



Rental Agreement

All rentals are at the discretion of the Club Manager of Southlands Riding Club

While our Clubhouse is not equipped like, or indeed meant to be a special occasion rental facility, we hope that you will enjoy your function at Southlands Riding Club. There is no place quite like it!

A "function" is considered to take approximately five hours. Set up and clean up are over and above and are included in the rental fee. Any "overtime" will be deducted from the deposit, as will any damage. All prior set up, decorating and dismantling time (will be carried out by the renter) is included in the rental fee.

All functions must end at 11:00pm, this means that the function has ended and clean up has been completed. Maximum capacity is 75 people.

As our general liability insurance does not cover functions where alcohol is served we require the renter to acquire liability insurance. The attached application must be completed and sent to the SRC office two weeks prior to the function date. The cost of this insurance is \$125.00.

If you will be serving liquor at your function, please be aware that you require a Special Occasion license. If you are selling alcohol (included with meal) or not a family function, a member of your party must have their Serving it Right license. A copy of the special occasion license must be presented to the office prior to the commencement of your event.

All functions are responsible for their own clean up. Garbage must be deposited in the garbage bags provided, to be left in the vestibule at the end of the function. If clean up is not done or is not satisfactory, an additional \$50.00 per hour of clean up will be deducted from the deposit.

Nothing is to be removed from the Clubhouse. If furniture is rearranged or added to, all furniture is to be reassembled in its original position at the end of the function. No furniture is to be taken outside.

As per Coastal Health Authority regulations there is no food preparation on site. Food may be warmed in the ovens or microwave. Outside caterers must bring all their own equipment and crockery, the existing contents of the kitchen are privately owned and are not to be used. Please do not access cupboards or doors off the kitchen. A condition of rental is that the kitchen and all utilities and surfaces be left clean and in order. If you will be using the kitchen for warming food or bringing in an outside caterer you must notify the Club at time of booking.

No parking is allowed anywhere but in the parking area adjacent to the Clubhouse or on the east side of the indoor riding arena. Please note that cars illegally parked will be towed by the City at the owner's expense.

The Clubhouse is equipped with a natural gas fireplace. Please go over the lighting procedure with the Club Manager before the function to ensure it is turned on and off safely.

Rental Fee: Monday to Friday after 6pm
maximum 2 hours \$75.00
\$550.00 per single event
\$650.00 per single event (non club members, sponsored
by a club member)

Deposit: \$500.00 (includes damage and overtime after 11:00pm at
\$50.00 per hour.) If there is no overtime and no damage, the
deposit will be returned after the event.

**Name of
Organization or
Individual(s):**

**Telephone
Number(s):**

Email address:

Address:

City:

Event Date:

Time:

**Number of
people
attending:**

Rental Fee

Deposit Paid

I hereby agree to be bound by the regulations governing the rental of the
Clubhouse at Southlands Riding Club. I further agree that Southlands
Riding Club, its directors, officers, employees and volunteers will not be
held accountable for any theft, loss, damage or injury.

Signature: _____

Date: _____

