Limit activities to the area assigned to the group and restrict participants to these areas only.
- Ensure that specified time of rental is adhered to.

The right is reserved by the VJCS to determine the suitability of the supervisor and to refuse to continue to permit a group to use the facility where the supervision is inadequate or unsuitable.



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X. Fire Regulations

Persons renting the VJCS facilities must acquaint themselves and comply with municipal bylaws and regulations; e.g. not exceeding seating capacity, keeping exits clear, etc.

XI. Protection of Floor

The use of footwear which would damage the floor or hall is strictly prohibited.

XII. Condition of Premises

The hall is rented "AS IS". Renters are restricted to the use of the facilities as stated on the approved application form. There is no guarantee, expressed or implied, on the part of the VJCS as to safety, suitability, or condition of the premises rented. The renter must accept the premises at their own risk

Renters are responsible for the set up and clearing of all tables, chairs and garbage.
PLEASE LEAVE THE HALL AS YOU FOUND IT PRIOR TO USE

XIII. Damage Loss or Theft

Groups using the Japanese Hall shall be responsible for the cost of repairing any damage occurring during use and/or of replacing any equipment lost or stolen during such use and shall pay any resultant costs.

A surcharge of \$50 shall be paid for each dance if the hall is used for dancing on a continuing basis by any one organization. This is to cover the cost of wear of the hall floor.



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XIV. Liability and Indemnity

All Users of the Hall [hereafter referred to as “User” or “Users”] shall provide their own property and liability insurance, as the VJCS does not provide any insurance protection for the benefit of the User. Notwithstanding the requirements for insurance as set out below for Users, it is understood and agreed by the parties hereto that the “User” agrees to indemnify and save expenses and costs which may arise or result, either directly or indirectly, from any damage or injury to any person, property allegedly occurring in connection with the use of the hall or grounds, the User’s agents or employees, participants or guests in programs or events conducted by the User.

The VJCS shall not be liable to any person whatsoever for any damage, injury, loss or claim arising out of the use of the buildings, facilities or grounds by the User, the User’s agents or employees, participants or guests in programs or events conducted by the User including, but not limited to, any damage, injury, loss or claim arising out of the use of the hall

The User shall be responsible for the defence of any suit brought against the VJCS on account of any claim alleging legal liability for the loss, costs or damages resulting from bodily injury, including death of or to any person or persons or from damage to the property of others, including the property of the User, during the use intended or otherwise of the hall.

The User shall be required to provide VJCS with a Certificate of Insurance from their insurance company with the VJCS as a named Insured

Furthermore, the User shall indemnify the VJCS for any loss or damage to the VJCS’ equipment, including any indirect expenses resulting therefrom

The VJCS reserves the right to require proof of liability insurance and indemnification from all user groups



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Application To Rent Hall Facilities

RENTER OR ORGANIZATION PRIMARY CONTACT INFORMATION

Name of Renter: _____
(or Organization)

Primary Contact's Name: _____
(if different from above)

Address: _____

Phone #: _____

Email Address _____
(Optional)

RENTAL DETAILS

Area(s) To Be Rented: Main Hall Kitchen Conference Room

Date(s) of Rental: _____

Rental Time: Rented from _____ to _____

Estimated size of attendance: _____

Number of tables and chairs required: _____ chairs & _____ tables

Certificate of Liability Insurance required? (YES / NO)

[If the Hall Rental Manager deems it necessary, you may be required to obtain a certificate of insurance which names the VJCS free from injury liability caused by your event]

Alcohol being served? (YES / NO)

Renters must obtain valid liquor license and permits

(CONTINUED ON NEXT PAGE)

