

## d'ESTERRE SENIORS' CENTRE RENTALS INFORMATION

### Included

Upper level incl. main hall, lounge, kitchen, dining room. Use of stove, fridge, dishwasher, dishes, coffee urn, cutlery, chairs and tables.

◦ *Lounge furniture must not be moved from the lounge area.*

Sound & AV equipment if contracted.

### Not Included\*

Lower level, office, table linens. Set up or take down of chairs & tables.

Cleaning other than floors. ♻️

### Other:

- No tacks nor nails. Green painter's tape only for decorations.
- No confetti (paper nor metallic)

### Availability and Time

Fridays *when available*: 5 pm to MN

Saturdays: 10:30 am to MN

Sundays: 9 am to MN

*Rental time must include, applicant's set-up and clean-up time.*

### Before Leaving

Turn off sound & AV equipment.

Return chairs and tables to cupboard.

Remove decorations & tape.

Turn off stove & dishwasher.

Turn off all lights except one kitchen light.

Leave blinds open.

Remove all personal items.

Check emergency door at back of BR.

Close & lock windows and doors.

### Rates

**General:** \$75/hr to max. of \$600

Min. of 4 hrs (\$300)

Sound System: \$50

### Charitable and Non-profit Groups:

May qualify for 10% reduction for facilities and sound system.

**Internal Club Events:** \$50

**Current Members > 2 consec. Yrs:**

For memorials and Immediate family events: \$200

**Town of Comox:** Priority. N/C

**Rotary:** N/C

**Damage Deposit for all:** \$200

Includes damage to the premises and/or equipment as well as extra janitorial costs.

### Payment

◦ Cash or cheque only.

Full payment on booking unless more than a year away when only a deposit of \$200 is required.

Balance 90 days in advance of rental date.

◦ Damage deposit of \$200 with cheque postdated the day prior to the event. May be held up to 14 days after event. Cheque will be returned if a self-addressed envelope is provided, otherwise it will be shredded.

◦ Cancellations / Refunds:

60+ days - 100%;

30-59 days - 50%;

<30 days - 0

### Rules & Regulations, Licenses & Insurance

◦ Fire Regulations: Max. 115 (BR); 85(L) (BR comfortably seats about 90 people at tables.)

- No smoking

- Only flameless LED candles are allowed.

- Do not obstruct emergency exits.

◦ Current Provincial Health regulations must be followed. *See Covid link below.*

◦ If liquor is to be consumed, applicant must obtain a special event permit (SEP). *See link below* for information about how to obtain a SEP.

◦ Applicant must provide own general liability insurance. When liquor is to be consumed an event liability policy is also required and a copy must be provided before given a key.

### To enquire or book, contact:

**Frieda Home Email:**

[comoxseniors.rentals@shaw.ca](mailto:comoxseniors.rentals@shaw.ca)

**or leave message: 250 339 5133**

### Responsibilities of Seniors' Centre

◦ Be familiar with current PH orders and "be satisfied that the organizer is aware of the conditions and requirements of the PH orders relating to events and has the capacity to fulfill them."

◦ Be familiar with current provincial regulations relating to alcohol consumption.

◦ Be satisfied that the organizer is aware of requirements for licensing.

◦ Make organizer aware of insurance requirements.

◦ Ensure the rental space & equipment are ready for use. Show/Demonstrate.

◦ Inspect the premises and return the damage deposit as appropriate. ♻️

### Responsibilities of Event Organizer

◦ Appoint a coordinator for the event.

◦ Comply with current PH orders.

◦ Comply with fire regulations.

◦ Comply with provincial regulations relating to alcohol consumption.

◦ Comply with CSC rules and requirements as outlined in this document.

◦ Be familiar with the facility and the functioning of CSC equipment and supplies that are being used.

◦ Contract separately with caterer. If **Dei**, call **250 339 5133** \*

◦ Leave the premises and equipment in the condition found at outset of the event.

**Process:** On enquiry, Rentals Coordinator provides the information in this document. As needed arranges to show available space and equipment. If applicant wishes to proceed, completes the Facility Rental Contract. The cheque for the appropriate rental amount is deposited in the safe and the cheque for the damage deposit is attached to CSC copy (top). The organizer is given the yellow copy and a copy of this document. Arrangements are made for the organizer to pick up a key (in Cash Box). When the organizer picks up the key, organizer must provide a copy of the Event Liability Insurance for CSC files. Arrangements are made for the inspection of premises, and return of key and damage deposit.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

[https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/sep\\_policy\\_manual.pdf](https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/sep_policy_manual.pdf)