



P.O. BOX 1711 OLIVER, BC V0H 1T0
Quail's Nest Arts Centre: 5840 Airport Road
OliverCAC@gmail.com
OliverArtsCouncil.org

OLIVER COMMUNITY ARTS COUNCIL

Dear Renter:

Thank you for your interest in renting at the Quail's Nest Arts Centre.

After confirming the availability of your preferred rental date(s) with the rental agent, read and complete the rental contract and remit with payment to the P.O. Box address above. An explanation on how to complete the contract follows:

Rental Contract:

1. Fill in the ***date***, the ***renter's name***, and your ***contact information***.
2. Check the ***space*** in the Quail's Nest Arts Centre you intend to use.

"Studio" Bays 1 and 2 are in the same building, and are open and adjoining. Both bays are rented as one unit at one flat rate. Identifying if you are using one or both bays simply lets our cleaning and setup crews know what preparation might be required.

Kitchen assumes use beyond washing up a few cups and using the kettle. If you will be running the dishwasher, cooking, using the fridge to store food, serving a meal or reception, the kitchen surcharge compensates us for utilities and cleaning.

"Big Blue" is the larger unheated building at the Quail's Nest Arts Centre

3. If you are a ***"single use" renter***, indicate if you are using for a part-day, full-day, or other (e.g. "summer studio weekly").
4. If you are a ***"repeat" renter*** renting a ***series of single dates***, (e.g. six Saturday mornings or eight Thursday evenings), please pay up front for your first usage and supply post-dated cheques for all remaining dates (dated no later than the date for each booking). You may pay for all in one cheque if you prefer. Review the cancellation policy. Contact the rental agent promptly if you need to cancel a date.
5. If you are a ***"longterm" renter*** (e.g. semi-annual or annual), identify if you will use the facility once per week, once per month, or some other arrangement. Repeat users are asked to pay up front on a quarterly schedule minimum. Semi-annual and annual

rents are welcome. Submit your rental contract with your cheque to the mailing address above.

6. Keys and Deposits: The Rental Agent will let you know at the time you book how you will obtain entrance to the building. Please indicate this on the form, under "keys".

7. Complete the payment portion. There is no tax.

8. Read and sign the terms and conditions on the second page of the contract.

9. Include your payment: At this time, credit cards cannot be accepted. Payment by cheque is preferred for accurate record keeping and secure deposits.

10. Mail your rental contract and cheque c/o Treasurer to the OCAC postal address.

2017 Rental Rates:

Half Day = \$25

Full Day = \$50

Summer Weekly Rentals (min. 3 days, max.. 6 days) = **\$60**

Kitchen Use Surcharge = **\$10**

Liquor Surcharge (not including your own license, servers, and insurance) = **\$15**

Notes:

There is no tax.

All rates subject to change at the beginning of each OCAC fiscal year (January 1).

Your rent does not entitle you to storage. There is a moratorium on any additional storage beyond current levels.