



_____	Renter
_____	Expected Attendees
_____	Date of Rental (MM/DD/YY)
_____	Time of Rental
_____	Deposit Paid

## Hycroft Rental Agreement

*The University of Women's club of Vancouver at Hycroft is referred to UWCV*

**Rental Deposit** – A deposit of 50% of the rental fee is due upon signing this agreement. Invoice for the balance will be generated and emailed to the renter within 2-3 business days.

**Payment** - The remaining balance will be due 60 days prior to the renter's event.

**Rescheduling** – Rebooking a date is possible if your rescheduled date is available and is within the same calendar year. A rebooking fee of \$100 will apply outside 60 days of the renter's scheduled event. Rescheduling is not possible if your rental falls within 60 days of the scheduled event. Written notice is required.

**Cancellation** – The rental deposit will **not** be refunded if the renter cancels the event. Any unpaid balance will be waived. Written notice is required.

**Property Damage** – The renter agrees to be responsible for the conduct of his/her guests. Hycroft will not assume the responsibility for the damage to or loss of any merchandise or articles left in the event facility prior to, during, or following the event. The renter agrees to be responsible for any damages done to the premises during their event or for any damages done by an independent contractor hired by the renter. A Damage Deposit must be provided at least 3 days prior to the event. Damage deposit can be either a credit card authorization form with \$1,000 pre-authorized amount or \$1,000 cheque. Any damage and extraordinary cleaning as a result of the rental will be deducted from the Damage Deposit. A representative of the renter must sign off on the condition of the building and its contents at arrival and completion of the event in the presence of a Hycroft liaison.

**Liability Insurance** - The Renter agrees to maintain Comprehensive General Liability (third party bodily injury and property damage) of not less than \$5,000,000 for each occurrence. Renter will also maintain no less than \$250,000 in Tenants Legal Liability coverage. Insurance will be provided by UWCV and cost will be added to the Rental invoice.

**Renter's Initial** \_\_\_\_\_

1489 McRae Avenue  
Vancouver, BC V6H 1R1  
T: 604-731-4662 F:604-731-3710  
E: rentals@uwcvcancouver.ca



**Rental area and access time** – The UWCV is a private club. Appointments must be scheduled with the Rental Event Coordinator to access the premise prior to the rental day. Access is limited to the rooms specified in the Rental Agreement. Storage space is not available.

### **Rules of Hycroft**

- Nothing shall be posted, nailed, screwed or otherwise attached to the walls, floors, chandeliers, or other parts of the building or furniture.
- Flamed candles are not permitted. Only battery operated candles are permitted.
- Pets are not permitted.
- Hycroft is a smoke free facility. This includes all interior spaces, and exterior locations (the terrace, gardens and parking lot.) There is an ashtray provided outside of Hycroft's front iron gates.
- Confetti is not permitted.
- Flower petals are not permitted.
- Sparklers are not permitted.
- Personal audio/visual equipment are not permitted.

### **Music/P.A.**

- Socan fees (Society of Composers, Authors and Musicians Publishers of Canada) and RE:SOUND fees are payable if live or taped music is played at a rental. SOCAN fees and RE:SOUND fees are added to the Rental Invoice. Please visit [www.socan.com](http://www.socan.com) and <http://www.resound.ca> for more information.
- Out of respect for our neighbours, we require that all audio sources be located inside of Hycroft ( DJ, speakers, microphone, and musicians). For outdoor ceremonies only (DJ, speakers, microphone and musicians) are permitted on Hycroft Terrace or the garden area with prior consultation and authorization with the Rental Co-ordinator. If our staff determines that the sound levels are too high as per the City of Vancouver Noise Bylaw - adjustments will be made to reduce the volume.
- Dancing is permitted in the Ballroom **only**. Any live music performance must be co-ordinated and authorized with the Rental Co-ordinator.
- Music which can be heard on the Terrace must be off by 10:00pm. All other music must be off by 10:30pm.
- If your event requires DJ, designated DJ must be used. Please contact DJ Michael Tedham "The Man About Town" at [michael@manabouttownent.com](mailto:michael@manabouttownent.com) or 604-724-0225.

