



2019 Kelowna Riding Club Rental Agreement

Office Use Only

Date Received: _____

Membership #: _____

HCBC # UTD: _____

Member Cheque #: _____

Name of Applicant: _____

Club/Group Name: _____

Function: _____

Address: _____ **City:** _____ **Province:** _____

Postal Code: _____ **Home #** _____ **Cell #** _____ **Fax #** _____

Email: _____ **Current Member:** Yes or No

Date(s)/Ring(S): _____

Club House: (Check One) Yes or No **Sound Booth and Patio:** (Check One) Yes or No

Concession & Kitchen: (Check One) Yes or No **Clubhouse & Concession:** (Check One) Yes or No

Rings Required: Dressage Jumper – No Jumps Jumper – With Jumps Hunter – No Jumps Hunter – With Jumps

Warm up Ring only when booked in conduction with another ring: Hunter Ring 1/3 Jumper Ring

Additional Harrowing/Watering (# of extra times per day)
 One Harrowing and Watering before event each day is included _____ **Show Dressage Ring:** Yes or No

Stalls: Number Requested: _____ Number of Days: _____

Other Requests or Notes: _____

2019 Ring Rental Fees Per Day	Dressage Ring	Jumper Ring No Jumps	Jumper Ring With Jumps	Hunter Ring No Jumps	Hunter Ring With Jumps	1/3 Jumper Warm up	Hunter Warm Up
Member	\$157.50	\$157.50	\$189.00	\$157.50	\$189.00	\$78.75	\$78.75
Non-Member	\$236.25	\$236.25	\$262.50	\$267.75	\$262.50	\$120.75	\$120.75

2019 Club Rental Fees Per Day	Clubhouse (day)	Clubhouse (Up to 3 hrs)	Concession & Kitchen	Sound Booth & Patio	Clubhouse & Concession	Stall Rental (Per Night)	Harrowing - Per Ring Per Harrowing
Member	\$105.00	\$50.00	\$63.00	\$52.50	\$157.5	\$21.00	\$26.25
Non-Member	\$157.50	\$60.00	\$131.50	\$89.25	\$262.50	\$31.50	\$31.50

Fees:

Facility (Indicate Ring or Area)	Fee Per Day:	Day(s):	Fee(s):
_____	\$ _____	X _____	= \$ _____
_____	\$ _____	X _____	= \$ _____
_____	\$ _____	X _____	= \$ _____
Stall(s) Per Night	\$ _____	X _____	= \$ _____
Total:			\$ _____
Deposit: (50% of total due at time of booking)			\$ _____
Balance Owing: (Due within one (1) week of use)			\$ _____
Clean-up/damage Deposit: (Separate Cheque) Dated Day after your event			\$250.00

Rental Agreement for the Kelowna Riding Club Facilities

Rules and Regulations of the Club:

- 1) The Renter must comply with all policies, bylaws, and Fire Regulations as set down by the City of Kelowna, Kelowna Fire Department and the Kelowna Riding Club.
- 2) **All renters must provide proof of \$5,000,000 3rd party liability insurance once agreement is signed, in order to rent facility.**
- 3) The renter is responsible for the execution of the liability waiver at the end of this document.
- 4) If alcohol is to be serviced on KRC property, Provincial BC Liquor License must be obtained. The license must be posted at the time of the event at the facility. Event liability insurance (alcohol) is required.
- 5) Harrowing is done before the event. Additional harrowing may be arranged in advance through the Kelowna Riding Club
- 6) All equipment (Jumps, chairs, tables, dishes etc.) must be returned and put away after use.
- 7) Clubhouse, including kitchen, must be left clean and tidy with everything put away. Floors must be swept and ready for washing. All garbage is to be collected and put in garbage bin which is behind the dressage ring.
- 8) If any damage occurs to equipment (including jumps) or clubhouse we ask that you notify _____ at _____ immediately.
- 9) The Board of Directors of the Kelowna Riding Club reserves the right to levy alternative rental rates at their discretion.
- 10) A 50% deposit is due upon filling out the rental agreement. This deposit is refundable with a minimum of seven (7) days notice. Full rental fees to be paid within one (q) week of event.
- 11) A clean-up/damage deposit of \$250.00 is required on a separate cheque or credit card hold at the time of booking.
- 12) All set up and take down must be done on the appropriate rental dates unless otherwise arranges and authorized by the Kelowna Riding Club Board of Directors.
- 13) The Kelowna Riding Club Facility Rental Request Form must be completed.
- 14) ****Stall rental includes shavings. Stalls must be stripped after use or a \$30.00/stall fee will be charged by the Kelowna Riding Club for stripping the stalls. The renter is responsible for collecting the stall rental fee (No third party cheques please).**
- 15) **If requested, and available, the Club may be available for set up the evening before your function. In addition, if the Club is not booked the day following, you will have until 12:00 noon to vacate the stalls and have all equipment cleaned up.**

Please refer to the **Rental Agreement** for additional information.

I hereby agree to the above Rules and Regulations, and assume responsibility for myself and/or my organization for any and all damages o the rental facility. I understand that applicable charges will be applies against my damage deposit for any and all damage to club and/or grounds, set down of equipment and/or furniture, and/or any additional cleaning that is required by this contract.

Please Print Clearly

Name _____ Club/Association _____

Address _____ City _____ Province _____ Postal _____

Phone # (_____) _____ Email _____

(Signature of Participant) Signed this _____ day of _____, 20____

(Print Name of Witness to Signing and Initialing) Signed this _____ day of _____, 20____

MAIL-IN CHECKLIST

- ✓ Completed Rental Request form
- ✓ Signed Rental Agreement
- ✓ Current Year's HCBC Number
- ✓ Copy of \$5,000,000 liability coverage of Individual and/or club
- ✓ Clean-up/Damage Deposit \$250 (Dated day after event)
- ❖ All cheques to be made out to The Kelowna Riding Club

A service fee of \$35.00 will be charged on ALL NSF cheques

Mail forms and Payment to: Kelowna Riding Club, 3745 Gordon Drive, Kelowna, BC V1W 4M8

E-MAIL CHECKLIST

- ✓ Completed Rental Request form
- ✓ Signed Rental Agreement
- ✓ Current Year's HCBC Number
- ✓ Copy of \$5,000,000 liability coverage of Individual and/or club
- ✓ Clean-up/Damage Deposit \$250 (Dated day after event)

PAYMENT ENCLOSED

Cheque (Payable to Kelowna Riding Club) Visa MasterCard E-transfer

Fee Amount: \$ _____ Volunteer Fee \$ _____ Total to Process \$ _____

Cardholder Name: _____

Credit Card Number: _____

Expiry Date: (MM/YY) _____ CSV: _____

Cardholder Signature: (required): _____

E-Mail forms and Payment to: kelownaridingclubtreasurer@gmail.com if using e-transfer password **kelowna**