

## 5<sup>th</sup> Ave 50 Plus RENTER's GUIDE

Thank you for choosing 50 Plus Centre for your Event. Please review the information below to help you navigate the process; if there are questions or concerns, please contact the center via email:

5thave50.rentals@gmail.com ~~or office phone 250-832-1065~~. The Centre's rental coordinator or director will contact you to answer questions and process your rental request. Please provide both email and phone contact information, and time period(s) for you to receive calls on your query, to facilitate the process.

The Centre's facility is wheelchair accessible. Available for rental are an auditorium, two small meeting rooms, and a commercial standard kitchen.

**Auditorium** (2269 sq. ft) with a Permit Capacity for 200 and Liquor limit of 150 people. It has a 12 X 24ft stage which houses a Blue-Tooth compatible sound system, microphones, large flat screen TV, and a 10X10 sq ft retractable white screen for projected presentations. Included in the rental are 42- 8 ft L X28"W foldable tables, 4 - 4 ftL X 23"W foldable tables, 14 – 56" diameter round foldable tables, 288 chairs, and a refrigerator inside the Auditorium. Covers for round tables and chairs are available for rent as well.

This is a great venue for celebrations of birthdays, life, showers, dances, reunions, recitals, weddings, as well as receptions, craft fairs, sales, meetings, conferences, dinners. The commercial grade kitchen, also available for rent, is next to the auditorium with a large pass through window for easy service.

**Card Room** (542 sq ft) has the capacity with chairs only seating up to 30, and with tables and chairs we can seat up to 20. Rental includes wall mounted Smart TV.

This is a good option for family games, group crafts, Craft sales, small meetings and discussion groups.

**Dining Room** (529 sq ft) located directly across from the kitchen and outside the auditorium, has 6 small round tables and 2 square tables which can seat 4 and 2 each or 28 total comfortably. This is a good meeting area where food may be consumed.

**Kitchen** (300 sq ft) has commercial standard equipment which includes a gas stove and 2 ovens, large flat grill, large central preparation counter with sink, stainless steel pass through dishwasher. Dinnerware, coffee urns, kitchen refrigerator access are rentable. Rental pricing reflects the 3 levels of equipment options.

A minimum hour charged for any rentals is two (2). Set up and clean up time must be included in the rental time paid.

Please see **Rental Fee Schedule** attached to the **Rental Agreement** for the costing of each rentable space.

**DAMAGE DEPOSIT** of \$50 to \$200.00 (Refundable) is due one week upon signing **Rental Agreement**. Following the Event and with a favourable inspection, the deposit will be fully **refunded within seven (7) business days** with a cheque payable to the Renter. The deposit also secures the date of your Event.

**Full Rental Payment** must be received by the center 2 weeks prior to the event day. The center has the right to cancel your booking if payment is late. Security (Damage) Deposit will not be refunded.

**Cancellations must be made at least 30 days prior to the event.** Security Deposit will be forfeited if the cancellation notice is received less than 30 days.

The Centre **RESERVES THE RIGHT to cancel** your Event, and not limited to, in Emergency situations where the Center is required to act as an Evacuation Center or other Emergency measures requested by CSRD, RCMP, Fire Department, during Civic, Provincial, Federal Elections when the Centre is deemed to be the polling center, and when the building cannot support the Centre's activities due to unforeseeable circumstances such as a broken water main. The Centre will be limited to the obligation of refunding the Rental monies related to rental time owing only.

The Centre **RESERVES THE RIGHT to cancel** your Event if the necessary documents (Liability Insurances, Permits), and/or payments are not received as outlined in the agreement. Security deposit will not be refunded.

**Third Party Liability Insurance of \$2,000,000 is required** for all the Date(s) of the Event(s). Renter is responsible for securing third party liability insurance, as well as **Alcohol Liability Insurance** if applicable, that names Seniors' Fifth Avenue Activity Centre Association as the additional insured with its physical address. A copy of the **insurance Certificate(s)** with date(s) of the Event(s) **must be provided to the center 7 days prior to the event**, otherwise the center has the right to cancel the Event booking.

