



UKRAINIAN COMMUNITY
SOCIETY of IVAN FRANKO



УКРАЇНСЬКЕ ТОВАРИСТВО
і.м. ІВАНА ФРАНКА



5311 Francis Road, Richmond, British Columbia V7C 1K2
Phone: 604-274-4119 ~ Web: www.ivanfranko.ca ~ Email: rental@ivanfranko.ca

Rental Non-Catered Event 2015 Terms and Conditions

ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS

CAPACITY: The maximum number of people permitted in the Hall is 180 with chairs in a 'theatre style' set up or 170 with chairs and tables set up.

FEE: \$65.00 per hour (plus applicable taxes) – less than 100 people.
\$75.00 per hour (plus applicable taxes) – more than 100 people.
Fee includes set up of tables and chairs with an attendant on duty.
The fee is due at time of booking. Cheques are made payable to 'U.C.S. of Ivan Franko'.
A \$25.00 fee will be charged for any NSF cheques.
Rentals must be for a minimum of four (4) hours.
A host is on duty during all rental functions.
Smoking is not permitted inside our building and smokers are asked to use the ashtrays provided outside the entrance.

**** The kitchen is NOT available ****

DAMAGE: A \$250 damage deposit is required, due at time of booking. Monies will be deducted for any breakages, losses, or damages to the building, or if the rental contract start or end times are not adhered to. \$75/hour or portion of an hour will be charged for any overage of time.

TO CANCEL: No refund will be issued if less than 14 days notice is given. If more than 14 days notice is given a refund of 75% of the total rental fee will be returned to the renter upon receipt of written notice of the cancellation.

LIQUOR LICENSE: The Applicant shall not permit liquor, beer, or any other alcoholic beverages on or in the premises except with a valid license under the BC Liquor Control and Licensing Act. The Applicant must comply with the BC Liquor Control and Licensing Regulations. The license must be displayed in a prominent place. Failure to provide this license will result in immediate cancellation of your event, with no refund given. Applications for "Special Occasion Liquor Licenses" (SOL) are available from BC Liquor Stores.

****We can provide a Bar service for your function (Client Self Serve or Full Service.)
For more information contact the Ukrainian Community Society.**

**CLIENT SELF
SERVE BAR**

The Client pays:

\$15.00 per hour for each bartender. The Society reserves the right to book the bartender(s) 30 minutes before the arrival of guests to 30 minutes after the bar closes. The Society will book a minimum of one bartender for every 100 guests.

The Client provides Special Occasion License, Liquor Liability Insurance, liquor and all supplies for the bar.

Corkage of \$2.00 per bottle if wine is provided by the Client.

**FULL SERVICE
BAR**

The Society provides bartender(s), supply of standard dispensed mixes, ice and glasses.

The Client provides Special Occasion License, Liquor Liability Insurance, liquor, fruit juices or any special ingredients.

Bar Service Fee: \$ 3.25 per person if less than 115 people
\$ 4.25 per person if exceeding 115 people

END TIMES:

- Friday and Saturday rentals must finish by 1:00am.
- Sunday rentals must finish by 11:00pm.

CLEAN UP:

- Chairs stacked – 8 high – ***Do not drag on floor.***
- The renter must have the hall cleaned and vacated by the end time on their contract.

**UNAUTHORIZED
USE:**

The Applicant shall not permit any persons, groups or organizations not named in their contract to use or occupy the premises without the Ukrainian Community Society's written consent.

DECORATIONS:

Only masking tape is to be used on the walls; all decorations must be approved by the Manager.

NO Confetti, rice, glitter, petals etc. are permitted in the hall or on the grounds.

TICKET SALES:

Ticket sales at the door during an event are strictly prohibited by law (BC Liquor Control and Licensing Act) – tickets must be sold or given away before the event.