

Clubhouse Rental Agreement

All rental approvals are at the discretion of the Southlands Riding Club General Manager

Thank you for considering Southlands Riding Club ("SRC") as the venue for your event. We are proud to provide a unique and beautiful event location nestled in the heart of Vancouver's equestrian community.

To ensure your safety and comfort – as well as that of our members and horses – we ask you to review this document in its entirety. If you have any questions, please don't hesitate to contact us.

Rental Fees Please refer to the Facilities Rental Rates for full details

Additional fees:

Music License fee ALL EVENTS, no exceptions:	Dancing: \$65 Non-Dancing: \$35
Event Liability Insurance Required	\$5 Million

Maximum Clubhouse/patio capacity is 100 people inside and 50 people outside.

Weddings

Venue rental for the purpose of weddings includes a complimentary one-hour wedding rehearsal, half-day set-up time prior to the event, and half-day tear-down the day following the event. Additionally, wedding rentals include up to four (4) pre-event site visits during business hours (please book in advance with our office).

Furnishings

Nothing is to be removed from the clubhouse without the permission of the general manager. If the furniture is rearranged, the Renter agrees to move it to its original location prior to departure. If the Renter wishes for clubhouse furnishings to be removed for the event, a moving fee will apply.

Alcohol

If alcohol is to be **consumed** during your event, the Renter must obtain a **Special Occasion Liquor License** as well as **Party Alcohol Liability Insurance****; a copy of both **must** be presented to the office no less than 7 days prior to the event. If **selling** alcohol (on its own or as part of a ticket/meal cost, etc), Renters must ensure the person responsible for serving has a *Serving it Right* certificate; a copy of which must be included along with the liquor license and proof of insurance.

Links:

- [Party Alcohol Liability Insurance](#).
- [Special Occasion Liquor License](#)
- [Serving it Right Certificate](#)

**** The sobriety of all guests is the responsibility of the Renter ****



Food Service

As per Coastal Health Authority regulations there is to be no food preparation on site. Food may be warmed in the oven or microwave. Outside caterers must bring their own equipment and crockery, the existing contents of the kitchen are privately owned and are not to be used unless agreed upon by the general manager in advance.

Parking

Parking is permitted 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 of Vancouver, at the owner's expense. SRC is not liable for any vehicles or property left on club grounds or in club facilities.

Areas Outside of the Clubhouse & Courtyard

Due to the potential for harm to guests, members and horses, **under no circumstances may people renting the clubhouse and/or their guests/staff have access to spaces outside of the clubhouse, courtyard and parking areas**. For larger events, such as weddings, SRC may require the Renter to hire security to ensure this safety measure is not compromised.

Cleanup

Renters are responsible for event clean up. Garbage and recycling must be deposited into the provided bins. Spills on floors, tables and kitchen surfaces are to be wiped; floors to be swept if necessary. If the cleanup is not done or is not satisfactory, an additional fee will be charged as per the Facility Rental Rate Sheet.

Deposits and Cancellations

50% of rental fee to be paid upon booking; 50% paid 14 days prior to the event.

Cancellations made 14 days prior to the event's start will be refunded in full less a \$25.00 early-cancellation fee. Cancellations made between 13 days and 8 days prior to the event start will be refunded in full less a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will be refunded 50% of the total rental fee.

Depending on the size of the event, the Club reserves the right to require a reasonable damage deposit to be held until after the event has been completed.

Indemnification

The Renter hereby indemnifies and holds harmless SRC, (collectively with its affiliated and related companies and entities, including but not limited to Southlands Riding and Polo Club Limited and SRPC Title Holdings Ltd., and including each of their respective directors, officers, trustees, agents, representatives, employees, volunteers, independent contractors, subcontractors, sponsors, successors and assigns, the "**Released Parties**") from any and all damages, actions, suits, claims, or other costs (including reasonable attorney fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by the Renter's use of the Property, including any acts or omissions on the part of the Renter, independent contractors, guests, invitees, or other agents. The Renter shall immediately notify SRC Management of any damage or injury of which they have knowledge of, to or near the Property, regardless of the cause of such damage or injury.

Event Liability Insurance

To purchase special event liability insurance go to [PAL Insurance Brokers Canada](#)

Proof of third-party liability insurance (minimum \$5,000,000) must be provided. **Southlands Riding Club, Southlands Riding and Polo Club Limited** and **SRPC Title Holdings** must all be named as additional insureds for the event. Copy of insurance to be submitted with deposit payment.

Insurance and permit copies must be provided at least a week prior to the event date to SRC.

Application Details:

Property: Southlands Riding Club Clubhouse 7025 Macdonald Street, Vancouver

Renter's Full Name: _____

Renter's Email Address: _____

Renter's Phone: _____

Renter's Address: _____

Event Date(s): _____ **Time:** _____

Number of Guests: _____ Security Deposit Required: YES NO

Rental Fee: _____ Rental Deposit: _____

Final Payment Due Date: _____ Security Deposit: _____

RENTER:

SRC MANAGER:

Signature

Signature

Date

Date

Additional Terms and Conditions (below) apply.



Terms & Conditions: General

1. Cancellations made 14 days prior to the event's start will be refunded in full less a \$25.00 early-cancellation fee. Cancellations made between 13 days and 8 days prior to the event start will be refunded in full less a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will be refunded 50% of the total rental fee. For weather related cancellations where the outdoor ring footing is deemed to be unsuitable for the event, all funds paid will be refunded less a \$50.00 cancellation fee, or the event is moved to an agreed upon subsequent date.
2. Liability Insurance: Proof of third-party liability insurance (minimum \$5,000,000) must be provided. **Southlands Riding Club, Southlands Riding and Polo Club Limited and SRPC Title Holdings** must all be named as additional insureds for the event. Copy of insurance to be submitted with deposit payment.
3. Advertising and social media: the Southlands Riding Club must be mentioned as follows "[name of the event] hosted at the Southlands Riding Club" on any poster, flyer, or social media post. Please tag @southlands_riding_club, #southlandsridingclub on Instagram and Facebook.
4. Photographic/video image release: the renter understands that SRC may be gathering photographic and video images during the event. The renter agrees that those images and recordings are the sole and exclusive property of SRC and hereby consent to SRC's release and reproduction of all photographic and video images, recordings and likenesses taken during the event for future promotional or commercial purposes, without notice or compensation to the renter.
5. Venue rental for the purpose of weddings includes a complimentary one-hour wedding rehearsal, half-day set-up time prior to the event, and half-day tear-down the day following the event. Additionally, wedding rentals include up to four (4) pre-event site visits during business hours (please book in advance with our office).

