

## Saanich Neighbourhood Place Rental Agreement

Facility Information					
<b>Location</b>	SNP Pearkes 3100 Tillicum Rd.			Child & Family Centre 3120 Tillicum Rd., behind Pearkes Recreation Centre	
<b>Room</b>	Playroom (Bell Irving Room)	Boardroom & Colquitz Room	Kitchen	Hobson Room	Multi-Purpose Room
<b>Occupancy Limit</b>	40	15	6	12	40
<b>Set-Up Available</b>	Yes			No – tables and chairs are available for user groups	
<b>Parking</b>	Yes (Tillicum Centre)			Yes – limited (Behind Pearkes Rec)	
<b>Rental Fee*</b>	\$40 per hour	\$25 per hour	\$30 per hour	\$50 per hour	\$50 per hour
<b>Admin Fee</b>	For all rentals, there is a non-refundable \$30 administrative fee  The admin fee is <b>in addition</b> to the rental and facility attendant fees.				
<b>Facility Attendant Fee</b>	A Facility Attendant is required for rentals booked outside of SNP operating hours, including evenings and weekends, at all locations including those in Pearkes and the SNP Child and Family Centre.  The attendant fee is \$25, <b>in addition</b> to the rental and admin fees.  After-hours rentals at the Child & Family Centre may require 2 facility attendants. The facility attendant fee in this case is \$50 per hour, <b>in addition</b> to the rental and admin fees.				
*	* Please send a request for accommodation to <a href="mailto:admin@snplace.org">admin@snplace.org</a> if required.				

## 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.

### Communicable Disease Guidelines: User Acknowledgement

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

1. All attendees are to adhere to current Provincial Health Orders re: gathering, masks etc.
2. Rentals and program spaces have a posted occupancy capacity. Please do not exceed the occupancy limit.
3. Renters must acknowledge that they are solely responsible for their own group of attendees.
4. Renters will be responsible for sanitizing the space at the end of the event, as per the posted information sheets. Sanitization supplies will be provided by SNP. Personal protective equipment will not be provided by SNP.
5. We ask that those who feel unwell or exhibit any signs of illness avoid coming to the facility.

Despite all precautions being taken, there may be a slight risk that attendees will be exposed to illness. 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!

### Facility Attendants

Facility attendants are required for most user group bookings. They are members of staff whose role it is to ensure groups using our spaces have access to agreed upon rooms and/or resources to ensure a successful event. They keep groups on schedule, may assist with set up, and ensure user groups leave the spaces as they found them. Facility attendants may help with tidy up, but it is the primary responsibility of the event planner to 'take down' their own event.

### 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](mailto: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.

### 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 \$30 admin fee is non-refundable.



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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 \$30 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 \$30 administrative fee

### **Balloons & Other restrictions**

Please note that for safety reasons, rubber balloons are not permitted in our spaces. Foil balloons are permitted (ie. helium balloons).

Please refrain from writing on the SNP whiteboard located at the front entrance of Pearkes Recreation Centre. The renter will be responsible for the cost to replace toys, and equipment that they damage.