



Rental Policy for the Ukrainian Cultural Centre

Approved by the UCCSVI Board of Directors on: March 13, 2023

Table of Contents:

I. Preamble	2
II. Description of the Premises	2
III. Booking Process	3
IV. Rates	4
V. Event Setup, Take Down and Cleaning	4
VI. Changes and Cancellations	5
VII. Health and Safety	5
VIII. Waiver of Liability.....	6
IX. Indemnification.....	7
X. Acceptance.....	7
<i>Appendix 1: Floor Plan</i>	<i>8</i>
<i>Appendix 2: Hall Rental Rates.....</i>	<i>9</i>
<i>Appendix 3: Kitchen & Preparation Room Rental Rates</i>	<i>12</i>
<i>Appendix 4: Library Rental Rates.....</i>	<i>14</i>
<i>Appendix 5: Additional Facilities and Equipment Surcharges</i>	<i>15</i>
<i>Appendix 6: Bar Prices</i>	<i>15</i>



I. Preamble

As a non-profit organization, the UCCSVI's mission is to promote and celebrate Ukrainian-Canadian culture within the community. One of the ways we achieve this is by renting out our premises to various individuals and organizations for their events.

Our rental policy has been developed to ensure that the UCCSVI's values and goals are aligned with the use of our space. We strive to provide a welcoming and inclusive environment that reflects the richness and diversity of Ukrainian culture.

In addition to supporting our cultural mission, we also rent the hall to third parties who are not related to Ukrainian culture to help pay to maintain the Centre and to enable some of our core programs and activities.

We take pride in our hall and aim to provide a clean and safe space for all renters. We ask that you review and comply with our rental policy to ensure a positive experience for everyone. Thank you for choosing the Ukrainian Cultural Centre as your rental venue. We look forward to hosting your event.

II. Description of the Premises

The Ukrainian Canadian Cultural Centre is located centrally at the corner of Douglas & Roderick between the Mayfair and Up Town Mall, across Roderick from Tim Hortons. Free parking is available.

Main Hall. Main Hall maximum capacity is 195 persons including children. It is located at the level entry and is accessible to all individuals, including those with disabilities. The hall is accessible by a wheelchair and has an accessible washroom. The oak-sprung Dance Floor is 22' (6.7m) x 40' (12.2m) in dimension with a stage measuring 18' (5.5m) x 8' (2.4m) at the forefront. Bar options are available.

Library. <TO BE ADDED>: Library Description (size, capacity, accessibility).

Kitchen and Preparation Room. <TO BE ADDED>: Kitchen Description (size, available equipment).

CCTV Cameras: For the safety and security of all tenants and their belongings, public spaces in the building are equipped with CCTV cameras. These cameras are not intended for individual surveillance and are only used to monitor public areas. By signing this rental agreement, the Renter agrees to the presence of these cameras and understands their purpose.



Please refer to Appendix 1 for the Main Hall Floor Plan. All measurements in the floor plan are approximate and provided for informational purposes only. The renter is responsible for verifying the accuracy of the measurements if they are important to the renter. UCCSVI assumes no responsibility for the accuracy of the measurements in the floor plan.

III. Booking Process

Application. Please fill in “Application to Rent” Form on our website <https://uccsvi.ca/facility-rental/>

Quote. Our office administrator will contact you within 3 business days to discuss availability and issue a quote.

Rental Agreement: All renters must sign a rental agreement that covers the rental period, rental rates, and the use of facilities.

This *Rental Policy* constitutes a part of the Rental Agreement, its terms and conditions, and must be signed by the Renter.

Booking Deposit. All renters are required to pay a deposit to guarantee the booking, at the time of booking. The deposit amount is calculated as 50% of the total quote.

Proof of Insurance: All renters are required to provide proof of liability insurance prior to the event. The policy should cover any damages or injuries that may occur during the event. Renters can have UCCSVI added to their existing policies or purchase annual coverage, or one-time event coverage can be purchased at additional cost.

Full Payment. Full payment, plus a damage deposit, is required 2 weeks prior the event.

Prior the Event: The Renter is responsible for informing its attendees of the terms and conditions in this Policy and for the use of the UCCSVI’s premises by its attendees throughout the entire event or function.

Closing time: The Renter shall vacate the premises no later than 1:00 A.M. An additional charge of \$ 125.00/hour will be charged to the Renter if building is not vacated by that time

Damage Deposit and Walk Through. The damage deposit will be refunded, upon return of the key and after a walk-through inspection of the hall, provided there is no damage or outstanding fees. Renters are responsible for any damages that occur during the rental period and may be charged accordingly.



