

Steveston Buddhist Temple
Rental Agreement

I (We), the applicant(s)

_____ tel. _____

Email _____

_____ tel. _____

Email _____

Member (Yes/No) _____ On behalf of : _____

Type of event: _____

The event is to be held on (date) _____

From (times) _____ to _____ Number of attendees _____

Wish to rent the: classroom _____ Kitchen _____

Damage/Security Deposit (refundable when no damage) \$ _____

The total Rental Cost: \$ _____ Cheque/cash received on _____

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

Signed at Richmond, BC this day _____

Signatures: _____ Date _____

Signatures: _____ Date _____

Temple representative: _____ Date _____

**Steveston Buddhist Temple
Rental Agreement for General Use
Effective November 1, 2023**

The Classrooms 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 2 hours	\$120	\$200
- Additional Use:	\$25/hour	\$50/hour
- Facilities are for non commercial events only.		
- Damage/Security Deposit	\$300	\$500
- Food Safe requirements must be met by all renters.		
- If liquor is to be served, a permit must be acquired and posted prominently.		
- Kitchen rental is for the facility and appliances only. (utensils, dishes or table cloths excluded)		
- Kitchen counters, sink must be cleaned and sanitized at the end of the rental.		
- Floors must be cleaned.		
- Kitchen must be left in the same condition as it was before the rent.		
- Take your own garbage home.		

Classroom Rental:

	<u>Members</u>	<u>Non-Members</u>
- One hour:	\$25	\$50
- Damage/Security Deposit:	\$200	\$300
- Tables and chairs may be rearranged to suit the event however they must be sanitized and returned to the original setup at the end of the event.		
- Audio equipment is not included.		
- Floors must be mopped and cleaned.		
- Take your own garbage home.		

Rental Guideline

Due to limited space and existing programming, rental availability is limited.

Rentals by non-members require the presence of Temple staff to help with access and facilities.

No rentals after 5:30pm

Insurance: The Renter must buy a minimum of \$2,000,000 Liability insurance, with the Steveston Buddhist Temple as an insured party. Please submit a copy to the temple office.

Procedures: 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 has been received by the temple.

The renter must book by email or a letter 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 must be received at least 48 hours prior to the event.

Damage/Security Deposit: The Renter must agree to be responsible for any damage to temple property and to behave in a respectful manner while on the premises. The damage/security deposit will be returned to the renter given that there are no damages after the inspection.

Noise and behavior:

Function attendees are to behave themselves and refrain from loud or boisterous behavior during the event and upon leaving the temple, so as not to disturb neighbours.

Thank you for being cooperative.

Steveston Buddhist Temple

Rental Committee

(604)277-2323

info@steveston-temple.ca