**September 2023**

**ATTENTION: MEMBERS/RENTERS**

**The Cedar Heritage Centre request that following documentation is filled out and returned to the Centre’s office administrator for our files as soon as possible.**

**Please be advised that the Cedar Heritage Centre has a yearly membership fee and an administration fee that is illustrated on the rental agreement.**

**The Centre would also like to remind each renter to be *courteous* of other renters and to do so, please ensure the following:**

 **Clean-up after room usage:**

* + - * **Sweep floors**
			* **Stack and put away chairs and tables.**
			* **Kitchen area & dishes are to be left clean & tidy**
			* **All lights including bathroom lights turned off**
* **All renters are responsible for their instructors and class attendee’s actions. Please ensure you discuss expectation with them.**

* **An additional $25.00 cleaning fee will be applied to your invoice if the rental space is not cleaned after each usage.**
* **Please *do not* use other renters’ supplies in the cupboards/drawers.**

**We thank you for your understanding and support; we hope that you will enjoy the use of Cedar Heritage Centre.**

**If you have any questions, or concerns, please feel free to contact the Building Administrator at (250) 618-4124 or email us at cedarheritage@shaw.ca.**

**Sincerely,**

 **CEDAR HERITAGE CENTRE**

**Darlene Plaxton, Building Administrator**

**Membership Rates**

Become a member of the Cedar Heritage Centre family, and get reduced rental rates every time you use the facility, as well as discounted rates at Heritage Centre sponsored events!

**Yearly Membership Fees:**

**Category Fee**
Family (applies to individual & immediate family) $20.00
Non-profit Society / Club $25.00
Business (50 employees or less) $50.00
Corporate $100.00

* Memberships are annual and renewable each September for the subsequent year.
* Memberships are non-transferable and rates are not portioned.
* All group memberships must supply a list of names of people who are authorized to use their membership.
* Any donations made to the Cedar School & Community Enhancement Society on behalf of the Cedar Heritage Centre that exceed $100, may request a free membership along with their donation.

**Rental Rates September2023**

**Rental Frequency Member Rate Non-Member Rate**

Weekly $15 /hr. $20 /hr.
Full Day (up to 8 hrs) $120/day $140 /day

***An administration fee will be applied to each separate booking of $15.***

*For children’s Birthdays; ask for special rates.* Rentals will be taken on a first come - first serve basis. There are no restrictions on when the space is booked or for how long per event, unless there is more than one person wanting to reserve it. In the event that there is a discrepancy about the availability of a time-slot, then the following chart will act as a guideline to determine availability. The person who inquired first will have the option to rent the full time-slot or surrender it to the next person who is inquiring about it.

**All rentals must be booked through staff;**

**Rental Agreement filled-in prior to occupancy.**

**Rentals are given 15 minutes for set-up and 15 minutes clean-up.**

**Rental Application**

Name of Applicant: (organization/individual): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prov: \_\_\_\_

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Alternate Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Invoice Name** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prov: \_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date (s) required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time (**s**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_

Please Circle: Weekly; Bi weekly; Monthly; Occasional; Other (please specify)

**Current Member**: yes / no **New Member**: yes / no

Facilities requested: **Room A \_\_\_\_\_\_\_\_\_\_ Room B \_\_\_\_\_\_\_\_\_\_\_**

**Important: Cedar Heritage Centre Rental Agreement**

1. **Renters are responsible for equipment set up and take down.**
2. **Chairs & table returned to original location, dishes clean and put away , light and fans turned off, etc.)**
3. **Key arrangements are made with the CHC manager or representative.**
4. **Unauthorized key use or access is strictly prohibited.**
5. **Payment for rentals and deposits: a). Occasional booking are due in full at time of booking. b). Ongoing bookings will receive a monthly invoice.**

6**. Interest will accrue on outstanding balances over thirty (30) days, at 20% per annum or 2% per month.**

**7. CHC is a non-smoking building. Alcoholic beverages are not permitted on the premises without prior CHC management permission; a valid LCB permit; a valid Special Event Insurance policy; and a copy of each of the foregoing on file with the CHC prior to the event.**

**8. Instructors of classes, not sponsored by CHC must carry their own liability insurance and provide the CHC with a copy of their current**

**9. policy before classes begin. Failure to do so will result in a delayed start day for classes.**

**10. Notice to regular renters: occasional changes to your scheduled time slot may occur in order to accommodate special events.**

**11. Renters must give minimum of 5 days’ notice of scheduling changes. A minimum $15 charge will apply to all cancellation or rebookings without stated notification.**

**12. Renters are liable for all damage done in the building and to equipment during tenancy. Damage must be reported to CHC Manager.**

Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Applicant CHC Representative

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership Application Form**

 **\*Membership Type: (please circle one) Fee**

* Family (individuals & immediate family) ………… $ 20.00
* Non-Profit Society / Club………………………….. $ 25.00
* Business (25 employees or less) ……………………. $ 50.00
* Corporate ………………………………………… $ 100.00

 Member’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Family/ Group Member Names:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Memberships are non-transferable are renewable each September**  .

**WAIVER OF LIABILITY**

In consideration of the Cedar School and Community Enhancement Society allowing us to use, rent, occupy or otherwise enjoy premises owned, maintained, rented or occupied by the Cedar School and Community Enhancement Society,

I/WE hereby forever release, discharge, and forgive the Cedar School and Community Enhancement Society, its directors, officers, employees, volunteers and agents from and against all claims, actions, accounts, liabilities or indemnities, arising out of any damage, accident, mishap, injury or loss as may occur during the conduct of or arising out of the activities of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(program) while using or occupying the premises operated by the Cedar School and Community Enhancement Society.

AND we hereby acknowledge and agree that in consideration of the Cedar School and Community Enhancement Society allowing us to carry on activities on its premises, that we will not seek contribution or indemnity from the Cedar School and Community Enhancement Society or its directors, officers, employees, volunteers and agents with respect to any action brought against us concerning any loss, damage or injury alleged to have occurred, arising out of our use of the premises maintained and operated by the Cedar School and Community Enhancement Society.

I/WE also acknowledge and confirm that as a condition of our use of the premises maintained and operated by the Cedar School and Community Enhancement Society, that we shall obtain, and maintain a policy of insurance, which, in the opinion of the Cedar School and Community Enhancement Society, provides adequate coverage for liability arising out of any accident, loss, damage or injury as may occur in connection with our use of the premises.

 I/WE have signed this waiver of liability form having obtained, or having had the opportunity to obtain independent legal advice with regards to the operation and effect of this document.

DATED at the Cedar Heritage Centre of Nanaimo, in the Province of British Columbia, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

## Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_