



## Wynndel Community Centre (WCC)

5127 Wynndel Road, Wynndel, B.C. V0B 2N2

[wynndelcctreasurer@gmail.com](mailto:wynndelcctreasurer@gmail.com)

**RENTAL  
AGREEMENT**

Sport Groups

Group Name: \_\_\_\_\_ Event: \_\_\_\_\_ Est # Attending: \_\_\_\_\_

Rental Type: Daily ☐ Weekly ☐ Other \_\_\_\_\_

### Contact Information:

Primary Contact: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Other Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

In fixing signature as a Primary Contact, I confirm that this agreement has been read and understood ; AND that the actions of any guests I allow to be involved in the activity will be under my supervision; AND that I am responsible for the security and care of the rented space for the date when I make the booking arrangement.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Rights of Wynndel Community Centre (WCC) and Responsibilities of Renters

#### 1. General

- 1.1. WCC is not responsible for vehicles parked on WCC premises or for any items left on site.
- 1.2. WCC furniture and assets are for indoor use only.
- 1.3. WCC is a smoke-free facility. Receptacles for butts are available outside. The Renter must ensure the group participants leave the parking lot free of butts and misc garbage.
- 1.4. All exits must remain clear for safe and easy access.
- 1.5. The Renter shall leave all rented areas in a clean and tidy condition. See attached checklist.

#### 2. Damage Deposit (DD)

- 2.1. A damage deposit of \$\_\_\_\_\_ (min \$50.00) must be paid before the first group use. Amount of damage deposit is determined by level of activity and number of participants involved.
- 2.2. Damages to the property or inadequate cleanup will incur charges of \$25 per hr extra cleaning required, or physical damage repair at cost of materials plus \$25 per hr labour.
- 2.3. If any of the deposit balance must be used towards damages or cleaning, damage deposit must be topped up again to the original amount before booking another date.
- 2.4. Groups under contract will be supplied with one door key to be surrendered at the end of the contract. A penalty may be levied for lost keys or late surrender and deducted from damage deposit.
- 2.5. Notification of DD charged to group will be sent to the primary contact person by email.

#### 3. Regulations

- 3.1. The Renter Group shall indemnify and save harmless the Wynndel Community Centre (also known as WCC), its directors and employees from and against all claims, demands, costs, actions, or suits of any nature or kind whatsoever attributable or in any way related to or arising from this rental/use, including all allegations and liabilities based upon contract, tort or statute.
- 3.2. Before each individual group use, not under contract, the Primary Contact for that group agrees to contact the Hall Booking volunteer to avoid double booking events.

**Rental Rates:**

Upper Hall Sport Groups	Gym plus Kitchenette		
Weekday Mornings: 7 am – 10 am	All groups Max 3 hr	Save 10%	Early Bird Special
Weekdays: Between 10 am – 6 pm	2-8 players Min 2 hr	\$50	Small Groups: Tennis, Pickleball, Badminton
Evenings: Between 6 pm – 11 pm	8 players + Min 3 hr	\$60	Large Groups: Volleyball, Ball Hockey, etc
Full Days: Between 11 am - 11 pm	All groups 8 hr rental	\$150	Tournaments, Training
Full Days: Between 1 pm - 1 am	All groups 12 hr rental	\$220	Awards Dinner
Stage Use: Clean floor space	Small groups Min 2 hrs	\$50	Yoga, Meditation, etc
Kids Parties – incl sport equipment	4 Hr rental	\$80	Birthdays, playdates
Other events: \$25 per hour – minimum use 2 hours			

Other Charges		
Additional Cleaning Fee	\$25 per hr	Includes excessive garbage left on site.
Damages to premises	\$25 per hr	Plus material costs of repairs
Lost Key / Late Return	\$25 per loss	Late key return assessed at \$25 per day

***Booking is not complete until a Damage Deposit is received. The deposit will be refunded in a timely manner after exit inspection is completed and any keys provided have been returned.***

Rental Amount: _____	Damage Deposit: _____	Total Amt Due: _____
Key(s): Main Entrance	Sport Entrance	Garbage Bin
Rec'd by: _____	Returned to: _____	

