

# Fairview Odd Fellows' Hall

## RENTAL APPLICATION

1443 West 8th Avenue Vancouver BC V6H 1C9

Telephone (604) 738-7525. Booking email: oddfellowsrentals@gmail.com

GST NO. 869754093

Name of Applicant	
Name of Organization	
Address of Applicant	
Telephone No. of Applicant	
Email of Applicant	
Date of Application	
Additional contact Name and Number	

Date of Booking	
Time of Booking	Start Time: _____ End Time: _____
Room(s) to be rented	
Non Profit Status	
Nature of Event	
Attendance numbers See capacity page 2	

	Amount
Rental Amount.....	
Caretaker Fee for Duration of Rental (\$30 per hour)...	
Set Up and Return of Tables and Chairs...	
GST (5%).....	
Total Rental Fee...	
Damage Deposit...	
Total Payment Due on Date of Booking...	

The Client also agrees to the following conditions:

1. Rental fees of the whole hall include access to the main hall, bar room, and the upstairs club room.
2. Vancouver Odd Fellows' Lodge is not responsible for lost or stolen articles.
3. Vancouver Odd Fellows' Lodge is not responsible for damage or loss of any vehicles parked in the parking lot. Those who park in the lot do so at their own risk.
4. Smoking of any kind is not permitted in Fairview Odd Fellows' Hall.
5. If alcohol is served you must provide your own liquor licence.
6. Rentals are for private groups only. No events are permitted where the public is invited in via tickets or free admission.
7. No loud music permitted after 11pm as we are in a residential area.
8. A client may make use of the available tables and chairs, free of charge, provided the tables and chairs are returned to their original positions immediately at the end of the rental period. We have a leave it as you found it policy.
9. If staff is required to set or remove tables and chairs, a fee of \$75 will be charged.
10. If staff is required to put dishes away or tidy kitchen, a fee of \$75 will be charged.
11. Rugs, piano, organ, pedestals, parliamentary chairs, couches and easy chairs may not be moved. IF furniture or podiums are to be moved by staff, there will be a charge at a minimum of \$75.
12. No decorations may damage the walls, ceilings or any of the buildings contents. All décor must be removed upon the end of the rental.
13. Unlocked or open exterior doors must be attended by an adult. Once the event begins, the doors will be locked.
14. The client agrees to leave the premises in a clean and tidy condition. The client will be charged for any damage to the premises. Overtime and clean up (for any unreasonable mess) will be charged at the rate of \$60 per hour. Any remaining deposit will be refunded.
15. Maximum capacities are as follows:
  - Main Hall..... 130
  - Upstairs..... 50
16. The applicant, as organizer, assumes responsibility for ensuring compliance of all rental conditions and requirements by all members of his/her group. If, at any time, any of these conditions and requirements are breached, the rental will be considered to be at an end, and the hall will be immediately vacated by the renting group.
17. On the date of booking the total rental fee is required to be paid in full, plus a damage deposit of \$350-\$500 depending on rental. If the rental is cancelled within 48 hours of securing the booking the renter will receive a full refund. If the rental is cancelled at least two months before the rental date, the renter will receive 50% of the total rental fee back. If the rental is cancelled less than two months before the rental date, the renter receives 0% of total rental fee back but will receive the damage deposit back in full.
18. Parking is only permitted on the east side of the parking lot.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Your signature on this contract denotes acceptance of the above conditions and requirements.

Application Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

\_\_\_\_\_  
per: Trustees, Vancouver Odd Fellows' Lodge No.90

NOTES:

Total Rental Fee received... date... \_\_\_\_\_ amount... \_\_\_\_\_

Damage Deposit received... date... \_\_\_\_\_ amount... \_\_\_\_\_

Damage Deposit returned... date... \_\_\_\_\_ amount... \_\_\_\_\_