

Paddlewheel Hall Rental Information



www.okanaganlanding.com *email hallrental@okanaganlanding.com *250-542-2500

Paddlewheel Hall is in Vernon, British Columbia on Okanagan Lake. You'll find friendly people, world-renowned golf courses, water sports, hiking, biking and more. Vernon is the largest city in British Columbia's North Okanagan Regional District and provides all the amenities of a major city. Vernon has a humid continental climate with average temperatures of:

Paddlewheel Hall is a desired location for many types of events such as weddings, birthdays, anniversaries, memorials, celebration of life, musical events, corporate gatherings, and many more types of events.

Hall Features:

- Large lakeside deck
- 250-person capacity
- Ample parking
- 50 tables & 200 chairs
- Non-commercial kitchen
- Non-smoking facility
- Modular stage & speakers' podium
- Wheelchair accessible facility & washroom
- Bar

Rental Rates

Rates	*All rentals subject to rate changes and Board approval.		2020	2021
All Weekdays	Discounted 33%	Monday – Thursday	\$880/day	\$880/day
High Season Weekends	April 1 – October 31	Friday/Saturday/Sunday	\$1320/day	\$1353/day
Low Season Weekends	November 1 – March 30 Discounted 33%	Friday/Saturday/Sunday	\$880/day	\$902
Hourly (Max 6 h)	*Weddings cannot book hourly		\$80/hour	\$80/hour
Registered Charity Daily	(CRA verification number required).		\$400/day or \$65/hour	Same
Security Deposit/ SOCAN / Insurance / Cleaning Fees- due 30 days prior to event			Variable - Request Quote	Same

Reservation Procedure

- Inquire by email hallrental@okanaganlanding.com or by phone 250-542-2500.
- Full rental fee at the time of the reservation (online payment/cheque/money order to Okanagan Landing & District Community Association.
- Cancellations:
 - 121 days before event – full refund less \$100 non-refundable booking fee
 - 60 to 120 days before event - 50% of Hall Rental
 - 1 to 59 days before event - there will be no refund of hall rental.

Security Deposit -\$500 is due prior to 30 days of reservation date (events with alcohol \$750). Any overtime charges, or costs incurred for extraordinary cleaning of the facilities and furnishings, both inside and outside, or damages to the facility or surrounding area, will result in a deduction or forfeiture of your deposit. You will be billed for any damages not covered by your security deposit.

Paddlewheel Hall Application Form

Legally Responsible Renter (s) Names and ID: (Minimum 21 years of age. Copies of two pieces of ID required at least one photo ID.)		
Return security deposit to: _____		
Address:		
Phone:		
Email:		
Description of event/purpose/details (use back if you need more space):		
Private: Yes/No	Estimated Attendance: _____ (Max 250 people)	BBQ: Yes / No
Start Date and Time:		
End Date and Time:		
Bar Closed Time:		

We reserve the right to refuse events.

Fees and Deposits	\$ Amount
Rental Fee: (Due upon signing the Contract)	
Set Up Fee:	
Custodian Cleaning Fee: (Mop floors, sanitize bathrooms and kitchen)	150.00
Additional Cleaning Fee: (If additional cleaning required for storing chairs and tables or extraordinary mess it will be charged at <u>\$100/hour.</u>)	
Security Deposit (Alcohol \$750 or No Alcohol \$500)	
SOCAN Fee: (For playing Music -Dancing \$66.66 or No Dancing \$33.31)	
Insurance: (Agent is Capri Insurance - Alcohol \$160.00 or No Alcohol \$60.00)	
Other:	
Total	

All cheques are payable to Okanagan Landing and District Community Association. NSF Cheques are charged \$75.00.