**Rental Booking Contact:** \_\_\_\_\_ **Call/Text:** \_\_\_\_\_

**Email:** [wynndelccbookings@gmail.com](mailto:wynndelccbookings@gmail.com)

**Website:** [www.wynndelcommunity.ca](http://www.wynndelcommunity.ca)

**Booking record / receipt:**

Rental Amount Rec'd: \$ _____	by: Cash <input type="checkbox"/> Chq <input type="checkbox"/> E-transfer <input type="checkbox"/> on Date: _____
WCC Volunteer: _____	Submitted by rentor/agent (name): _____
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Deposit Amount Rec'd: \$ _____	by: Cash <input type="checkbox"/> Chq <input type="checkbox"/> E-transfer <input type="checkbox"/> on Date: _____
WCC Volunteer: _____	Received by WCC Treasurer: _____

Post Event Inspection: _____ by: _____
Inspection of WCC hall meets / does not meet the responsibility of the renter.
Notes: _____ _____
Damage Deposit Returned: \$ _____ Date Returned: _____
Method of refund: Cash <input type="checkbox"/> Cheque <input type="checkbox"/> E-Transfer <input type="checkbox"/> Returned to: _____



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## RENTERS EXIT CHECKLIST



**Please follow this guide as applicable when activity or event has ended.**

	Garbage: Please do not leave garbage cans in bathrooms and common areas overflowing. Gather bags, tie them closed and leave by the main exit doors unless a dumpster key has been supplied.
	Floors: Wipe up spills as they happen. Mop & bucket will be supplied. Empty bucket and leave with mop where you found them.
	General sweep of floor with dust mop to remove grit & dirt tracked into building. Shake mop out from rear deck, along the side of the hall. <b>IMPORTANT: Glitter, confetti, sparkles, hay, straw, rice, etc. are not allowed at events.</b> (They are too difficult to clean up.) Leave mop by door.
	Large Tables: Wipe table tops to remove cup rings/stains. Let dry thoroughly before putting back onto carts. Return to storage location from which they were removed (2 carts upstairs, 2 downstairs). <b>IMPORTANT: Face table surfaces towards each other to avoid legs scratching the surfaces.</b> Small Tables: Please wipe them off and return them to the locations where you found them. <b>Do not allow tables to block the stage exit.</b>
	Wipe chair surfaces. Stack and return to storage locations. Grey vinyl chairs go back downstairs, 18 per stack (allows for proper spacing or they don't fit). Older wooden chairs stay upstairs and are matched by the leg styles, 20 per stack. Black vinyl chairs stay upstairs. Burgundy plastic chairs have their own wheelers for moving, 4 units in total. They can be located as directed. <b>IMPORTANT: Do not allow chairs to block the stage exit. Do not block any fire exits / doorways at any time.</b>
	No tape on walls, tacks and hooks might be okay. Anything you have stuck on the walls, ceiling, floor, tables, anywhere need to be removed gently, without damage. Sometimes leaving hooks behind for the next user is an option, please ask!
	Lower all thermostats to 10 degrees. Shut off all lights.
	Ensure all exit doors have been shut securely. Lock entry door and pull to test.
	Kitchens should be left in clean condition. Remove all food from refrigerated units.
	Cigarette butts: Cans are provided for your guests. Please pick up any butts left on the grounds.
	Hall Grounds: Pick up any empty cups, napkins, bottles, cans or other garbage that may have been left outside by guests.
	When you have completed your clean up, do a final check and return or leave keys as directed.
	If the hall was not found to be clean and tidy at the start, or if there are any problems, please contact the hall rental volunteer.

**YOUR PARTICIPATION IN PROVIDING A CONSCIENTIOUS AND THOROUGH CLEAN UP AT THE END OF YOUR EVENT IS THE REASON YOUR RENTAL COST WAS SO AFFORDABLE IN THE BEGINNING.**

**THANK YOU FOR BOOKING YOUR EVENT AT WYNDEL COMMUNITY CENTRE!**