



# Clubhouse Rental Agreement

SOUTHLANDS  
RIDING CLUB

All rentals 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 setting 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 (excluding GST)

	Members	Non-Members
Clubhouse: Single-day event (up to 7.5 hours)*	\$650	\$800
Clubhouse: Half-day event (up to 4 hours)	\$400	\$600
Clubhouse: Charity and NGOs	\$100	\$150
Clubhouse: Meeting Space (max. 2 hr; non-exclusive use)	Complimentary	\$50/hour
Clubhouse: Wedding venue	Starting at \$1,000	Starting at \$1,200
Folding plastic tables (6’ length)	\$8 each	\$10 each

Note: All functions must end by 1:00am

Maximum Clubhouse/patio capacity is 150 people combined

## Weddings

Venue rental for the purpose of weddings includes a complimentary one-hour wedding rehearsal, half-day set-up 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 License as well as 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* license; a copy of this must be included along with the liquor license and proof of insurance.

## Alcohol (continued)

In order to serve and/or sell alcohol during an event, **Renters are required to obtain both Party Alcohol Liability Insurance and a Special Occasion Liquor License.** Party Alcohol Liability Insurance can be obtained from PAL Canada Insurance at the following link: <https://www.palcanada.com/en/party-alcohol-liability>.

Apply for a Special occasion liquor license here: <https://solo.bcladb.com/>.

\*\*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.

Renter's Initials	Manager's Initials
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## 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.

## 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 of \$50.00 per hour will be charged.

## Deposits and Cancellations

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

Cancellations made within twenty-one (21) days of the event date will result in all monies paid refunded less a \$20 cancellation fee. Cancellations made less than 7 days prior to the event will receive no refund of rental fees (damage deposit will be refunded if applicable).

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.

Renter's Initials	Manager's Initials
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**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 to Attend: \_\_\_\_\_ Security Required: YES NO

Rental Fee: \_\_\_\_\_ Rental Deposit: \_\_\_\_\_

Final Payment Due Date: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

RENTER:

MANAGER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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