



## VENUE RENTAL AGREEMENT

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ between Rivercity Players Society (RPS) and \_\_\_\_\_ (hereinafter referred to as the Renter) for the purpose of using Rivercity Players Facility

NAME OF RENTER ORGANIZATION: \_\_\_\_\_

ADDRESS OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

DESCRIPTION OF FUNCTION: \_\_\_\_\_

RENTAL DATE(S) \_\_\_\_\_ TIME: From \_\_\_\_\_ To \_\_\_\_\_

### FACILITIES REQUIRED:

**Licensed Bar:**  No  Yes - **If yes, a flat rate fee of \$100 will be charged**  
Running of the bar and all proceeds remain with RPS.

**Concession:**  No  Yes - **If yes, no cost**  
Running of the concession and all proceeds remain with RPS

**Projector & Screen:**  No  Yes - **If yes, a flat rate fee of \$50 will be charged**

**Technical Support:**  
If Yes, a rate of \$20 per hour  
will be charged

**Lighting:**  
 No  
 Yes

**Sound:**  
 No  
 Yes

If the renter provides a certified lighting and/or sound technician(s), please provide the name(s) of the technician(s). They must be approved by RPS prior to the rental date. If RPS provides a technician then the costs are listed below.

### RENTAL COSTS:

Venue Rental - \$40 per hour	Minimum of 2 hours	\$ 80.00
- Additional Hours \$40 per hour	Each additional hour	
Licensed Bar	\$100 flat rate	
Technical Support	Minimum of 2 hours	
- Additional Hours \$20 per hour	Each additional hour	
Projector & Screen	\$50 flat rate	
<b>Total Costs</b>		

**PAYMENT:**

Minimum 50% deposit is required to secure facility for the above dates.

Payment options:

Cheque made out to Rivercity Players or

E-Transfer to: [gmclark@shaw.ca](mailto:gmclark@shaw.ca) Glen Clark - Treasurer

Damage/Cleaning Deposit of \$250 is required and refundable.

Payment options:

A valid credit card number is preferred or

Cheque made out to Rivercity Players or

E-Transfer to: [gmclark@shaw.ca](mailto:gmclark@shaw.ca) - Treasurer

To allow for the Renter to rent the venue and make use of the spaces within the facility, the facility shall not be used for any other purpose or be assigned to any other individual or group without the prior consent of the Board of Directors or their appointed agent.

**Renters must provide current and valid Proof of Insurance**

Insurance Received on: \_\_\_\_\_

Inspected By: \_\_\_\_\_

The undersigned agrees to the rental agreement on behalf of their respective organization and accepts all terms and conditions as stated on the attached document.

\_\_\_\_\_  
Signature (renting Organization's Representative)

\_\_\_\_\_  
Signature (Rivercity Player's Representative)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised & Approved May 2018