Booking Agent Use:

Hall Rental Fee Deposit: _____

Balance Amount: _____

Balance Due Date: _____

Contract Terms and Conditions		Initial
1	Legally Responsible Renter(s) shall comply with all local, provincial, and federal laws and regulations. Renter(s) are responsible to ensure all required permits and licenses are secured. If alcohol is consumed it is the renter's responsibility to obtain a liquor license.	
2	Alcohol is ONLY permitted inside the hall and on the deck. The beach, park pavilion, park/grass, and parking lot are public spaces and subject to the City of Vernon Bylaws.	
3	Violation of the agreement or reporting false information may result in termination of the contract forfeiture of the rental fee &/or security deposit. The Facility shall be used for the purpose stated in this contract and no other use is permitted (NO subleases or use of the Facility for any other purpose).	
4	OKLDCA representative visit(s) shall be permitted (if deemed necessary by OKLDCA).	
5	Report any personal injuries or property damage promptly.	
6	Maximum 250 people in accordance with fire regulations.	
7	City Bylaws -events must be moved indoors by 11:00 pm in accordance with bylaws. Events must end at 12:00 pm and clean up complete by 1:00 am.	
8	All bookings are subject to Board Approved changes to protect the health, safety, and/or welfare of the community. All efforts are made to ensure existing contracts are not adversely impacted.	
9	All bookings are subject to Force Majeure (unforeseeable circumstances); therefore if the Facility is impacted to the degree that the event cannot occur on the date booked the renter will be compensated the rental fees or may reschedule at a future date. We will not be liable for any other costs incurred by the renter for their event.	
10	The facility will not be open earlier than the rental start time for you, your caterers, DJ, decorators, etc. Time for all preparation must be included in your rental hours. Vendors and/or members of your group will not be allowed access to the building outside of your contracted rental time.	
11	Barbecuing is not permitted in the hall. BBQ permitted on the deck with proper spill protection under the unit (For example, barbecue mat, plywood). BBQ must be placed away from the walls/windows and railings to avoid splatter or set off fire alarm. <i>Failure to keep surfaces clean will result in extra cleaning fees (\$100/hour) and repair costs.</i>	
12	Renter shall not use Okanagan Landing & District Community Association or Paddlewheel name(s) to suggest endorsement or sponsorship of the event without prior written approval.	
13	Cancellations: for the rest of 2020 – full refund less \$100 non-refundable booking fee, with 2 weeks notice.	
14	At the end of the event complete the RULES CHECKLIST and leave it in the kitchen with all keys. Failure to leave the keys is a \$100 charge - Loss of garbage padlock / deck gate lock will be \$100 each.	
15	Facility must be left secure - close & lock all windows/doors, deck gate & dumpster chain lock.	

Renter shall indemnify, defend, and hold harmless the OKLDCA, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during Renter's use or occupancy of the Facility and adjoining property and Renter waives any right of recovery against the OKLDCA, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond its control. Renter shall not charge results of "acts of God" to the OKLDCA, its officers, employees, or agents.

I am aware that any damage or failure to comply with any of the terms or conditions of the Paddlewheel Hall Rental Contract and or RULES will result in loss of some or all the security deposit (charges over the security deposit be billed to the Legally Responsible Renter(s)).

I _____ have read and understood all terms and conditions of the Paddle wheel Hall Rental Contract and the Lease Agreement Conditions. (Please print name.)

Legally Responsible Person(s) Signature(s)

Date

OKLDCA Booking Agent or Representative Signature

Paddlewheel Hall Rules are mandatory to protect the hall and the safety of all guests.

Paddlewheel Hall is a Non-Smoking facility.

Please ensure guests not to smoke in or near the facility (smoking on the deck is considered a fire hazard). If guests do not comply you must clean up or will be charged minimum \$100 clean up fee.

NO SMOKING of any kind is permitted on this property; this includes Paddlewheel Hall, NOSA out buildings and Station House Museum (including parking lot and outdoor portions of the property including patios and decks). With the legalization of Cannabis in Canada on October 17, 2018, the Okanagan Landing and District Board of Directors has aligned our policies with the City of Vernon Bylaw #3422 to promote clean air by prohibiting or regulating smoking. The term "smoking" is defined as: to inhale/exhale the fumes from burning of plant materials, including but not limited to tobacco and marijuana, or vaporizing of any liquid solution of these substances (e.g. e-cigarettes or "vaping"). We are also aligned with the City of Vernon Bylaw #5057 prohibiting smoking and vaping of any substance in public places such as Paddlewheel Park and boat launch.

