

# Vancouver Island Visitor Centre (VIVC) Facility Booking Agreement

Thank you for booking your event with us. Kindly ensure this form is completed and email or fax to:  
**visitorcentre@discovercomoxvalley.com** or **250-400-2883**

**STEP 1 User/Organization:** \_\_\_\_\_

**User/Organization Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Non-Profit Registration number (if applicable): \_\_\_\_\_

**STEP 2 Date of Event:** \_\_\_\_\_ **Start time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

*\* Set up and take down must be completed within the booking time*

**Facility Requested:** For Half or Full Day rental, enter "1".  
For hourly, enter the # of hours required, not to exceed 3.

Boardroom Hourly: \_\_\_\_\_ Boardroom Half Day: \_\_\_\_\_ Boardroom Full Day: \_\_\_\_\_  
min 2 hrs max 3                      4 hr fee                      8 hr fee

\*Full Facility Hourly: \_\_\_\_\_  
min 2 hrs \*Full Facility ONLY applies to after hours.

**STEP 3 Setup Requested:**  
Boardroom Style: \_\_\_\_\_ Classroom: \_\_\_\_\_ U-Shape: \_\_\_\_\_ Theatre: \_\_\_\_\_ Reception: \_\_\_\_\_  
Other: \_\_\_\_\_

**# of attendees:** \_\_\_\_\_

*Maximum # permitted is 450 (400 for main bldg and 50 for boardroom)*

## AV and Equipment Requirements, NO CHARGE:

Blue Ray DVD Player: \_\_\_\_\_ Microphone: \_\_\_\_\_ Projector: \_\_\_\_\_  
Cable: \_\_\_\_\_ Music: \_\_\_\_\_ Screen & Computer: \_\_\_\_\_  
Flip Chart: \_\_\_\_\_ Podium: \_\_\_\_\_ Television: \_\_\_\_\_  
Other: \_\_\_\_\_

**STEP 4 Additional Charges:** For coffee enter "1" for up to 16 cups , "2" for up to 32 cups and so on.

Coffee & Tea: \_\_\_\_\_  
May-Oct Patio with tables and chairs: \_\_\_\_\_ BBQ addition : \_\_\_\_\_

Nov-Apr Patio with tables, chairs & heaters: \_\_\_\_\_  
After hours staffing: \_\_\_\_\_ Non-profit discount: \_\_\_\_\_  
After Hours Cleaning Fee: \_\_\_\_\_ enter "1" if you provided your Non-Profit Reg # above

# Invoice

**Cost:**

Vancouver Island Visitor Centre (VIVC)  
 101, 3607 Small Road  
 Courtenay, BC V9N 3Z8  
 GST# 13391 3940 RT0001

\$ - Rental Fee  
 \$ - Additional Charges  
 \$ - Discount (if applicable)  
 \$ - Subtotal  
 \$ - GST  
 \$ - Total  
 \$ - **50% Non-refundable Deposit due upon booking**  
 \$ - Balance due by 7 days prior to event date

*\*Cheques payable to Comox Valley Economic Development Society.*

**STEP 5 FULL PAYMENT OR 50% Non-refundable Deposit due upon booking.**

Paid by:  
 VISA: \_\_\_\_\_ M/C: \_\_\_\_\_ Debit: \_\_\_\_\_ Cash: \_\_\_\_\_ Business Cheque: \_\_\_\_\_  
 Cheque #: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_  
 Expiry: \_\_\_\_\_ Security: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Staff Member: \_\_\_\_\_ Sent: \_\_\_\_\_

**Balance**

Paid by:  
 VISA: \_\_\_\_\_ M/C: \_\_\_\_\_ Debit: \_\_\_\_\_ Cash: \_\_\_\_\_ Business Cheque: \_\_\_\_\_  
 Cheque #: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_  
 Expiry: \_\_\_\_\_ Security: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Staff Member: \_\_\_\_\_ Sent: \_\_\_\_\_