**Third Party Liability Insurance** is available for purchase at a reduced cost for your convenience, via SASCU (Salmon Arm Savings Credit Union) from 50 Plus Centre. Renter is responsible for the purchase of Alcohol Liability Insurance from an insurance broker of their choosing. Proof of alcohol permit as well as alcohol liability insurance is required to be provided to the Centre no later than 7 days prior to the event. Liquor licenses must be displayed during the event.

**Payment** methods are cash, cheque, or debit. **E-Transfer** is also available. Please discuss the options with the coordinator.

Renters are welcomed to the use the center's spaces at reasonable costs. In order to limit cleaning costs and avoid interruptions of the daily programs offered at the center, we ask renters to ensure the rented space is returned in its original condition; the centre's items are back in their specific storage, garbage removed, and area is clean.

Renter is responsible for their set up and takedown of necessary supplies including rented tables and chairs. No supplies are to be brought into the rented space until the day of the rental. Access to Kitchen

(if rented), is not available until after lunch or brunch services of the event day. Tape, pins are not to be used on walls. Tossing of confetti, glitter, and chalk is prohibited. Renter will be charged extra for their removal.

At the end of the Events, renters must ensure all supplies, containers, decorations etc., removed as well as all garbage from all rooms used including washrooms and placed inside the lockable dumpster outside. Chairs are to be placed on their dollies and stacked ten (10) high. Table tops are cleaned with supplied spray cleaner and cloth before being returned to their storage under the stage. If audiovisual equipment is used, please ensure that the power is turned OFF and items are returned to their storage.

Kitchen equipment, if rented, must be cleaned. Rented dinnerware and utensils must be cleaned through the dishwasher and returned to their storage. Renter's food in refrigerator(s) is removed; fridge is cleaned. Do not remove any items that belong to the center.

Please check that Floors are dry; damp-mopped where necessary.

Set up and clean up time must be included in the rental time paid. Outside Office hours, access to the center requires a code to disarm the alarm system upon opening the front door. Renter's assigned code is valid for the time period rented. It is important that all activities are completed within this period to avoid false activation of the alarm system. A charge of \$40 will be levied for false alarms.

Renter is responsible to ensure the building is secured, all doors are closed and locked, keys are returned in the designated place, and the alarm is set before final departure. Failure to set the alarm system will result in a \$40 penalty.

Please be aware of minimizing noise when entering or leaving the premises. Excessive noise complaints from neighbours may result in the Renter being barred from renting the facility in the future

The Center is equipped with an **AED** on the hallway wall between the washrooms and kitchen. "FOR **EMERGENCIES CALL 911**" signs with the physical address of the center are located in each room. **First Aid Kits** are located below the AED unit as well in the Auditorium cupboard, marked with a red cross on the white cupboard doors.

The center has **3 Fire Extinguishers**, located at the center's entry way next to the alarm system, one in the back door of the kitchen, and one on the right of the entry wall inside the auditorium.

**Emergency Exits** are located in the Auditorium, the dining room, and kitchen. The auditorium is equipped with an overhead automatic water sprinkler system for fire.

The Centre's Rental coordinator will contact Renter to review the rental request. Once a rental agreement has been completed and signed, monies have been received at the center, and other legal documentations are on the Renter's file, a walkthrough of the facility will be arranged. Closer to the date of the event, key(s) will be issued as well as the Renter's unique code to disable the building's

alarm system. The code to unlock the dumpster will be on the key tag. After the event, an inspection will be done by the center using the walkthrough checklist. Renter will be contacted about the deposit within 7 days.