DO NOT DRAG any heavy items.

All furniture & equipment must be moved using dolly and trolleys provided.

DO NOT USE nails, hooks, tacks, screw, poles, stakes or fasteners including all variety of tape and command strips.

Do not move existing hooks.

DO NOT USE Rice, Bird Seed, Glitter, Sparklers, Confetti (paper, plastic, or metal), Rose Petals, Hay, Sand, Aerosol Streamers (Silly String).

DO NOT USE BBQ's indoors and NO Deep Frying indoors in appliances or on Stove Top. E.g. Chairs/tables are not permitted on the grass or the beach).

SAFELY Stack/store chairs & tables:

- Incorrect stacking will result in a tipping hazard. Stack 10 chairs on 10 trolley carts with front of chair on double bar. 100 chairs in hall & remainder in storeroom.
- Stack tables to the height of the handle and 1 trolley in hall & remainder in storeroom.

Do not hang signs advertising your event on trees, poles, walls, or other city/hall property without previous approval.

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Tips and Tricks – this information is for ALL the people helping you and providing services for you (e.g. caterer, wedding planner etc.).

Volunteers & vendors may attend the meeting to get the KEY.

The booking agent will explain rules & answer questions.

Make sure that you allow enough time in your rental to setup and take down.

Remind your vendors (caterers, DJs, etc.) they must be out by the end of your contract rental time.

Storage is not available before or after your event outside of your contracted rental time (incl. beverages, floral arrangements, equipment, vendors, etc.).

Decorate to make EXIT simple and set up with take down in mind (ripping down decorations may cause damage).

Organize take down duties - label bins and boxes & assign one group to remove décor followed by a group to clean and store tables/chairs to optimize your time.

12-20 helpers will be needed for a 100+ event, based on our experience. Make clean up fun & reward your volunteers. **CAUTION** at the end of the night you may find there are fewer people available for clean up so please be sure to assign responsible people willing to make sure the jobs are completed properly.

In case of emergency call the appropriate emergency service (911).

NOTE: The park is a public space and the picnic pavilion is first come first serve.

Paddlewheel Hall Exit Checklist		Initial
See instruction poster for pictures and details		
1	REMOVED ALL items brought into the hall including RECYCLE and GARBAGE. ALL garbage cans are empty (bar, hall, kitchen, bathrooms) & ALL garbage in dumpster; bin locked and chained to Metal Ring, so the lids won't open (little yellow key).	
2	Chairs clean and SAFELY/properly stacked and stored -10 per trolley with front of chair on double bar. 100 chairs in hall & remainder in store room.	
3	Tables clean and SAFELY/properly stacked and stored - on trolley (no higher than handle). One trolley in hall & remainder in store room.	
4	Returned Stage, Podium & Bar to their original position.	
5	Adjacent grounds are clean including cigarette butts, minimum \$100 clean up fee if left.	
6	NO damage from Prohibited materials. - or - Damage has been reported to booking agent.	
7	Kitchen is left in the original condition. (Appliances, counter tops and sinks all cleaned thoroughly and in good working condition).	
8	Floors have been swept.	
9	RESET Air conditioning set to 25°C / Heat set to 17°C.	
10	ALL Lights and Fans off.	
11	Hall is SECURE - Push doors locked with Allen key (see KEYS & LOCK_UP Poster-DO NOT leave push doors ajar (i.e. clicked closed). ALL doors and windows are closed & locked, including deck access gate.	
12	Keys and this sheet are left on the kitchen counter. NOTE: \$100 if ALL keys are not left in the kitchen immediately after your event.	

Note: if the tasks are not completed satisfactorily, charges will be retained from the security deposit.

In accordance with the Rental Contract, the hall, kitchen and bathrooms have been left in the original condition, so the custodians may complete the mopping the floors and sanitization

Legally Responsible Person(s) Signature(s)

Booking Agent Contact information for event: _____.

OKLDCA Custodian or Representative Notes and Signature:
