

RENTAL TERMS & CONDITIONS FOR USE OF THE CENTRAL CARIBOO ARTS CENTRE (Central Cariboo Arts and Culture Society)

Keep this document for your records. The signed Rental Application Form will be kept on file with CCACS. **These Rental Terms & Conditions form part of the Rental Application and are incorporated by reference.**

FEES, CONDITION OF PREMISES, AND CLEAN-UP

Fees & Payment

- A **50% deposit** is required to confirm any booking with a rental fee. The deposit secures the booking and is applied to the total fee.
- The remaining balance is due within **five (5) business days after the event**.
- Payment is accepted by **online payment (via our website), cheque, or cash.** (*E-transfers are not accepted.*)

Condition of Premises

- Rental fees cover the premises "**as is**" and do not include janitorial or staff services.
- **Set-up, take-down, and clean-up** must be completed within the booked rental period.

Clean-Up Responsibilities

Renters must leave all used areas in the same condition as found, including: entryways, hallways, washrooms, kitchen, and any other areas used.

- Garbage must be placed in the **green bin on the main floor by the emergency exit**, especially if food is served.
- Tables, chairs, kitchen supplies, and any equipment used must be cleaned and returned to where they were found.
- Renters are responsible for ensuring all windows and doors are **shut and locked** before leaving.
- A **clean-up checklist** is posted in the kitchen adjacent to the Graham Kelsey Room.
- Cleaning supplies are available in the kitchen (back wall and under sink) and in the recycling room (third door on the right in the basement, past the washrooms).

It is strongly recommended that the renter assign one person to oversee complete clean-up.

Damage & Additional Charges

- The renter is responsible for all costs of damage beyond reasonable wear, and will be invoiced for repair or replacement.
- If the space is left in an unsatisfactory condition, the renter will be charged for janitorial services at **\$30/hour (minimum one hour)**.
- If a renter repeatedly leaves the space in an unsatisfactory condition, future booking requests may be denied.

No Nails / No Tape

The Arts Centre has a **no nail / no tape** policy on walls and floors.

Exception: If tape is required for safety reasons (e.g., securing loose wires), the renter must use tape supplied by CCACS. Please request this from the Administrator in advance.

RESPONSIBILITIES

The renter (group or organization) agrees to:

- a) **Maintain order and control access:** Provide sufficient assistance to direct traffic, maintain order, and prevent unauthorized persons from entering rooms or hallways not included in the booking.
- b) **Supervise activities:** Ensure proper supervision of all activities and accept responsibility for damages or liabilities arising from the renter's use of the facility.
- c) **Respect booking times:** Arrive and remain within the scheduled booking time, complete set-up and clean-up within the booked period, and vacate the premises on time.

d) **Capacity approval (events over 40):** Obtain capacity approval from the Administrator for any event with over **40 participants**. Approval must be obtained **at least seven (7) days prior** to the booking date. If approval is not obtained, the booking may be cancelled.

e) **Access arrangements:** Arrange with the Administrator in advance to obtain any required door codes, keys, or facility orientation.

f) **Restore the space:** Return the space to its original condition, including disposal of garbage to the designated area.

Insurance (Mandatory): Renters must provide proof of Third-Party Liability insurance, naming the City of Williams Lake, the Cariboo Regional District, and the Central Cariboo Arts and Culture Society as additional insured, for up to **\$2,000,000** in liability. Proof of insurance must be submitted prior to the event.

KEYS & DOOR ACCESS

Front Door Access

- The front door remains locked at all times and is accessed by keypad. The renter will be provided with a **unique entry code** for the booking.
- The renter may share the code privately with event participants, or assign a member of their group to admit participants at the door.
- **Do not prop the front door open** or use objects to prevent the door from closing.
- The renter is responsible for maintaining a safe and secure building and for anyone they allow into the Arts Centre.
- Before leaving, the renter must ensure all exterior doors are **fully closed**.

Keys (Equipment Cabinet & Wheelchair Lift)

- If required, the renter will be provided access to keys for **A/V and PA equipment storage** and/or the **wheelchair lift**. The Administrator will either provide pick-up instructions (e.g., key drop box) or make arrangements for key hand-off as needed.
 - Use of the wheelchair lift key requires a demonstration of proper operation. The renter is responsible for requesting any required orientation in advance.
 - Keys must not be passed to anyone other than the person signing this agreement.
 - Keys must be returned **immediately after the booking** to the Administrator or placed in the **drop box at the Administrator's office (basement)**
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CANCELLATIONS

Cancellation by CCACS

CCACS may cancel a booking due to circumstances beyond its control (e.g., power failure, furnace failure, fire or safety regulations, or other facility issues). CCACS may also cancel a booking immediately if the renter fails to comply with these Rental Terms & Conditions.

If a booking is cancelled by CCACS, any rental fees paid (including deposit) will be refunded. CCACS is not responsible for any additional costs, losses, or damages incurred by the renter as a result of the cancellation.

Cancellation by the Renter

To receive a full refund of rental fees paid (including deposit), the renter must notify the Arts Centre Administrator at least **seven (7) days** prior to the rental date.

