



# Vancouver Aboriginal Friendship Centre Facility Usage Agreement – 2019-2020

1607 East Hastings Street, Vancouver, BC, V5L 1S7

Ph: 604-251-4844 Ext. 300/319 ~ Fax: 604-251-1986 ~ Email: [info@vafcs.org](mailto:info@vafcs.org) or [rentals@vafcs.org](mailto:rentals@vafcs.org) ~

Website: [www.vafcs.org](http://www.vafcs.org)

Anyone who wishes to carry out any activity at the Vancouver Aboriginal Friendship Centre must complete this form in full. You must sign and date the final page of this agreement, initial the bottom of each page, and pay any fees in full before using our facilities.

Organization:		
Name:		
Address:		
City:		Postal Code:
Telephone		Fax:
Cell:		
Email:		

### Rental's Information Only

#### Equipment Required

Yes  No

#### Coffee/Tea

Yes  No

#### Floor plan submitted to Maintenance:

Yes  No  (48 hrs. prior)

#### Invoice Sent:

Yes  No

#### If In-Kind – Approval Authorized:

Yes  No

### Complete Rental Schedule: please check off days your are requesting with start & end time

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month							
Date							
Time							

Is this a recurring activity? Yes  No

Maximum time is eight (8) hours. No activity shall go beyond 9:00pm weekdays and 5:30pm weekends. **The agreed upon time rented includes set up, clean up, and removal of all belongings.** Anything beyond the agreed upon time will result in a charge of \$100/per hour. This amount will be charged to you or your organization.

**Type of Activity:**  Meeting  Workshop  Sports  Cultural  Other \_\_\_\_\_

**Room(s):** **There is no access to kitchen facilities for rental space.**

- Judge Alfred Scow Gym (max. capacity 450)
- Chief Simon Baker Room (max. capacity 75)
- Theater room (max. capacity 60)
- Room 10 (capacity Max 30)

Total number of participants: Children \_\_\_\_\_ Youth (15 – 24) \_\_\_\_\_ Adults \_\_\_\_\_

## TERMS OF AGREEMENT

I/We agree to the all the following terms:

1. Any breach of any of the terms of this agreement will result in a breach of contract and may lead to immediate cancellation of my/our activities.
2. The VAFCS is a racism, sexism, and violence free space, I/we will ensure that all my/our activity's participants respect and adhere to this policy.
3. I/We will ensure that there will be no smoking, drugs, or alcohol permitted in or outside of the VAFCS.
4. I/We will ensure that there will be no one who is impaired by alcohol or drugs allowed in or outside the VAFCS.
5. I/We will ensure that all my/our event participants must interact with others in a calm and respectful manner, and abide by all noise, loitering, and other by-laws when in or outside the VAFCS.
6. I/We will ensure that there are no unsupervised children in any area in or outside of the VAFCS.
7. I/We will ensure that all beverages are served in paper or plastic cups.
8. I/We will ensure that there is always the agreed upon number of people to supervise and ensure the security of people within the VAFCS and the VAFCS itself.
9. I/We may only use the facilities noted in this agreement for the times stated in this agreement.
10. I/We agree that I/we will clean all areas of the building that were dirtied by my/our activity's participants.
11. I/We accept financial responsibility for any loss or damages to the facilities and equipment.
12. The total fees, including rent and equipment rentals etc., must be paid by cash, money order, or certified cheque by the agreed to dates on page 3 of this agreement.
13. The VAFCS is not liable for any lost, stolen, or damaged goods/property. Any equipment left unattended on VAFCS property is done so at the owner's risk.
14. All safety, security, and other such important concerns, must be reported immediately to designate VAFCS staff member, and a VAFCS Incident Report Form must be filled out in full and returned to the Program Director within 24 hours of the incident taking place. I/we will make my/ourselves available to discuss the incident in a timely manner.
15. VAFCS staffs have ultimate authority over all activities that take place in or outside of the VAFCS and therefore have the right to limit, exclude, or stop any activity that they see fit.
16. All functions must be completed by 10:00 pm weekday/6pm weekend, or earlier depending on your agreement. This includes participants vacating the spaces inside and outside of the VAFCS.
17. The organization's and/or your guest's property must be removed from the VAFCS within the time specified in this agreement or an additional \$100.00 per day will be charged to store the items.
18. Any time exceeding the agreed to time in this agreement will be subject to an additional charge for \$100 per hour. VAFCS have authorization to charge an additional maintenance fee of \$50.00 for any required attention to the cleansing of room. Refer to #10 of Terms of Agreement
19. Only the initial setup/take down of VAFCS equipment is included in fees any additional changes to your rental will require you the renter to bring in volunteers. I/we must set up any other equipment brought in from outside the VAFCS ourselves (when authorized to bring in outside equipment).
20. I/we understand that VAFCS is not responsible for personal injury in/around facility and by signing this agreement you acknowledge waiver. I/we understand that the person(s) listed on page 4 ("Other Notes & Conditions" signature) of this agreement at VAFCS contact person(s) are my/our main contact during the duration of our activity.
21. VAFCS require a minimum of 48-hour cancellation notice. Failure to provide 48 hours' notice will result in a charge of 50% of the total rental fee.
22. VAFCS requests that due to overlapping with internal programs in centre and other organization in the building that caskets etc. are not permitted on site.
23. I/we understand that there are absolutely no posters/notices about your workshop/program/event to be posted on the VAFCS walls at any time. There will be a monetary charge to anyone if anything is posted.

