



THE UNIVERSITY  
WOMEN'S CLUB  
of VANCOUVER  
at H Y C R O F T

\_\_\_\_\_  
Renter  
\_\_\_\_\_  
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. A rebooking fee of \$100 will apply outside 60 days of the renter's scheduled event. A 20% rental fee will apply if rescheduling occurs within 60 days of renter's scheduled event. Written notice is required.

**Cancellation** – The rental deposit will not be refunded if the renter cancels the event.

**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 paid at least 15 days prior to the event. Damage deposit can be either a credit card pre-authorized form of \$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 \$2,000,000 for each event. At least 30 days prior to the rental, the Renter agrees to furnish the UWCV with a Certificate of Insurance to prove such insurance is in place for the date(s) of rental, and agrees to add the University Women's Club of Vancouver as an additional insured party

*Rentals less than 5 hour duration are not required to purchase liability insurance.*

1489 McRae Avenue  
Vancouver, BC V6H 1R1  
T: 604-731-4662 F:604-731-3710  
E: rentals@uwcvancouver.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.
- Only battery operated candles are permitted inside the house.
- Pets are not permitted in the house.
- 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 permitted. Only real petals can be used outside the house. The renter is responsible for the cleanup of all petals immediately following the event.

### **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 included on 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 Event Co-ordinator. If our staff determines that the sound levels are too high - adjustments must be made to reduce the volume. Dancing is permitted in the ballroom and main foyer only. Any live music performance must be co-ordinated and authorized with the Rental Event Co-ordinator.

**Staff** - 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.

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### ***Furniture***

- Arrangement for use and relocation of all Hycroft furniture, and or pianos must be coordinated and authorized in advance with the Rental Event 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.
- Hycroft staff will be responsible for the ceremony chair set-up.
- A Screen and Projector are available for rent at \$100.
- Table clothes are available for rent at \$10 each.
- Hycroft Grand pianos are available for rent at \$100 each, 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***

- The Renter may choose between Hycroft Hospitality Executive Catering Package or Hycroft preferred caterers.
- No personal food or non-alcoholic beverage items are permitted to be brought into Hycroft.

### ***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.

### ***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 11:00 pm.

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### 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.

*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

Area(s) rented

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Green Solarium | <input type="checkbox"/> Drawing Room | <input type="checkbox"/> Terrace           |
| <input type="checkbox"/> Dining Room    | <input type="checkbox"/> Library      | <input type="checkbox"/> Bluebird Solarium |
| <input type="checkbox"/> Farris Room    | <input type="checkbox"/> Lett Room    |  |
| <input type="checkbox"/> Ballroom       | <input type="checkbox"/> McRae Lounge |  |

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