**Additional Notes:**

- \* **Cancellation Policy: Full amount refunded (excluding non-refundable deposit) if cancelled 7 days prior to Date of Event**
- \* **50% non-refundable deposit is required at time of booking, with signed agreement to follow.**
- \* **CHEQUES PAYABLE TO Comox Valley Economic Development Society**
- \* Catering can be arranged through outside caterers. Please ask for a list of qualified caterers.
- \* Clean up of the facility is the responsibility of the client.
- \* Facility rental is based on bookings during Visitor Centre operating hours. Modifications can be arranged based on staff availability. Additional charges apply.
- AV requirements are provided complimentary. Please contact the VIVC for instructions. Should additional
- \* technical assistance be required, please arrange prior to Date of Event. Additional charges may apply for staff time or advanced technical assistance.
- \* The facility **MUST** be vacated by the end time shown in this agreement. (see Note 13 below)

## Facility Booking Terms and Conditions

1. USER will only use the Facility specified on the FACILITY BOOKING REQUEST.
2. USER will inspect the Facility before taking possession of it and notify VIVC Representative of any deficiencies or problems. VIVC has made no warranty or representation about the state of repair of the Facility or about the suitability of the Facility for the purpose intended by USER. USER is relying only on its own inspection.
3. It is the USER'S responsibility to ensure that its attendees and others who come into the Facility observe and comply with these Terms and Conditions.
4. No change or alteration of any kind will be made to the Facility and no nails, screws, adhesive or fasteners of any kind will be used on any part of the Facility nor on any of the furniture, equipment or machinery.
5. None of the furniture, equipment, machinery or partitions in the Facility shall be moved or removed except with prior arrangements with VIVC Representative.
6. The consumption of alcohol is not permitted on the VIVC premises except with the prior written approval of VIVC which may be withheld unless the USER has secured the appropriate license from the Liquor Control and Licensing Branch for the EVENT where alcohol is to be consumed and the proposed EVENT will not contravene fire, health and safety regulations nor VIVC's policy of insurance.
7. USER will not do or allow to be done anything on the VIVC premises which could constitute a disturbance, obstruction or nuisance to other users of the VIVC.
8. No pets of any kind nor animals other than working dogs shall be brought onto VIVC premises.
9. USER will not bring into the Facility any furniture, equipment or machinery except with prior arrangement with VIVC Representative. Such furniture, equipment or machinery brought in shall be at the sole risk of the USER and shall be removed at the end of the Event.
10. At the end of the Event USER will leave the Facility and included furniture, equipment and machinery in a clean state and in good repair and in working order. USER is responsible for all loss or damage to the Facility or to any furniture, equipment and machinery or any part of the VIVC premises. USER will be invoiced for the retail cost of repair to any item and retail replacement cost of any cost item or item damaged beyond repair. Invoice will be payable in full within 30 days of issue and will incur interest at 12% per annum after 30 days until paid in full.
11. USER will follow the instructions of VIVC Representative concerning the use of the Facility and any included furniture, equipment and machinery.
12. VIVC will not be responsible for loss or damage to personal articles.
13. The USER agrees to vacate the facility at the END TIME shown in this agreement and agrees to pay a penalty of \$60 for **each one-half hour or part thereof** that the USER stays in the facility beyond the end time.

## Waiver and Indemnity Agreement

1. The USER requests the use of the VIVC Facility and acknowledges that as with any activity in a public place where other people are present, injury or death could occur at the Facility through accident, negligence or another cause.
2. In consideration of being granted access to the VIVC premises and use of the requested Facility, the USER covenants and agrees that it will indemnify and keep indemnified and save harmless VIVC and its officers, employees, servants, agents, successors and assigns from and against all actions, damages, claims and demands which may hereafter be
3. The USER in further consideration of being granted permission to enter the VIVC premises and use the FACILITY, agrees to be bound by the "Terms and Conditions" set out [above] and to ensure that all officers, employees or others having any connection with the EVENT are fully familiar with the "Terms and Conditions" and with this "Waiver and Indemnity Agreement".
4. The USER Contact Person signing this Agreement warrants and represents that he/she has executed this Agreement on his/her own behalf or as the duly authorized representative of the USER organization named on the FACILITY BOOKING REQUEST with power and capacity to bind the USER organization.
5. If the USER is a firm, organization, corporation or society, the word "USER" means and includes both the firm, organization, corporation or society and the USER Contact Person signing this Agreement and everything contained in the "Terms and Conditions" and this Agreement will extend to and ensure to the benefit of and be binding on the parties hereto, their heirs, executors, administrators, successors and assigns.

Event Date: \_\_\_\_\_

USER Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_