

## **FACILITIES AVAILABLE FOR RENTAL**

### **I. The Main Hall –**

The main (banquet) hall is 53' x 39'. The hall holds a maximum capacity of 150 people at any given time. A raised stage for performances is available.

- A. There are 24 tables and 120 chairs available for use with the main hall. The tables are 6 feet long and 2 feet wide. They can seat 8 people. Extra chairs and tables from the conference room can be made available upon advance request.

**The hall cannot provide tablecloths or cushions. The renter is responsible for bringing their own tablecloths for the event.**

- B. The renter must set up the tables and chairs themselves and when finished with the use of the hall, the renter must clean up the hall according to the Hall Cleanup list. Failure to do so will mean that the damage deposit will not be returned.

### **II. The Kitchen –**

The kitchen is included with the main hall in rentals.

- A. The Kitchen is equipped with six sinks, three stoves, a microwave and a refrigerator, all of which the renter is free to use at their own discretion. The cooler and deep freezer are considered off-limits to renters

**The hall cannot dinnerware, cups, napkins, cutlery or cooking utensils. The Renter is responsible for providing these items on their own.**

- B. The renter is responsible for ensuring that proper safety precautions are taken when using kitchen facilities. Stoves are to be turned off when not in use. The renter must clean the kitchen and appliances as per the Hall Cleanup checklist.

### **III. The Conference Room –**

The conference room is 22' x 18'. It can house up to 50 people

The conference room contains 4 tables and 60 office chairs. The tables are 6' x 2'. These tables and chairs can be used for events in the main hall upon advance request

**IV. The Janitorial Room** – The use of the Janitorial room and all supplies found therein is included with the rental of the hall or conference room.

The renter is free to borrow any cleaning supplies found in the Janitorial closet. However, the renter must ensure that all borrowed items are returned. It is also recommended that the renter bring their own cleaning supplies as the Hall can not always guarantee the availability of supplies.

## **FEES / LICENSES / INSURANCE**

- A. All Rental fees must be paid by cheque at least two weeks BEFORE the event. Cheques are to be made out to Vernon Japanese Cultural Society. The hall rental manager will provide receipts.
- B. The hourly rental fee for the Main Hall (and Kitchen) is **\$50/hour up to 4 hours**. Thereafter, the daily rental fee of **\$235/day** applies
- C. Kitchen rental fees are included with the rental of the main hall.
- D. The hourly rental fee for the conference room is **\$30/hour up to 3 hours**. Thereafter, the charge for the conference room is **\$100/day**. If the conference room is rented in conjunction with the Main Hall then the rental fee for the conference room is **\$100 / day** (regardless of how many hours it is used)
- E. There will be a **\$200 damage deposit** which will be returned after the event after the Hall Rental Manager determines that no damage has been incurred and the cleanup policy checklist has been followed.
- F. A **\$65 SOCAN tariff** will be charged for dances, performances or broadcasts of copyrighted music. S.O.C.A.N is the Society of Composers, Authors and Musicians. The VJCS is legally bound to pay SOCAN a tariff for events featuring copyrighted music. For more information on SOCAN tariffs and fees, please visit [www.socan.ca](http://www.socan.ca)
- G. If alcohol is to be served at the event, the renter is responsible for obtaining a **valid liquor license**. The renter should show a copy of the license to the hall rental manager before the event. If the liquor license has not been properly obtained, the renter acknowledges that all legal liability falls upon the renter and not the VJCS or the hall rental manager.
- H. Renters are required to visit an insurance agency and obtain **a certificate of liability insurance for the event** if:
  - \* The event serves alcohol,
  - \* If the event is a dance,
  - \* If the event is an athletic or martial arts exhibition
  - \* If the hall rental manager or the VJCS executive committee deems it necessary.

This certificate must name the Vernon Japanese Cultural Society as being covered under the insurance policy and free from liability for any injury that occurs during the event.