Repeated late cancellations or failure to attend bookings (including no-fee bookings) may result in future booking requests being denied.

SMOKING

Smoking and vaping are not permitted anywhere inside the Arts Centre, or **within three (3) meters** of any doorway, window, or air intake.

WHEELCHAIR LIFT

Use of the wheelchair lift requires a demonstration by the Administrator prior to the booking. The renter is responsible for ensuring the lift is used correctly and does not exceed the maximum load limit of **495 lbs**. Any damage to the lift, or any inspection required due to misuse, will be billed to the renter.

KITCHEN

The kitchen is **non-commercial** and is not to be used for cooking. It may be used for preparing tea, coffee, and non-alcoholic beverages, and for reheating **pre-cooked** food. All supplies are the responsibility of the renter, although some equipment may be available for use.

No items are to be left in the refrigerator. The kitchen is a shared space for all Arts Centre users; renters of the **Graham Kelsey Room** have priority access during their booking.

Clean-up expectations are outlined on the posted Kitchen Clean-Up Checklist and must be followed.

PARKING

Parking is available in front of the building and on the street where posted. The Royal Bank parking lot is reserved for bank customers and employees; **after-hours parking is permitted for scheduled Arts Centre bookings/events during the rental period.** The City Hall parking lot may also be available during some evenings and weekends.

There is **no double parking** in the Arts Centre parking lot.

EXTERIOR BUILDING AND PROPERTY

All walkways and entryways must be kept clear at all times. Use of the lawns for activities or events requires prior approval from the Administrator **at least seven (7) days in advance**. Approval will not be granted if the proposed use creates a public safety concern.

The exterior property is not to be used for storage of any items at any time.

FIRE PRECAUTIONS

All users of the facilities must comply with applicable fire bylaws, regulations, and CCACS policies. The use or possession of **open flames, flammable or explosive materials, or flame-producing devices** is strictly prohibited. This includes, but is not limited to: candles, fireworks, portable gas stoves, lanterns, propane or gasoline tanks, and similar items.

The use of **fog machines, haze machines, smoke machines, or any equipment that produces smoke, vapour, or atmospheric effects** is **not permitted**, as these devices may activate the fire alarm system and result in an emergency response.

Any costs incurred as a result of fire alarm activation, emergency response, or damage caused by prohibited items or equipment may be charged to the renter.

CONSUMPTION OF LIQUOR

The consumption of alcoholic beverages is permitted only in controlled situations and where the renter has obtained all required permits and approvals.

When alcohol is served, a valid **Special Event Permit**, issued by the **Liquor and Cannabis Regulation Branch (LCRB)**, must be in place. A **Special Event Server** or **Serving It Right-certified** server must be present at all times, along with all documentation required under provincial liquor regulations.

For more information on liquor licensing and permits, please visit:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/apply-for-liquor-special-event-permit>

LATE NIGHT EVENTS & NOISE

Renters must comply with all applicable City of Williams Lake noise bylaws. The City's noise regulations are in effect **24/7**, and renters must ensure event activities do not disturb the quiet, peace, rest, or enjoyment of the surrounding neighbourhood.

All **event activities** must end by **1:00 a.m.**, and all **event participants** must be off the premises by **1:30 a.m.**

Bookings that extend overnight do not permit event activity beyond these hours.

ADVERTISING

No commercial advertising, including temporary signage, may be displayed **inside or outside** the Arts Centre without prior approval from the Administrator.

ANIMALS

The Arts Centre is an animal-free space during **rentals and public events**, with the exception of **service animals**. Other animals are not permitted during rentals or public events unless explicitly authorized in advance by CCACS.

MUSIC LICENSING & COPYRIGHT FEES (ENTANDEM)

If your event includes recorded music (e.g., playlists) and/or live music, a music licence may be required and fees may apply. Renters are responsible for any fees payable to **Entandem**, the organization that administers music licensing for the use of recorded and live music in public settings.

To support compliance, renters may be asked to provide their **Entandem licence number**. If you do not have a licence number, you may request one by calling **1-866-944-6223** (toll-free). Licence requirements and fees vary depending on the nature of the event.

For more information, please visit: <https://www.entandemlicensing.com/>

LIABILITY & INDEMNIFICATION

CCACS makes no representations or warranties, expressed or implied, regarding the safety, suitability, or condition of the premises. The renter accepts the premises **at their own risk**.

As part of the Rental Agreement, the renter—on behalf of themselves and/or the renting organization—agrees to **indemnify and hold harmless** the Central Cariboo Arts and Culture Society (CCACS) from and against any claims, actions, costs, expenses, losses, damages, or injuries arising from the renter's use of the facilities.

The renter acknowledges and agrees that the event described in the **Rental Application** will be conducted in accordance with these Rental Terms & Conditions.

These terms are binding upon signature of the Rental Application.

CCACS EMERGENCY CONTACTS (for **rental issues** like a booking conflict)

Melissa Normandin CELL (250)267-2358 | Harry Jennings HOME (250) 305 8194