



Rosswood Community Association

4145 Kalum Lake Rd

Terrace BC, V8G 0G8

rosswoodbc@gmail.com

RENTAL REQUEST & FEES FORM for the Rosswood Community Association (RCA) Facilities

Renter Name and Organization: RCA Member: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address:	
Phone #:	
Email:	
On Site Contact Person Name: Phone #:	

Rental Dates	Occupancy, including set up	
	Date:	Time:
	Vacancy, including clean up	
	Date:	Time:
Number of People Expected:		
Event Description:		
Kitchen Use YES <input type="checkbox"/> NO <input type="checkbox"/> Description:		

All rental requests will be reviewed and must be approved by the RCA Board. The RCA reserves the right to refuse rentals and make changes to rental rates and damage deposits at its discretion. Consideration will be given to all rental requests.

All renters must read and agree to the '**RCA Rules & Regulations**' and sign the '**RCA Rental Contract & Agreement**' upon approval of the requested rental by the RCA Board to secure your booking.

All event organizers for Rosswood community events must read and agree to the '**RCA Rules & Regulations**'.

Rental Options and Fees

NON-RCA MEMBERS		
Rental Options	Rental Fees	Damage Deposit
Hall, Kitchen and Grounds <input type="checkbox"/> Daily	\$250.00/day	Minimum of \$500.00
<input type="checkbox"/> Hourly	\$20.00 for the first hour, 15.00 for subsequent hours, up to 6 hours per single session.	Minimum of \$100.00
<input type="checkbox"/> Kitchen Only	\$80.00/day	\$200.00
Liability Insurance Required.		

RCA MEMBERS		
Rental Options	Rental Fees	Damage Deposit
Hall, Kitchen and Grounds <input type="checkbox"/> Daily	\$125.00/day	Minimum of \$500.00
<input type="checkbox"/> Hourly	\$15.00 for the first hour, 10.00 for subsequent hours, up to 6 hours per single session.	Minimum of \$100.00
<input type="checkbox"/> Kitchen Only	\$40.00/day	\$200.00
Additional janitorial responsibilities are required as indicated in the Rules & Regulations Agreement, section 8.		
Liability Insurance Required.		

For other rental options please contact the RCA

RCA COMMUNITY EVENT	
<input type="checkbox"/> Free Community Event	Community event put on by an RCA member, free and open to Rosswood community members to attend.
Community events must have an organizer responsible to ensure all the rules and regulations are met.	
Additional janitorial responsibilities are required as indicated in the Rules & Regulations Agreement, section 8.	
Liability Insurance not Required.	

Payment Schedule for Full Day Rentals

Damage deposit and rental fee must be paid a minimum of 30 days prior to rental. If the rental is made less than 30 days before the event, the damage deposit and rental fee will be paid immediately upon approval of your request.

Payment Schedule for Kitchen Only use and Hourly Rental

Rental can only be made a maximum of 30 days prior to rental date. Full day hall rentals have priority over kitchen and hourly rentals. Rental fee and damage deposit are due no later than 3 days prior to the rental.

Recurring Rentals

For regular repeated rentals, within a short time, the rental fee is due every week ahead of the rental, or paid in a lump sum. The damage deposit will be held back by the RCA during the same calendar year. The contract will automatically renew each week.

Insurance

It is a **requirement** that all rentals obtain the appropriate liability policy for your event and an alcohol permit (if applicable), and add Rosswood Community Association as an "Additional Insured" to their policy. Recommended limit is \$5,000,000 but should not be less than \$2,000,000.

A copy of the liability insurance and alcohol permit (if applicable) must be provided to the RCA with the signing of the contract.

Signature: _____ **Date:** _____

RCA BOARD USE ONLY:	
Date request received:	Rental approved: YES / NO Date:
Rental fee as approved: \$	Rental fee received date:
Damage deposit as approved: \$	Deposit received date:
Date contract sent:	Signed contract received date:
Door code provided:	Copy of insurance received: