



# Beacon House Community Centre Rental Rates 2019

**ALL NON-LIONS CLUB MEMBERS OR VOLUNTEERS USING BEACON HOUSE, INCLUDING LIBRARY,  
FOR ANY EVENT MUST SIGN WAIVER FORM AND SUBMIT PRIOR TO EVENT**

*Note: 1/3 of Rental Rate is due and payable when contract is signed. This is a non-refundable amount held in case of cancellation, and a \$100.00 damage deposit may be charged at the discretion of the Booking Coordinator, returnable following the event after inspection.*

## **Island Resident Rates**

*To encourage Protection Island Community use, Beacon House is available at a reduced rate:*

Full Day Hall Rental	More Than 5 Hours	\$150.00
Half Day Private Rental	Less Than 5 Hours	\$75.00
Half Day Open Classes	Less Than 5 Hours	\$50.00
Children's Party	Less Than 5 Hours	\$25.00
<b>Extra Charge Items:</b>		
Turbosound PA System	2 Outputs	\$50.00
Behringer Sound System	Digital 16 Channel	\$100.00
Tent Canopies	For Use At Hall Only	\$20.00

## **Non-Island Resident Rates**

Full Day Hall Rental	More Than 5 Hours	\$250.00
Half Day Private Rental	Less Than 5 Hours	\$125.00
Half Day Open Classes	Less Than 5 Hours	\$75.00
Children's Party	Less Than 5 Hours	\$50.00
<b>Extra Charge Items:</b>		
Turbosound PA System	2 Outputs	\$100.00
Behringer Sound System	Digital 16 Channel	\$150.00
Tent Canopies	For Use At Hall Only	\$30.00

## **Donation Rentals**

The protection Island Lions Club makes Beacon House available on a donation basis to neighborhood community residents or groups providing non-profit educational/recreational services for the benefit of the community. Anyone wishing to use Beacon House on this basis must contact the booking coordinator listed below to discuss the event function and set a suggested donation rate. The Beacon House Community Centre is also available to the island's community-based non-profit societies for them to hold business meetings and AGMs rent-free. All donation rentals are limited by availability of the hall.

### **Event Liability Waiver and Insurance**

***It is your responsibility as a user of Beacon House Community Centre to read, understand, sign and submit the supplied waiver; it is also your responsibility to provide your own liability insurance coverage for your event. If you are unsure about your coverage check with your insurance agent.***

### **A Reminder: Alcohol Related Events**

Any event selling or otherwise serving alcohol must comply with the following three conditions:

- Obtain Special Occasion Liquor License. May be applied for online or at any British Columbia Liquor branch.
- Obtain Special Event Liability Insurance. May be applied for online (PAL Insurance) or from your insurance company.
- Serving It Right Certificate. You cannot obtain a liquor license or serve alcohol without this certificate.

***All three of the above documents must be posted or available for inspection on the premises prior to and during your event. Failure to produce will result in event cancellation.***

**The Protection Island Lions Club manages Beacon House Community Centre. Your booking coordinator for 2019:**

**Peter Frewin**

**Text: (250)716-1021**

**Phone: (778)762-2887**

**Email: pr0isleli0ns@gmail.com**

## Rental Requirement Checklist

Following your rental you will leave the community hall in the condition you found it. Specifically, that entails:

- Removing all garbage. We have no garbage collection on Protection Island so garbage is taken to Nanaimo by individuals. The Nanaimo Port Authority provides dumpsters for this purpose close to their office at the northwest end of the Nanaimo boat basin.
- Compostable materials (no meat, fat, cooked food) may be left in bucket supplied. These materials are used at the community garden.
- Beverage containers for which a refundable deposit was paid (juice, beer cans, bottles) can be left for recycling. All refundable containers should be bagged and left at the recycling area at the bottom of driveway to your left.
- Tables and chairs are cleaned and stored by Beacon House staff, please leave in place.
- Dishes and glassware should be washed in the dishwasher and returned to their respective cupboards. Large event glassware should be returned to shelving unit where found after washing.
- Remove all food and beverages from the fridges. The fridge should be cleaned after use to eliminate any spillage.
- Any outdoor equipment should be cleaned and left in place for inspection prior to storage.
- Floors should be swept and any spillage spot cleaned prior to inspection. This includes any deck space used during the event.
- Check all taps and bathroom fixtures to ensure no water running, all internal lights off, doors and windows secured.
- Sound system, if used, must be turned off and left in place for inspection.

***Note: Return key to coordinator during inspection. Failure to return key will result in loss of deposit.***

## Rental Requirement Signature

***I have read and understand the terms of this agreement, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019***

***Signed*** \_\_\_\_\_



## **Beacon House Off Site Table & Chair Use And Rental Form**

***Equipment will only be loaned to registered homeowners and long-term renters on Protection Island***

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Pick-Up/Delivery Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

### **Conditions For Use/Rental – Please Read And Initial:**

[  ] I understand that if an item is returned dirty, I may Be charged for cleaning (\$5 per chair, \$10 per table)

[  ] I understand that if item(s) lost or returned broken, I will be charged the replacement value of each damaged article (\$60 per table, \$20 per chair)

[  ] I understand, as the signer, that I am responsible for the condition and the prompt return of item(s) rented.

[  ] I understand that item(s) are not to be left outside or left unsecured overnight.

### **Items Required**

Tables (Large) Qty: \_\_\_\_\_ Tables (Small) Qty: \_\_\_\_\_ Chairs Qty: \_\_\_\_\_

*Please note, you are invited to pay a donation amount of your choice to The Protection Island Lions Club in lieu of a rental charge.*

Your Name (Printed): \_\_\_\_\_ Email or Phone: \_\_\_\_\_

Signed: \_\_\_\_\_