

Paddlewheel Hall Rental Information



*www.okanaganlanding.com

*email: hallrental@okanaganlanding.com

*Phone: 250-542-2500

Located in Vernon, British Columbia on Okanagan Lake and known for friendly people, water sports, golfing, hiking, biking and more. Vernon provides all the amenities of a major city.

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

Hall Features:

- Large lakeside deck
- 250-person capacity
- Tables & Chairs
- Wet Bar
- Non-smoking facility
- Modular stage & speaker podium
- Wheelchair accessible facility & washroom
- Non-commercial kitchen

Rental Rates

| Rates (Day rates 9 am to 12 am plus one hour clean) | 2021 & 2022 |
|---|-------------|
| High Season Weekends (April 1 – October 31 Fridays / Saturday / Sunday) | \$1353/day |
| Low Season Weekends and Weekdays (November 1 – March 31 Weekends and Monday to Thursdays discounted 33%) | \$903/day |
| Hourly (Max 6 hours – weekends are subject to Board Approval) | \$80/hour |

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 or cheque) to Okanagan Landing Comm. Association.
- Security Deposit -\$500 is due prior to 30 days of reservation date (events with alcohol \$750). Overtime charges, or costs incurred for extraordinary cleaning of the facilities and furnishings, both inside and outside, or damages 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.

| To be Completed by the Booking Agent | \$ 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 and Entandem: (0- 100 guests-music with no dancing \$31.30 or music and dancing \$62.65 / 101+ guests-music with no dancing \$45.00 or music and dancing \$90.10. | |
| Insurance: (Agent is Capri Insurance - Alcohol \$160.00 or No Alcohol \$60.00. Note liquor licence is separate) | |
| Other: | |
| Total | |
| Hall Deposit: | |
| Balance: | |
| Balance Due: | |

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

Contract Terms and Conditions

Initial

| | | |
|----|---|--|
| 1 | <p>Legally Responsible Renter(s) shall comply with all local, provincial, and federal laws and regulations.</p> <p>This includes ORDER OF THE PROVINCIAL HEALTH OFFICER Gatherings and Events due to COVID-19 https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf</p> <p>Infection controls have been implemented as part of the cleaning practises after each event. It is the renter's responsibility to protect themselves, guests and vendors for each event according to public health guidelines. Renter(s) are responsible to ensure all required permits and licenses are secured.</p> | |
| 2 | <p>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. It is the renter's responsibility to obtain a liquor license.</p> | |
| 3 | <p>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).</p> | |
| 4 | <p>Association representative visit(s) shall be permitted (if deemed necessary by its Board of Directors).</p> | |
| 5 | <p>Report any personal injuries or property damage promptly.</p> | |
| 6 | <p>Maximum 250 people in accordance with fire regulations.</p> | |
| 7 | <p>City Bylaws-events must be moved indoors by 11:00 pm and must end at 12:00 am and clean up complete by 1:00 am.</p> | |
| 8 | <p>All bookings are subject to Board Approved change. All efforts are made to ensure contracts are not adversely impacted.</p> | |
| 9 | <p>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 may be compensated some of the rental fees (subject to administrative costs) or may reschedule for a future date. The Association will not be liable for any other costs incurred by the renter for their event.</p> | |
| 10 | <p>All access to the facility for preparation must be included in your rental hours.</p> | |
| 11 | <p>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></p> | |
| 12 | <p>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.</p> | |
| 13 | <p>Temporary cancellation policy allows cancellations due to Public Health Orders up to two weeks before the event for a full refund subject to a \$100 administration fee.</p> | |
| 14 | <p>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.</p> | |
| 15 | <p>Facility must be left secure - close & lock all windows/doors, deck gate & dumpster chain lock.</p> | |

Renter shall indemnify, defend, and hold harmless the Association, 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, its officers, 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 Association, its officers, 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

Booking Agent or Delegate Signature

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

❖ **Non-Smoking facility.**

- Smoking is charged a minimum \$100 clean up fee so please ensure guests not to smoke in or near the facility (smoking on the deck is considered a fire hazard). With the legalization of Cannabis in Canada on October 17, 2018, 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, screws, poles, 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.

❖ **TABLES & CHAIRS (permitted in the hall and on the deck only):**

- **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 ADVERTISE** your event without permission and Board Approval.

Tips and Tricks –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 (including vendors and DJ's).**
- ❖ **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.

| Paddlewheel Hall Exit Checklist | | Initial |
|---|--|---------|
| See instruction poster on kitchen bulletin 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 storeroom. | |
| 3 | Tables clean and SAFELY/properly stacked and stored - on trolley (no higher than handle). One trolley in hall & remainder in storeroom. | |
| 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 (including no 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 and in good working condition). | |
| 8 | Floors have been swept. | |
| 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:

