

Paddlewheel Hall Rental Information

*www.okanaganlanding.com

*email: hallrental@okanaganlanding.com

*Phone: 250-542-2500

Standard Rental Rates

Rates (9 am to 12 am plus one hour clean)	2023	2024
High Season Weekends (Apr. 1 – Oct 31 Fridays / Saturdays / Sundays)	\$1420/day	\$1495/day
Low Season Weekends & Weekdays (Nov. 1 – Mar 31)	\$903/day	\$950/day
Hourly (Max 6 hours – weekends are subject to Board Approval)	\$85/hour	\$90/hour

Note: Rates may vary for community events and last-minute bookings at the discretion of the Hall Manager and Board of Directors. Security deposits, insurance, cleaning and music fees are variable. Inquire for rates.

Reservation Procedure

- Inquire by email hallrental@okanaganlanding.com or by phone 250-542-2500. We reserve the right to refuse events/rentals.
- Full rental fee at the time of the reservation (online payment or cheque) to Okanagan Landing Comm. Association.
- Security Deposit -standard rate is \$500 (events with alcohol \$750) due 30 days before event. 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.
- Cancellations- the administration fee is non-refundable. Cancellations >120 days before event - 50% refund of Hall Rental. Cancellations less than 120 days before event - there will be no refunds.

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:		
To be Completed by the Booking Agent		\$ Amount
Rental Fee: (Due upon signing the Contract)		
Administration Fee (Non-refundable \$150 on full day rentals and \$40 on hourly rentals):		
Custodian Cleaning Fee (\$150 / event Mop floors, sanitize bathrooms and kitchen additional cleaning charges are \$100/hour)		150.00
Security Deposit (Alcohol \$750 or No Alcohol \$500)		
SOCAN Fee and Entandem: (music fees <100 -no dancing \$32.87/dancing \$65.78. >100 no dancing \$47.28/dancing \$94.62)		
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:
_____	_____	_____

Contract Terms and Conditions		Initial
1	Legally Responsible Renter(s) shall comply with all local, provincial, and federal laws and regulations. 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.	
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. It is the renter's responsibility to obtain a liquor license.	
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	Hall must be left in the original condition it was found in. Association representative visit(s) shall be permitted (if deemed necessary by its Board of Directors).	
5	Report any personal injuries or property damage promptly.	
6	Maximum 250 people in accordance with fire regulations.	
7	City Bylaws -Paddlewheel Hall is a non-smoking facility and aligns our policies with the City of Vernon bylaws 3422 & 5057. Events must be moved indoors by 11:00 pm and must end at 12:00 am and clean up complete by 1:00 am.	
8	All bookings are subject to Board Approved change. All efforts are made to ensure 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 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.	
10	All access to the facility for preparation must be included in your rental hours.	
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 policy: >121 days before event – 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.	
14	At the end of the event complete the EXIT 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 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 (Please print name.) _____ have read and understood all terms and conditions of the Paddle wheel Hall Rental Contract and the Lease Agreement Conditions.

Legally Responsible Person(s) Signature(s)

Date

Booking Agent or Delegate Signature