



Facility Rental Form

This document outlines the terms for the use of Saanich Neighbourhood Place facilities. By signing below, the person or group agrees to all terms, conditions, and commitments outlined in this document.

	SNP Pearkes 3100 Tillicum Rd.			Child & Family Centre 3120 Tillicum Rd., behind Pearkes Recreation Centre		Royal Oak Neighbourhood House 4525 W Saanich Rd.
	Playroom (Bell Irving Room)	Boardroom / QA Room	Kitchen	Meeting Room	Multi- Purpose Room	
Rental Fees	\$40/h	\$25/h	\$30/h	\$50/h	\$50/h	\$50/h
Not-for-profit organizations and community groups are welcome to inquire about discounted rates.						
Occupancy Limit	35	10	6	15	40	15
Setup Available	Yes			No		No
Parking	Yes – Tillicum Centre			Yes		8 Spaces reserved
Facility Attendant	A facility attendant is required for all bookings outside of regular business hours. (\$22 per hour).					

We require the fee to be paid in full at the time of booking. We accept cash, debit, and cheques during office hours. Cheques must be made out to “Saanich Neighbourhood Place” and mailed to the address below. Saanich Neighbourhood Place is set-up for auto-deposit and E-transfers can be sent to finance@snplace.org. If a Financial Institution doesn't support this feature the payor should use “Beans” as their answer to the security question. For rentals, the date of the rental should be listed in the memo notes. Please be mindful that e-transfer passwords are case-sensitive. Credit cards are accepted online via PayPal, a 2% transaction fee will be added to the cost of your rental. If paying by credit card, please contact us so that we can prepare your invoice.

Cancellation Policy

If you need to cancel the booking we will refund a portion of the booking fee according to the following schedule:

- 30 calendar days or more before the booking: We will refund 85% of the booking fee (15% administrative fee is non-refundable).
- 15 to 29 calendar days before the booking: We will refund 50% of the booking fee.
- 14 calendar days or less before the booking: No refund can be issued.