**Rental Room Rates: Weekdays (8am – 9pm)**

	<b>Per 8 Hours</b>	<b>Per 4 Hours</b>
Room 10	100.00	75.00
Theatre Room	150.00	100.00
Chief Simon Baker Room	250.00	175.00
<b>*Judge Alfred Scow (Gym)</b>	<b>600.00 + (See Note)</b>	<b>300.00+ (See Note)</b>

**Weekend (10am – 6pm)**

	<b>Per 8 Hours</b>	<b>Per 4 Hours</b>
Room10	300.00	250.00
Theatre Room	410.00	250.00
Chief Simon Baker Room	600.00	400.00
<b>*Judge Alfred Scow (Gym)</b>	<b>816.00 + (See Note)</b>	<b>500.00+ (See Note)</b>

**\*NOTE: There is a \$500.00 cleaning fee for large gatherings (over 350 people) in the Gym**

**Loyalty Discount & Complementary Request must be requested & pre-authorize by the VAFCS Executive Director prior to execution of this rental agreement.**

VAFCS Authorization: \_\_\_\_\_

Loyalty & Complimentary: Your organization will be responsible for total set up and cleanup of your event, this does not include miscellaneous rentals below, they will be invoice upon execution of this rental agreement.

**Fees based on:**     Rental     Loyalty Discount     Complimentary

Rent: \$ \_\_\_\_\_ + \_\_\_\_\_ Total Cost= \_\_\_\_\_

**Payment is the security for room booking: Only Accept: Credit Card/Debit/money order/cash/cheque-payment over phone**

**Miscellaneous for Rent**

<input type="checkbox"/>	Projector	\$25
<input type="checkbox"/>	Screen	\$10
<input type="checkbox"/>	Large Screen in Gym	\$200.00
<input type="checkbox"/>	Sound System	\$25
<input type="checkbox"/>	22" Flat Screen TV/DVD	\$25
<input type="checkbox"/>	Flip Chart Stand	\$15
<input type="checkbox"/>	Flip Chart Paper	\$25
<input type="checkbox"/>	Photocopies/Fax	\$0.25 per page

**Subtotal cost with equipment rental= \_\_\_\_\_**

## Conditions

On-Site Catering Services Available by:

Friendship Catering Services

YES \_\_\_ No \_\_\_ initial \_\_\_

Tel: 604-568-9619 Fax: 604-568-5756 5782

Email: [Catering@vafcs.org](mailto:Catering@vafcs.org) or [info@vafcs.org](mailto:info@vafcs.org)

Friendship Catering has the 1<sup>st</sup> Right of Refusal for your Catering needs.

### Limitation of Liability

IN NO EVENT WILL VAFCS BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES, HOWEVER CASUED AND UNDER ANY THEORY OF LIABILITY (INCLUDING NEGLIGENCE), ARISING FROM YOUR EVENT if you are bringing in potluck, cold cuts, cookies, pastries, bottled water or bottled juices.

## Timelines

**Floor Plan:** we require as much time as possible to prepare for your event, at the minimum; you must complete and submit a floor plan to the VAFCS **along with Facility Agreement** within 72 hours in order for maintenance to accommodate all your rental needs. (if space is available). If we have not received a floor plan by then, we will do our best to supply as many tables and chairs etc. as required for your event size, and other rentals that maybe on the same day.

## Contact Information

**Rental booking- Reception-300 & Rental Coordinator at 604-251-4844 Ext. 300** shall be the main contact person for VAFCS. Maintenance Department at **604-251-4844 Ext. 315** shall be the main contact person on weekends and after business hours.

**Two Contact People** (there must be at least two): Shall be the main contact people for the duration of this

activity

\_\_\_\_\_  
Name

and

\_\_\_\_\_  
Name

\_\_\_\_\_  
Contact Number

and

\_\_\_\_\_  
Contact Number

## Other Terms & Conditions

The undersign, \_\_\_\_\_ have read and agree to all the terms of this agreement. Subject to the Terms and Conditions in this Agreement, the undersigned agrees to assume personal financial responsibility for all incidents related to this event. The undersigned I undstands that this is a binding contract which can be used in a court of law. (ensure you have initialed the bottom of all pages.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VAFCS Designate

\_\_\_\_\_  
Date