

S.U.C.C.E.S.S. Social Service Centre

28 West Pender St., Vancouver, B.C. V6B 1R6 Tel.: 604-684-1628 Fax: 604-408-7234

APPLICATION FOR THE USE OF FACILITIES

Name of Organization _____

Name of Applicant _____

Address of Applicant/Organization _____

Contact Person _____ Tel. _____ Fax _____

Email Address: _____

Rental Date _____ Time _____ to _____

Type of Activity _____

Anticipated No. of Attendees: _____ Caterer (if any): _____

RATES & CHARGES *

(Hourly Rate)

Auditorium	\$ 100	Classroom 102	\$ 10	Classroom 110	\$ 15
Seniors' Centre	\$ 20	Computer Lab 103	\$ 40	Kitchen	\$ 10
Youth Centre	\$ 20	Classroom 104	\$ 10	T.V./V.C.R.	\$ 5
Boardroom	\$ 25	Classroom 105	\$ 10	T.V./Karaoke	\$ 5
Classroom G12	\$ 15	Classroom 108	\$ 15	Video Projector	\$ 10
Classroom G14	\$ 10	Classroom 109	\$ 15	P.A. System	\$ 10

* Special rates and charges are available to non-profit organizations/events

** Set-up/clean up time included

SERVICES REQUIREMENT

Rooms Required _____ Charges _____

Equipment & Services _____ Charges _____

Staff-on-duty (\$16.5/hour) _____ Charges _____

(Required only before 9:00 a.m. and after 9:30 p.m. from Monday to Friday, before 9:00 a.m. and after 5:30 p.m. on Saturday, and minimum 4 hours with \$24.75/hour on Friday evening, Sunday and Holiday)

GST 108152349RT _____

Total _____

Facilities of S.U.C.C.E.S.S. Social Service Centre

Room	Capacity	Tables	Chairs	Others
Auditorium	351	-	320	Stage Motorized 12' video screen Spotlight at Stage
Classroom G12	50	9	25	Whiteboard Partition can be folded up to increase the size of auditorium
Classroom G14	30	7	20	Whiteboard Partition can be folded up to increase the size of auditorium
Boardroom 314	24	1	24	Whiteboard, TV/VCR
Seniors' Centre G07	40	5	40	Whiteboard
Youth Centre 215	40	6	40	Whiteboard, table tennis
Classroom 102	15	6	15	Whiteboard
Computer Lab 103	15	9	15	Whiteboard, video projector, 15 networked PC
Computer Lab 104	13	6	13	Whiteboard, video projector, 13 networked PC
Classroom 105	15	6	15	Whiteboard
Classroom 108	25	10	25	Whiteboard
Classroom 109	25	9	25	Whiteboard
Computer Lab 110	15	8	15	Whiteboard, video projector, 15 networked PC

Equipment	Features
A/V System	For the Auditorium only, system includes 1 500W powered mixer with 8 audio output for media 2 pairs of built-in speakers with 5 ceiling speakers 1 5-CD changer 4 microphones with cord, 4 wireless microphones 1 Interpretation Synthesizer System 1 built-in 144" screen
P.A. System	For the Seniors' Centre only, system includes 1 300W powered mixer 1 pair of built-in speakers
T.V./V.C.R.	31" T.V. and VHS video recorder
T.V./Karaoke	31" T.V. with 1 LD/VCD Karaoke player 2 microphones
Overhead Projector	With a free stand 60" screen
Coffee/tea Urn	25 – 100 cups

TERMS OF AGREEMENT

1. Security Deposit : A 25% of total charge or \$ 500 (whichever the less) security deposit must be made to hold all social affair bookings. This deposit is refundable 30 days after the event, providing all terms of Agreement have been met. Any cancellation must be made two weeks in advance or deposit will be forfeited. 10% charge for administration costs for all other cancellations and/or alternation of date.
2. The charges for all bookings must be paid not later than 4 weeks prior to the date of usage.
3. Upon cancellation by the user/groups, the charges will not be refunded.
4. S.U.C.C.E.S.S. reserves the right to cancel any booking at little or short notice and in such cases, the user/groups shall waive any damage claim from S.U.C.C.E.S.S. other than the charges paid to S.U.C.C.E.S.S. for the particular booking.
5. The user/groups will be responsible for setting up and putting away all furniture used – the used space must be left clean and tidy. User/groups using the pantry must leave it in a tidy condition. Failure to follow these procedures will result in forfeiting part or all of the Security Deposit.
6. The maximum capacities for the Centre's facilities are as shown in the "Facilities of S.U.C.C.E.S.S. Social Service Centre". S.U.C.C.E.S.S., its Board of Directors or any of its employees shall not be responsible for any loss, damage, or claims arising from the use or misuse (including over-capacity use) of the facilities.
7. S.U.C.C.E.S.S. reserves the right to terminate or not to allow any or the entire exhibition on display or any workshop, seminar, show, performance or activities being conducted at the facilities, if doing so is considered to be in its best interest. In such circumstances, S.U.C.C.E.S.S. will not assume any responsibility for any loss, damages, or claims arising as a result.
8. The user/groups will be held responsible for any breakage or damage to the facilities or equipment. User/groups are responsible for their own liability insurance. For the use of the auditorium, a Certificate of Public Liability and Property Insurance, with a minimum of \$3 million of coverage for each event, and with the United Chinese Community Enrichment Services Society as the additional name insured, is mandatory.
9. S.U.C.C.E.S.S., its Board of Directors or any of its employees shall not be liable or responsible in any way for any personal or consequential injury of any nature whatsoever that may be suffered or sustained by the user/groups or any of their employee, agent or customer or any other person who may be upon the facilities of the S.U.C.C.E.S.S. Social Service Centre or for any lose of or damage or injury to any property belonging to the user/groups arising under any circumstances upon the facilities of S.U.C.C.E.S.S.
10. Stated rates and charges provide coverage up to 9:30 p.m. – the function must be completed by 9:30 p.m. with everyone left the premises by 10:00 p.m. For any hours before 9:00 a.m. or after 10:00 p.m., an additional charge of \$ 30/hour (or any portion) will be assessed.
11. S.U.C.C.E.S.S. is not liable for any personal belongings, equipment, etc. of the user/groups which are lost or damaged.
12. User/groups doing their own catering are advised that they must inform the Vancouver Public Health Department of the function.
13. "Please note that it is contrary to Bylaw #4810 to place any signs on City property. Violations of this bylaw may result in charges to user/groups to cover the cost of removal by the City."

The undersigned, or each of them if more than one, accepts the above agreement and all terms, and hold signing authority for said Organization and/or Company.

User/Group Representative _____ **Date** _____

Office Use Only

Rates & Charges _____ **Security Deposit** _____ **Date** _____

Paid on Account _____ **Receipt #** _____ **Balance** _____

Balance Paid _____ **Date** _____

S.U.C.C.E.S.S. Representative _____ **Date** _____

Security Deposit Refunded _____ **Date** _____ **Initial** _____