

Saanich Neighbourhood Place Rental Agreement

Facility Information						
Location	SNP Pearkes 3100 Tillicum Rd.			Child & Family Centre 3120 Tillicum Rd., behind Pearkes Recreation Centre		Royal Oak Neighbourhood House (RONH) 4525 W Saanich Rd.
Room	Playroom (Bell Irving Room)	Boardroom & QA Room	Kitchen	Meeting Room	Multi-Purpose Room	Main Room
Occupancy Limit	25	8	6	8	25	12
Set-Up Available	Yes			No		No
Parking	Yes (Tillicum Centre)			Yes (Behind Pearkes Rec)		Yes (8 spaces)
Rental Fee	\$40 per hour	\$25 per hour	\$30 per hour	\$50 per hour	\$50 per hour	\$50 per hour
Admin Fee	For all rentals, there is a non-refundable \$25 administrative fee. The admin fee is in addition to the rental and facility attendant fees. This fee is non-negotiable.					
Facility Attendant Fee	<p>A Facility Attendant is required for all rentals outside of SNP operating hours, including evenings and weekends.</p> <p>The facility attendant fee for rentals at Pearkes and Royal Oak Neighbourhood House is \$22 per hour, in addition to the rental and admin fees. This fee is non-negotiable.</p> <p>After-hours rentals at the Child & Family Centre require 2 facility attendants. The facility attendant fee in this case is \$44 per hour, in addition to the rental and admin fees. This fee is non-negotiable.</p>					

Saanich Neighbourhood Place Rental Agreement

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

Covid-19 Guidelines: User Acknowledgement

To all renters: In order to ensure everyone remains safe, please read the following information and guidelines.

1. All attendees 12 and over need to be fully vaccinated. Rental organizer must check proof of vaccination status by scanning QR codes, using the approved app. Click [here](#) for full instructions on how to download the app and check BC vaccine cards.
2. All attendees will be directed to enter the facility through the main front doors and proceed directly to the entry area for sign in.
3. Please keep a record of all who enter and leave the space, including contact information, arrival time and departure. Be prepared to share this information upon request.
4. Rentals and program spaces have a posted occupancy capacity. Please do not exceed the occupancy limit.
5. Masks must be worn at all times by everyone over the age of 5. Masks can be removed when eating and drinking, when people are seated and safely distanced from one another.
6. Renters must acknowledge that they are solely responsible for their own group of attendees.
7. Renters will be responsible for sanitizing the space at the end of the event, as per the posted information sheets.
8. Sanitization supplies will be provided by SNP.
9. Personal protective equipment will not be provided by SNP.
10. We ask that those who feel unwell or exhibit any signs of illness to avoid coming to the facility.

Despite all precautions being taken, there still remains a slight risk that attendees may be exposed to the virus. By filling out this document, you acknowledge that you have read and understand the above.

Thank you for working together to ensure we all stay healthy!

Payment Information

Not-for-profit organizations and community groups are welcome to inquire about discounted rates. We require the fee to be paid in full at the time of booking. Payments must be received within 7 days of booking confirmation to secure booking(s).

Saanich Neighbourhood Place is set-up for auto-deposit, and E-transfers can be sent to finance@snplace.org. Please include the date(s) of your rental in the memo notes. We accept cash, debit and cheques in person during office hours. Cheques must be made out to "Saanich Neighbourhood Place" and mailed to 3100 Tillicum Rd, Victoria, BC, V9A 6T2. Please contact us if you wish to pay using a credit card.



Saanich Neighbourhood Place Rental Agreement

Cancellation Policy

If you need to cancel the booking:

We will refund a portion of your payment according to the following schedule:

1. 30 calendar days or more before the booking: We will refund 100% of the rental fee and 100% of the facility attendant fee. The \$25 admin fee is non-refundable.
2. 15 to 29 calendar days before the booking: We will refund 50% of the rental fee and 100% of the facility attendant fee. The \$25 admin fee is non-refundable.
3. 14 calendar days or less before the booking: No refund can be issued.

If SNP needs to cancel the booking (including due to COVID-19-related reasons):

We will refund:

1. 100% of the rental fee
2. 100% of the facility attendant fee

We will retain:

1. The non-refundable \$25 administrative fee