



Hycroft Rental Agreement

1. RENTAL BALANCE - The balance of the full Rental Fee is due two months prior to the rental date.

2. DAMAGE DEPOSIT - A Damage Deposit must be paid 15 days prior to the event.

- This Damage Deposit will be reimbursed within 15 days of satisfactory inspection following the event.
- Any damage and extraordinary cleaning as a result of the rental will be deducted from the Damage Deposit.

2. CANCELLATION POLICY

- The University Women's Club of Vancouver (UWCV) must receive notice of event cancellation in writing not less than thirty-one days before the rental date.
- The Rental Deposit will not be refunded if the Renter cancels the event.

3. 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 occurrence. Within 30 days of 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. Contact the Rentals Coordinator for a list of insurance brokers if desired.

University Women's Club of Vancouver is not liable for any loss or damage to goods or equipment brought into the property.

4. 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.

5. MUSIC AND DANCING

Socan Fees (Society of Composers, Authors and Musicians Publishers of Canada) are payable if live or taped music is played at a rental. SOCAN fees are included on the Rental Fee Invoice. Please go to www.socan.com for more information.

Music

- The music source, amplifiers and speakers must be inside the house.
- Music which can be heard on the Terrace or Gardens must end by 9:30 pm

Pianos

- Pianos are available during rentals.
- Please coordinate with staff regarding location of piano.

Dancing

- Dancing is permitted in the Ballroom and Green Solarium only.

6. RENTAL AREAS AND ACCESS TIME

- The UWCV is a private club. All appointments must be scheduled with the Sales and Event Manager.
- The *Rental Time* is calculated from the **Rental Start** to the **Rental Stop**.
- Access is limited to the room(s) specified in the Rental Agreement.
- Storage for cakes, food and decoration is not available.

7. FURNITURE

- Arrangements for use of furniture must be coordinated in advance.
- White Resin Chairs are available for outdoor use on terrace and in garden.
- Red Banquet Chairs are available for indoors.
- Hycroft staff are responsible for the ceremony chair set-up.
- Please enquire about AV equipment.

8. HOUSE RULES

- Nothing may be attached to the walls or chandeliers.
- Candles are permitted on the dining room table, terrace and head table only.
- Pets are not permitted in the house.
- Smoking is not permitted in the house or on the grounds.
- To respect our neighbours and tenants, lingering in the parking lot is not permitted.

9. 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.

10. CATERING - Designated caterers **MUST** be used.

11. LIQUOR & BARTENDER

- A Special Occasion Licence must be obtained from a BC Liquor Store and delivered to UWCV prior to the event and License must be posted at the bar during the event.
- The Renter must use a bartender employed by the caterer or UWC Vancouver.
- The bar must closed by 10:30 pm.

12. 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.

13. PARKING

- The Renter will be designated a limited number of parking spots and issued passes for the event date.

14. USE OF HYCROFT NAME:

- Please note the proper name of the venue is Hycroft (not manor, house, or mansion)
- 1489 McRae avenue, Vancouver, BC V6H 1V1

I/we have read these Rental Rules and agree to abide by them at all times.

Signature of Renter

Signature of Sales and Event Manager

Date Date

Contract Number

*UWCV is committed to protecting the privacy of personal information of its Rental Clients.
To view our complete Privacy Policy please visit our website or ask at our office for a printed copy.*