



Steveston Buddhist Temple スティーブストン仏教会

4360 Garry St. Richmond BC V7E 2V2 Canada
Phone: 604-277-2323 - Fax: 604-277-0313

RENTAL RATES for GENERAL USE

Effective September 1, 2018

The Gymnasium, Classroom and Kitchen may be rented for purposes such as meetings, workshops, parties, etc. Depending upon the usage, final approval for the rent will be determined by the Temple Rental Committee and/or the Temple Board.

Kitchen Rental:		<u>Members</u>	<u>Non-Members</u>
Based on a minimum	4 hours	\$120	\$200
	-	Additional Use: \$30/hour for Member or Non-Member	
	-	Kitchen must be left in the same condition as it was before the rent.	
	-	<u>Kitchen appliances are not included and are prohibited out of the temple building. However, it is negotiable but will be charged extra.</u>	
Gymnasium Rental:	-	One hour: \$75 for member \$100 for non-member	
	-	Damage deposit : \$300 for Member, \$500 for Non-member	
	-	Damage deposit will be returned depending on the damage incurred: If there is no damage the entire amount will be returned.	
	-	<u>The renter has to clean the gymnasium. (sweep floors, tables and chairs must be returned to the original setup and take garbage out)</u>	
Classroom Rental:	-	One hour: \$25 for Member \$40 for Non-Member	
	-	Damage deposit: \$100 for Member, \$200 for Non-Member	
	-	Damage deposit will be returned depending on the damage incurred: If there is no damage the entire amount will be returned.	
	-	<u>The renter has to clean the classrooms. (sweep floors, tables and chairs must be returned to the original setup and take garbage out)</u>	
Other Areas:	-	Rate to be determined, based on Event / Attendance / Usage	

Note 1: Due to our current construction, most one-time rentals by non-members require the presence of Temple Staff to help with access and facilities. This will add \$15/hour to rental costs.

Note 2: For any commercial enterprise where fees are charged, member rate isn't applicable.

Note 3: Food safe requirement to be followed. IF kitchen is rented, food safe certificate must be included in application package.

Note 4: Any cleanup required after completion of rental will be deducted from the damage deposit at a rate of \$50 per hour of cleaning time.

Rental Guidelines

The Steveston Buddhist Temple facilities are available for rental by members and non members alike.

These facilities are for non commercial events only.

The renter and the temple must be specific as to what areas of the temple are to be rented.

No rental agreement will be in force unless written documentation and a damage/security deposit has been received by the temple.

The renter must follow up any initial conversation or telephone call with a letter, e-mail or fax confirming the dates, times, area of the temple to be rented and a description of the event for completion of the rental agreement form.

Any changes to the agreement must be received at least 48 hours prior to the event.

Should the event include liquor a liquor permit must be acquired and posted prominently in the temple (usually the gymnasium)

The kitchen rental is for the facility only, stove, ovens, coolers/freezers etc. and does not include dishes, utensils or table cloths. Food Safe certification must be included in application for Kitchen rental.

The gym rental is for the facility only and does not include a sound system or music. Tables and chairs may be rearranged to suit the event.

The renter agrees to act in a respectful manner while in the temple and on temple grounds. Function attendees are to behave themselves and to refrain from loud or boisterous behavior upon leaving the temple, so as not to disturb our neighbours.

Renter agrees to sweep the floor, tables and chairs must be returned to the original setup and take garbage outside into the garbage container at the end of the event. Any cleanup required after completion of rental will be deducted from the damage deposit at a rate of \$50 per hour of cleaning time.

The renter agrees to be responsible for any damages to temple property.



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Rental Agreement

I (We), the applicant (s): _____

Tel: _____ email: _____

Member

__Y__N

Tel: _____ email: _____

On behalf of: _____

Event Date: _____ From: _____ To: _____

Type of event:

Number of guests/attendees: _____

Wish to rent the:

Facility	Rate	From	To	Hours	Cost
Gym					
Classroom					
Kitchen					
Foyer					
Hondo					
Grounds					
Other:					
Staff Fee	(\$15/hour for one-time events)				
Damage/Security Deposit (refundable)					
Total Event Rental Cost:					
Deposit Received:					
Balance Due:					

Required Documentation - Attach with deposit to completed application

Insurance		Liquor Permit		Food Safe Certification	
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CONDITIONS:

Insurance: Renters need to have liability insurance of not less than \$2,000,000 per occurrence prior to the signing and effect of this agreement. The renters will have the Steveston Buddhist Temple as an additional insured on their liability insurance. A link to an insurance provider is available on our rentals webpage at <http://steveston-temple.ca/rentals/>

Damage: The above renter/renters agree to be responsible for any damage to temple property and to behave in a respectful manner while on the premises. The applicant shall inspect the premises and equipment prior to the event to note any deficiencies/problems or safety concerns.

Alcohol: It is the responsibility of said renter to obtain and display prominently a liquor permit for the event if required. Copy should be attached to application

Kitchen: The rental is for the facility only including stove, ovens and coolers/freezers. It does not include dishes, utensils or table cloths.

Food Safe: Certificates for Food Safe need to be included in all applications for Kitchen rentals. On Certificate holder needs to be in attendance at all times during rental.

Gym. Rental is for the facility only and does not include a sound system or music.

Cleanup. Renter agrees to sweep the floor, return tables and chairs to the original setup and take garbage outside into the garbage container at the end of the event. Any cleanup or resetting of furniture and equipment required after completion of rental will be deducted from the damage deposit at a rate of \$50 per hour of staff time.

Cancellation. Seven (7) days' notice is required for a full refund.

I (We) have fully read and understood the terms and conditions of in this agreement.

Signed at Richmond, BC. on: _____

Signatures of Renters: _____

Temple representative: _____

NAME