

GVRC Rental Policies & Procedures

Rental Policies:

Earliest rental start time is 8am

Latest end time is 10 pm

Must comply with Town of View Royal noise bylaw

No smoking

Alcohol may be served if the appropriate license is obtained by the renter

1. Non-Owner renters

- 1.1. \$200 damage deposit must be paid.
- 1.2. Animals are permitted with an additional \$100 damage deposit (excluding certified guide and service dogs).
- 1.3. Non-owner renters must provide proof of event insurance.
- 1.4. Eligible renters include businesses and non profit organizations.
- 1.5. Rentals are per hour at the following rate: \$30/hr
Discounted rate for more than 4 hours: \$25/hr
Discounted rate for full day: \$200/day
For event set up the day before, an overnight fee of \$20/night between 11pm and 7am the next day will apply.
- 1.6. Can use parking lot and public space on Glentana Road. May not park on yellow lines or private roads.
- 1.7. Bookings are on a first-come-first-served basis.
- 1.8. Must provide at least 48 hours notice if cancelling; otherwise an hour's rental fee will be charged.
- 1.9. If the Hall is unable to be used due to an emergency or safety concern or becomes inaccessible due to snow/ice, you will be notified at the earliest instance and your fees will be returned.

2. Long-term rentals

- 2.1. Must enter into a contract.
- 2.2. Must give 30 days notice to terminate
- 2.3. GVRC may also give 30 days to terminate the contract.
- 2.4. Must not install anything without prior approval by the GVRC
- 2.5. Must remove anything installed and return the Hall to its original state
- 2.6. Must pay the cost, if any, of returning the Hall to its original state

3. Owners

- 3.1. Eligible for one free booking a month per household of up to 4 hours. For more than 4 hours in a month, then the non-owner rental fee must be paid.
- 3.2. \$200 damage deposit must be paid.
- 3.3. Animals are permitted with an additional \$100 damage deposit (excluding certified guide and service dogs)

- 3.4. Owners must be affiliated with an owner group (i.e., be an owner at one of the five contributing stratas, or a member of Cameo Co-op), or own one of the five Glentana single family homes.
- 3.5. Owners must show proof of address before accessing the key.
- 3.6. Owners are covered by the GVRC's liability insurance and therefore do not need to provide event insurance.
- 3.7. Owners may use their free monthly rental for their own business or social event.
- 3.8. Owners may in exceptional cases book the Hall on behalf of an external business if it is to the benefit of their owner group, does not give an unfair business advantage to a single business, or result in long term revenue loss to the GVRC. Permission must be sought from the steering committee.
- 3.9. Owners must provide at least 48 hours notice if cancelling; otherwise an hour's rental fee will be charged.

Owner Rental Procedure:

1. View booking calendar on GVRC website
2. Identify desired date
3. Contact JKS Realty for owner rental agreement and instructions
4. Return completed rental agreement; proof of address; requisite permits/licenses, including but not limited to alcohol, site safety, etc., as applicable; and pay damage deposit
5. Obtain instructions for accessing the key from JKS Realty

Non-Owner Rental Procedure:

1. View booking calendar and rental application form on GVRC website
2. Identify desired date
3. Download and complete non-owner rental application form and forward to JKS Realty
4. Upon approval of the rental, pay damage deposit and rental fee to JKS Realty with proof of event insurance and requisite permits/licenses, including but not limited to alcohol, site safety, etc., as applicable
5. Obtain instructions for accessing the key from JKS Realty