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**Hycroft Liaison** – Liaison staff are assigned to ensure that Hycroft is well maintained during your event. They assist you on the day and will receive deliveries, provide information to caterers and suppliers, and ensure the set up and facilities are as arranged. Liaison staff will also be responsible for the wedding ceremony chair set-up. They are not responsible for the setup or cleanup of the catering service.

### ***Furniture***

- Arrangement for use and relocation of all Hycroft furniture, and or pianos must be coordinated and authorized in advance with the Rental Co-ordinator. Any furniture and/or pianos that are moved without advance notice and authorization will subject the renter to a \$500 fine.
- White Resin Chairs are available for outdoor use only.
- Red Banquet Chairs are available for indoor use only.

### ***Rentals***

- Screen and Projector are available for rent for \$100 (plus tax).
- Flip Charts are available for rent for \$35 (plus tax).
- Speakers and wireless mics are available for rent \$350 (plus tax).
- Hycroft Grand pianos are available for rent at \$100 each (plus tax), and must be coordinated and authorized in advance with the Rental Co-ordinator.

### ***Disabled Access***

- Due to the nature of our heritage property wheelchair access is available only to the main floor by ramps at the front door and on to the terrace.

### ***Catering***

- If catering is required on Friday or Saturday, the Renter must employ Hycroft Hospitality Executive Catering Package
- If catering is required on Sunday, the Renter must employ Hycroft approved Caterers. The list of caterers can be obtained from the Rental Co-ordinator.
- No personal food or non-alcoholic beverage items are permitted to be brought into Hycroft.
- Food is not permitted for morning wedding ceremony rentals.

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### ***Liquor and Bartender***

- The renter may bring in liquor or have it provided by the caterer.
- A Special Occasion License must be obtained from a BC Liquor Store and delivered to UWCV prior to the event and the license must be posted at the bar during the event.
- The Renter must use a bartender employed by the caterer or UWCV.
- The bar must closed by 10:30 pm.
- Consumption of liquor is not permitted on the Second Floor

### ***Cleanup and Closedown***

- The Renter is responsible for removal of all decorations, gifts, boxes, empty containers and bottles before the end of their rental period.
- The Renter, all guests, and their vehicles must leave the premises by the end of the rental period. Vendors have 1 additional hours after the rental ends cleanup.
- Décor rentals must be removed on the same day at the end of the rental period.
- The Renter will be subject to an overtime cleanup fee of \$300/half hour when exceeding the agreed rental end time, round to the nearest half hour.

### ***Guest Parking***

There is limited complimentary parking in Hycroft's parking lot, and an abundance of free public parking on McRae Avenue, and on The Crescent. In Hycroft parking lot, there is reserved parking on weekdays (Monday through Friday) for up to 5 vehicles for organizers. This must be arranged with the Rental Event Coordinator 48 hours prior to the event. The Rental Event Coordinator will require registration of vehicle license plates. All non-registered cars in Hycroft parking lot will be subject to towing. On weekends (Saturdays and Sundays), there are 25 parking spots available. No registration of vehicle license plates is required on weekends.

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*By signing below, I certify that I have read, understand and agree to comply with all rules and regulations of this Rental Agreement.*

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

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Email Address

Areas rented (check the appropriate box below):

- ☐ **Whole House:** Main Level, Ballroom Level, Farris Room, Lett Room, \*Exclusive use of Terrace
- ☐ **Main Level:** East Wing, West Wing, \*Exclusive use of Terrace
- ☐ **East Wing:** Dining Room, Library, Bluebird Solarium, \*Access to Terrace (not exclusive)
- ☐ **West Wing:** Drawing Room, Green Solarium, \*Access to Terrace (not exclusive)
- ☐ **Ballroom Level:** Ballroom, McRae Lounge
- ☐ **Farris Room**
- ☐ **Lett Room**
- ☐ **Coach House**

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