The damage deposit will not be credited towards rent and shall be refunded two weeks after the use of the Centre's premises. The deposit is not refundable if a written notice of cancellation is not delivered to UCCSVI sooner than 2 weeks before the rental use date. Should the Renter cause any damage to the premises, the Renter agrees to fully compensate UCCSVI by paying for the cost of repair of the rented premises.

IV. Rates

The Ukrainian Cultural Centre offers differentiated hall rental pricing for various Events. Events in this context are defined as celebrations, lectures, trainings, practices, and any other public gatherings for which the hall rental is requested. The rental rates vary based on the type of event, community being served, organizer goals, event size, duration. For rates calculation, please refer to *Appendix 2 –Hall Rental Rates; Appendix 3 – Kitchen Rental Rates; Appendix 4- Library Rental Rates, and Appendix 5- Additional Facilities and Equipment Surcharges.*

Events set to benefit Ukrainian-Canadian community are defined as any organized activities or gatherings, such as meetings, cultural events, festivals, fundraisers, educational programs, or other community-based events, that are intended to promote, celebrate, or support the Ukrainian-Canadian community.

Events set to benefit general public or other communities are defined as all other events that are not defined above.

Criteria that an event must meet to qualify as an event set to benefit the Ukrainian-Canadian community:

- Event is organized by a Ukrainian-Canadian community group or organization for the members, friends and supporters of the Ukrainian Cultural Centre, or
- Majority of the net proceeds of the event be donated to local Ukrainian-Canadian causes.

UCCSVI reserves the right to make the final assessment on the criteria above. We understand that there may be situations where exceptions to these criteria are necessary. In such cases, the UCCSVI will consider each request on a case-by-case basis and make a determination based on the event's alignment with our mission and goals.

V. Event Setup, Take Down and Cleaning

The Renter is responsible for returning the rented premises to the original state at the end of the rental period.

The rental period for the Hall, Library, and Kitchen/Prep Room begins and ends at the times specified in the rental agreement. Renter shall ensure that adequate time for setup and cleanup (if



cleanup fee is not paid as part of the Rental Agreement) is budgeted within the rental period, as the Hall will not be available for setup prior to the start time or for cleaning after the end time of the event.

Any table and chair set up may be included in the rental fee, if prearranged with the UCCSVI office. However, any decorations, props, glassware, recyclable materials or equipment brought into the hall must be removed prior to vacating unless otherwise prearranged with the office. No confetti, sparkles, rice or any decorations which increase the normal cleaning time is permitted, unless the Renter will pay extra fee for the clean-up.

Garbage collection. Renter is responsible to take away any excess garbage. Garbage collection fee of \$100 per bin will otherwise apply for any excess garbage and recycling.

Decorations. Please check with UCCSVI office regarding any special requests or concerns regarding decorating. Current wall hangings, flags, prints or any other property may not be removed from the Centre. No holes shall be pierced into the walls; including staples, pins, nails, etc. Light masking tape may be used at the Renter's risk.

VI. Changes and Cancellations

By Renter. If a renter needs to cancel their booking, they must notify the Ukrainian Cultural Centre as soon as possible. If the cancellation occurs within 14 days of the rental date, the deposit is non-refundable. If the cancellation occurs within 7 days of the rental date, the renter is responsible for paying the full rental fee.

By UCCSVI. We are committed to upholding all existing reservations and will make every effort to do so. However, there may be occasions where priority needs to be given to Ukrainian Cultural events, Ukrainian war relief or newcomers support events, causing a booking conflict. While we will strive to plan such events well in advance, unforeseen circumstances may arise. If your booking needs to be rescheduled by UCCSVI for the aforementioned reasons, we will collaborate with you to arrange an alternative date. If this is not feasible, a full refund will be granted.

VII. Health and Safety

The Ukrainian Cultural Centre is committed to providing a safe and healthy environment for all renters and guests.

No smoking permitted inside and within a 3-meter distance from the building. The Renter is not permitted to bring any smoke or fog machines; any additional propane or gas heating units to the premises. Contained candles are allowed.



The Renter shall not serve any alcoholic beverage without providing the Centre a copy of its liquor license and Serve It Right Certification. Strict adherence to the by-laws as set out by the B.C. Liquor Control Board including respecting time allotment for serving, amount served, and closing time, must be observed. No alcohol is to be taken outside the premises. Bar service shall stop 1 hour prior to vacating time. The Renter of the Bar is responsible for clean-up of the Bar area including counters, removal of empty bottles, glasses, etc. The Renter is responsible for any water damage to counters, floor and/or walls. The Renter shall use its own utensils.