The renter will be required to provide the Hall rental manager with a copy of the certificate up to two weeks before the event.

## **RENTAL RESPONSIBILITIES AND SEQUENCE OF EVENTS**

### **I. Facilities Inspection**

The Japanese Hall is rented "AS IS". The Renter is free to inspect the facility to determine if the hall meets the renter's needs and to plan for what preparations will be required for the event. To inspect the Japanese Hall, please contact the Hall Rental Manager at 250-306-2668

The hall rental manager will show the prospective renter all available facilities and outline all required rental fees, SOCAN fees, licenses and certificates of insurance.

### **II. Payment / Proof of Licenses**

At least two weeks before the event, the renter must sign the rental agreement and pay the rental fees. The hall rental manager will provide receipts for all fees. The renter must also display photocopied proof of any required liquor licenses and certificates of insurance.

### **III. Hall Key Pickup**

The primary contact on the rental agreement must arrange to meet with the hall rental manager approx two days before the event to pick up the keys. The hall manager will show the renter

- how to unlock the parking lot gate and the doors
- the location of all fire exits and extinguishers
- the location and use of the thermostats
- the location and use of the lights switches, ceiling fan switches and power outlets

**The primary contact on the rental agreement is NOW responsible for the safety and care of all event participants and staff. The primary contact is also responsible for any physical damage caused to the hall by event participants or staff.**

### **IV. Pre-Event Setup**

The renter is responsible for putting up any decorations and arranging the chairs and tables.

Please consult the Hall Manager if you would like any existing posters, pictures or ornaments taken down. The hall will gladly try to accommodate renters as much as possible but unfortunately, the Hall is not able to take down or remove ALL objects.

### **V. Post-Event Cleanup**

Renters are required to leave the Hall in the same condition that they have found it. The renter is responsible for removing all their decorations and returning the tables and chairs to their original storage location.

The Hall provides a cleaning checklist and access to supplies in the janitorial closet. Renters must abide by the cleaning checklist in order to receive their damage deposit back. It is suggested that renters bring their own cleaning supplies, as the Hall can't always guarantee the availability of supplies.

There is no garbage collection on site, so ALL GARBAGE MUST BE TAKEN OFF-SITE AND DISPOSED OF BY THE RENTER. Remember, failure to do so means forfeiture of damage deposit.

### **VI. Key Return**

After the event, the renter makes arrangement to meet the hall rental manager to return the keys to the Hall. The rental manager will inspect the Hall for damage or cleanliness after the event.

If the manager finds that the hall was not satisfactorily cleaned according the hall cleanup checklist or finds some physical damage to the Hall, then the renter will forfeit the damage deposit.

## CLEANUP POLICY CHECKLIST

After the use of the hall, all renters are required to adhere to the hall cleanup checklist below.

**PLEASE NOTE: Failure to do so may result in forfeiture of the damage deposit.**

- Take down all decorations including all tacks used for decorating.
- Put away all tables. Neatly stack the tables upside down in the southwest corner of the main hall
- Put away all chairs. Neatly stack the chairs and put them away at the back of the stage. If chairs from the conference room are used, please put them back into the conference room
- If the stoves are used, make sure to clean the outside surface and the inside of the stove. Make sure you have turned off the stove.
- Make sure the floors of the hall, kitchen and washrooms are cleaned. Dry mop the floors and if there are any wet or dirty spots use the wet mop to clean.
- Make sure the kitchen counters and sinks are cleaned and the fridge cleaned out
- Take all garbage with you as there is no garbage pickup available in the area
- Turn off all interior and exterior lights except the automatic light sensor exterior lights (these switches are marked 'DO NOT TOUCH')
- Turn all thermostats to "Continuous Unoccupied" before leaving. The main hall thermostat should be turned down to 15 degrees
- Make sure all doors to the conference room and the janitorial room are locked
- Make sure all exterior doors are locked
- Be sure to lock the gate
- Make arrangements with the Hall Rental Manager to return the keys.