



**Cowichan Green Community
 Meeting Room Rental Agreement**

Please read and complete the rental application and guidelines prior to utilizing Cowichan Green Community’s (CGC) meeting space located at 360 Duncan Street. The venue can accommodate up to 40 people, and can include the use of CGC’s AV equipment (projector, laptop, and screen for an additional fee). The venue is available to rent between the hours of 7am and 11pm seven days per week¹.

Please Print

Renter’s name(s): _____

Renter’ address: _____

Organization or business name: _____

Phone #: _____ **Email Address:** _____

Purpose Premise Required: _____

Dates(s) Premise Required: _____

Time(s) Premise Required: _____

Rental Rates are as follows:

	1 to 7 hours	8 hours +
Non-Profit Rate	\$10 / hour + GST	\$50/full day (8 hours)
Commercial Rate	\$20 / hour + GST	\$100 (8 hours)
AV Equipment Rental	\$25 per use + GST	\$25 per use + GST
Kitchen Access	\$20 per use + GST	\$20 per use + GST
Refundable Damage Deposit	\$25	\$25

For office use only:

Payment type: _____

Damage deposit received: _____

Date payment received: _____

Key requested: _____

Receipt #: _____

Damage deposit/key returned: _____

¹ Certain restrictions apply. Week day rentals are subject to restrictions of CGC’s core workplace activities.



Rental Guidelines

1. The signatory to this agreement is responsible for the proper use of the facility on behalf of the booking group and for securing the premise upon leaving. Responsibility is not to be delegated without the approval of Cowichan Green Community (CGC). The signatory is responsible for the supervision of all minors in attendance.
2. Damage deposits and payments are due upon booking. Damage deposits can be made in cash or cheque. Payments can be made in cash, cheque (payable to Cowichan Green Community), Visa or debit. Long term rentals are open to negotiation, and payment scheduled can be discussed with CGC staff.
3. To cancel a booking, please provide CGC with 48 hours written notice. The failure to do so will result in the loss of the damage deposit (\$25.00).
4. If the time of your rental falls outside of CGC’s hours of operations (9:00am-4:30) pm Monday to Friday), 1 key for the board room will be issued upon request. The building key is to be returned to CGC immediately after the rental period is complete. Deposit will be returned to renter after acceptable inspection and receipt of key. If the key is lost, the damage deposit will not be refunded.
5. The space must be left in the manner in which it is found. Failure to do so will result in an additional minimum charge of \$40.00. The signatory is responsible for ensuring that the tables are returned to where they were found, floors are swept, the carpets are vacuumed (vacuum will be provided), AV equipment is put away, the bathroom is left tidy, and that garbage is removed from the premises.
6. Unless requested (please see page 1 of the form) kitchen access is not included in the meeting room rental.
7. The signatory is responsible for and shall pay for any and all damages. The signatory acknowledges that any damage done to the Board Room and any fixture, furniture, and furnishing contained therein shall be billed to the signatory holder at full replacement cost. The signatory agrees to pay for any damage done forthwith upon receipt of a bill from CGC.
8. The signatory shall not affix anything to any wall, floor, ceiling or any other part of the Board Room except with painter’s tape.
9. If you have third party liability insurance, please provide CGC with a copy prior to your rental.
10. The signatory acknowledges that CGC’s rental space is a non-alcoholic venue.
11. For security purposes, the venue is monitored by video surveillance. The signatory must be aware and consent to being recorded.
12. The signatory shall indemnify and save harmless CGC from and against all claims, demands, actions, damages, losses, costs, charges and expense whatsoever, which CGC may sustain or incur or be liable for the consequence of the conduct of all persons in attendance and the actions of any security person or persons engaged by the signatory.
13. In case of an emergency, contact Judy Stafford at 250-510-8506.

I HAVE READ THIS INDEMNITY AND RELEASE OF LIABILITY AND ACCEPT ITS TERMS.

Renter’s Name: _____ **Name of Witness:** _____
Renter’s Signature: _____ **Signature of Witness:** _____
Date: _____ **Date:** _____