Renters who are renting a bar and serving alcohol are responsible for ensuring that all guests comply with health and safety regulations. This includes ensuring that all guests are of legal drinking age and that alcohol is served responsibly and in accordance with the regulations set forth by the British Columbia Liquor and Cannabis Regulation Branch. If a renter wishes to serve alcohol, they must also offer food to patrons. Snack foods such as nuts, chips, or pretzels may be offered as a complement to the drinks served, but a more substantial food service is required to meet the regulations for serving alcohol. We recommend that you take steps to promote responsible alcohol service and consumption, such as providing non-alcoholic beverage options and encouraging guests to arrange for designated drivers or alternative transportation.

If the Centre operates the Bar, the Centre will supply its available beverage service to the Renter, such as beer, wine, cider and hi-balls. The renter may supply his/her own dinner wine at the agreed corkage fee (See *Appendix 6 -- Bar Prices*). The corkage fee includes wine glasses and the opening of the bottles. U-Brew alcohol is not permitted according to the B.C. Liquor Board laws at this time.

Please note that as the renter, you are responsible for ensuring that all your staff and guests comply with these regulations and for indemnifying the Ukrainian Cultural Centre from any liabilities that may arise from the service or consumption of alcohol during your event. This includes any damages, injuries, or legal penalties that may result from the actions of your guests or staff members.

VIII. Waiver of Liability

UCCSVI shall not be responsible for any personal injuries or loss or damage to the property sustained by the Renter and his/her/its attendee(s) whether by fire, theft, collision or otherwise. The Renter and each user of the UCCSVI's property assumes full responsibility for any personal injuries sustained on the Ukrainian Cultural Centre's premises and any loss or damage to his or her personal property. The Renter and every user of the Centre's premises who uses its equipment does so at his or her own risk. The Renter and every user of the Centre's premises user must obey the terms of the Rental Agreement and all terms and conditions of this Rental Policy and any applicable rules of conduct or instructions which is hereby acknowledged by the signature below.



IX. Indemnification

The Renter, on behalf of the attendees of the premises pursuant to this Contract, indemnifies and saves harmless UCCSVI, its directors, officers, representatives, employees or agents against all liabilities, losses, damages, penalties, actions, judgments, costs, expenses or disbursements of any kind or nature that may be imposed on, incurred by, or asserted against the UCCSVI its directors, officers, representatives, employees or agents in any way relating to or arising out of the use of the Ukrainian Cultural Centre’s premises, including but not limited to any personal injury, property damage, or other loss or damage suffered by the Renter, its guests, or any third parties, and any of its or the Renter’s equipment brought to the Center.

The Renter acknowledges and agrees that it assumes all risks and liabilities associated with the use of the Hall, including but not limited to those arising from the consumption of alcohol, and agrees to take all necessary precautions to prevent injury or damage to persons or property. The Renter further agrees to comply with all applicable laws, regulations, and policies relating to the use of the Hall.

This indemnification clause shall survive the termination of this agreement and shall continue in full force and effect for a period of three years from the date of the Renter's use of the Hall. The Renter agrees that this indemnification clause represents a material part of the rental agreement, and that the UCCSVI would not have entered into this agreement without the Renter's agreement to indemnify, defend, and hold harmless the UCCSVI as set forth herein.

X. Acceptance

I HAVE READ, UNDERSTOOD AND AGREED WITH THE ABOVE TERMS & CONDITIONS:

