

# Paddlewheel Hall Rental Contract

\*[www.okanaganlanding.com](http://www.okanaganlanding.com)

\*email: [hallrental@okanaganlanding.com](mailto: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
<b>Hourly</b> (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](mailto: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

<b>Legally Responsible Renter (s) Names and ID:</b> (Minimum 21 years of age. Copies of two pieces of ID required at least one photo ID.)			
Return security deposit to _____.			
<b>Address:</b>			
<b>Phone:</b>			
<b>Email:</b>			
Description of event/purpose/details (use back if you need more space):			
<b>Private: Yes/No</b>	<b>Estimated Attendance:</b> _____ (Max 250 people)	<b>BBQ: Yes / No</b>	
<b>Start Date and Time:</b>			
<b>End Date and Time:</b>			
<b>Bar Closed Time:</b>			
<b>To be Completed by the Booking Agent</b>			<b>\$ Amount</b>
<b>Rental Fee:</b> (Due upon signing the Contract)			
<b>Administration Fee (Non-refundable \$150 on full day rentals and \$40 on hourly rentals):</b>			
<b>Custodian Cleaning Fee</b> (\$150 / event Mop floors, sanitize bathrooms and kitchen additional cleaning charges are \$100/hour)			170.00
<b>Security Deposit</b> (Alcohol \$750 or No Alcohol \$500)			
<b>SOCAN Fee and Entandem:</b> (music fees <100 -no dancing \$32.87/dancing \$65.78. >100 no dancing \$47.28/dancing \$94.62)			
<b>Insurance:</b> (Agent is Capri Insurance - Alcohol \$160.00 or No Alcohol \$60.00. Note liquor licence is separate)			
<b>Other:</b>			
<b>Total</b>			
<b>Hall Deposit:</b>	<b>Balance:</b>	<b>Balance Due:</b>	

<b>Rental Contract Terms and Conditions</b>		<b>Initial</b>
1	<b>Legally Responsible Renter(s)</b> 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	<b>Alcohol</b> 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. <b>It is the renter's responsibility to obtain a liquor license.</b>	
3	<b>Violation of the agreement</b> 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	<b>Hall must be left in the original condition it was found in. Association representative visit(s)</b> shall be permitted (if deemed necessary by its Board of Directors).	
5	<b>Report any personal injuries or property damage promptly.</b>	
6	<b>Maximum 250 people</b> in accordance with fire regulations.	
7	<b>City Bylaws</b> -Paddlewheel Hall is a <b>non-smoking facility</b> and aligns our policies with the City of Vernon bylaws 3422 & 5057. Events must be moved <b>indoors by 11:00 pm and must end at 12:00 am and clean up complete by 1:00 am.</b>	
8	All bookings are <b>subject to Board Approved change.</b> All efforts are made to ensure contracts are not adversely impacted.	
9	All bookings are <b>subject to Force Majeure</b> (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	<b>All access to the facility for preparation must be included in your rental hours.</b>	
11	<b>Barbecuing</b> 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 <b>endorsement or sponsorship</b> of the event without prior written approval.	
13	<b>Cancellations policy:</b> >121 days before event – refund less \$150/\$40 non-refundable admin 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	Renter must follow <b>HALL RULES</b> and sign the <b>EXIT CHECKLIST</b> 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	<b>Facility must be left secure</b> - close & lock all windows/doors, deck gate & dumpster chain lock.	

Except to the extent caused or contributed to by the gross negligence or willful misconduct of Okanagan Landing Community Association, 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. The 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 HALL RULES will result in loss of some or all the security deposit and 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

## PADDLEWHEEL HALL RULES

---

**These 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.
- 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** products that will damage the hall or cause excessive clean up time e.g. Sparklers (sparks melt the tiles), Rice, Bird Seed, Glitter, Confetti, Rose Petals (indoors), Hay, Sand, Aerosol Streamers (Silly String).
- DO NOT USE** BBQ's indoors and NO Deep Frying indoors in appliances or on Stove Top.
- DO NOT remove or take property outside of the hall** (without prior written approval).
- Do not hang signs** advertising your event on trees, poles, walls, or other city/hall property without previous approval.

**SAFELY Stack/store chairs & tables (follow instructions poster on kitchen bulletin board:**

- 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.

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