**Rental Process Summary:**

1. Renter places rental request on line, ~~via phone to the centre, or at the centre during office hours~~
2. Rental Coordinator receives completed rental request and contacts renter.
3. Rental Agreement is completed.
4. Security (Damage) Deposit (refundable) is received at the centre one week (7 days) after signing agreement.
5. Renter applies for Liquor permit, if applicable.
6. Renter secures Liability Insurance for the Event as well as Liquor Insurance if applicable.
7. Copies of the Liability Insurance (s), Alcohol permit if applicable are submitted to the Centre 7 days prior to Event date(s).
8. Full payment is due 2 weeks prior to Event date(s).
9. Walkthrough at the facility is arranged.
10. Key(s) are provided as well as the Alarm code specific to the Renter and the Event. Code for Dumpster lock is also given.
11. Renter adheres to the responsibilities outlined earlier in the guide during the Event.
12. Inspection of the rented space is performed as per checklist.
13. Renter will be contacted about their refund on their deposit.

### Renter's Check List On Event Day(s)

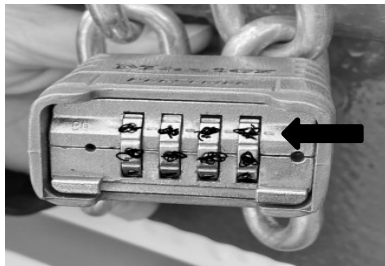
1. **ENTERING** - After accessing the centre via front door, Key in your assigned Alarm Code \_\_\_\_\_ to disable alarm located on the right wall. Enter code numbers only. Do Not use # after the numbers. Push the release bar on the front door and lock it in place with the Allen Key attached with a chain. This will unlock the door.

**For KITCHEN RENTALS ONLY – It is important to ensure the gate in the outside fence is unlocked in case of a kitchen fire. The key to the lock is located beside the kitchen's outside door. The lock should be brought into the kitchen for the duration of the Rental.**

2. **WIFI/INTERNET** - password is on the hallway bulletin board.
3. **TABLES AND CHAIRS** - set up and take down is the renter's responsibility. Long Tables, in the Auditorium, are stored on rolling carts under the stage stacked tabletop down. Round tables and chairs stacked 10 high on dollies, are stored in the far wall storage room. Before storing the tables, they are sprayed with cleaning solution and wiped down; supplies are located in the upper right shelf in the coat room. Items are to be returned to their specific storage, and manner.



4. **RENTER'S SUPPLIES** – all, including food, is removed from premise upon departure from the facility.
5. **KITCHEN** – Rented dinnerware must be cleaned via dishwasher, air dried, before returning them to their storage areas. General cleaning of counters, cooking equipment is a must. Ensure all cooking instruments are turned off, and small appliances are unplugged. **Lastly, attach the lock to the fence gate and ensure both of the outside and inside kitchen doors are closed and locked.**
6. **AUDIOVISUALEQUIPMENT** – See User Guide in the Control Room. Turn OFF microphone, TV, and sound system light switch located inside the storage room on the left of the stage. Projection screen is retracted.
7. **EMERGENCY EXIT DOOR in Auditorium** – Must be kept closed and pulled tight.
8. **Ensure ALL EXTERNAL DOORS** are properly closed and locked
9. **GARBAGE** – All is removed from rented space(s) including the kitchen if used, and bathrooms. Garbage is placed in the dumpster. Lock code is \_\_\_\_\_. Numbers need to be above the centre line of the lock.



To lock the dumpster, secure the lock around the dumpster's **hook** and the **2 chains** of the doors



10. **LAUNDRY** – Round Table cloths (rented) placed into supplies laundry bag located in coat room
11. **KITCHEN RENTALS** – **Attach the lock to the fence gate if not already done (step 5).**
12. **LIGHTS** – Turn OFF in all the emptied rooms and the building's inside lights, upon final departure.  
Building's Outside lights remain ON.
13. **DOORS**- Release the bar on the entrance door with Allen Key; bar should have a "spring" when pushed.
14. **Key(s)** – At end of the Rental, Key(s) are placed in secured wooded box below the alarm.
15. **SET ALARM** – Key in you assigned alarm code before exiting the building.

**ENSURE THAT THE DOOR IS CLOSED AND LOCKED BEFORE LEAVING.**