Print name: _____

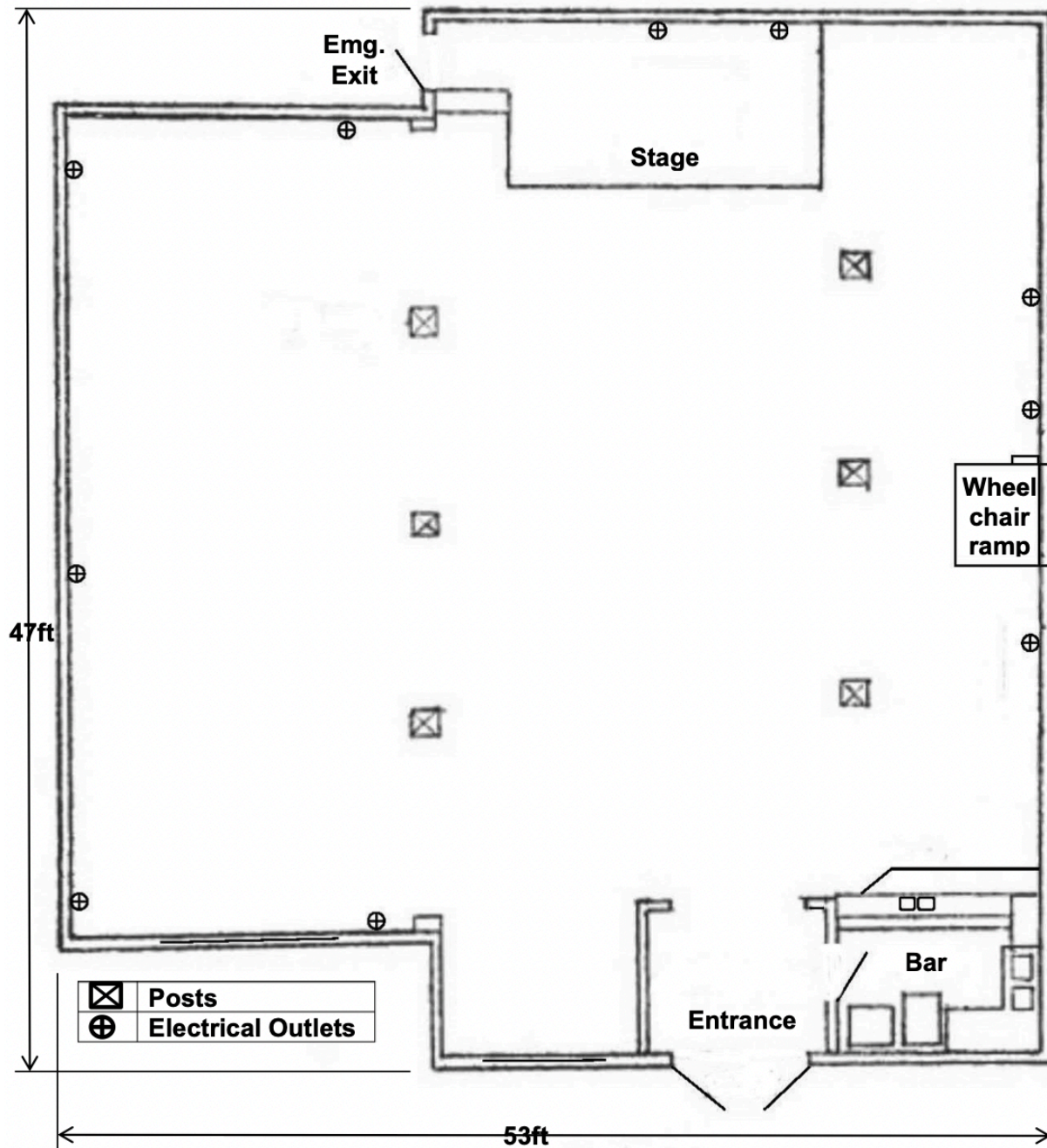
Title/ Organization: _____

Signature: _____

Date: _____



Appendix 1: Floor Plan





Appendix 2: Hall Rental Rates

A. Events set to benefit Ukrainian-Canadian community: net proceeds directed to UCCSVI

Base Rent Per Hour:	0
Min # hrs/ Min flat fee before surcharges:	0 / 0
Additional Rent Per Hour:	0
Add Surcharge: 50-99 participants:	0
Add Surcharge 100-180 participants:	0
Damage Deposit:	0

Conditions of booking:

- Budget for the proposed events should be presented to the office. Event organizers will put every effort to generate minimum \$600 in net proceeds towards the Centre's operating expenses. This requirement is waived for emergency and community relief & support efforts.
- Cleaning, setup and takedown must be done by volunteers

B. Events set to benefit Ukrainian-Canadian community: net proceeds directed to a third party or affiliate

Base Rent Per Hour:	\$70
Min # hrs/ Min flat fee before surcharges:	4/ \$280
Maximum daily rate:	\$500
Add Surcharge: 50-99 participants:	\$50
Add Surcharge 100-195 participants:	\$50
Damage Deposit:	\$500

Conditions of booking:

- Cleaning must be done by Renter and time for cleaning added to rental time. Otherwise the cleaning fee will be charged by the UCCSVI as follows: for event with fewer than 50 participants \$100; for 51-99 participants \$150; for 100-175 participants \$200.
- Card processing fee of 5% applies for all sales by the UCCSVI for the benefit of the Renter. Commissions on sales to cover UCCSVI's administrative costs may apply per additional agreement.

Limited Exceptions:

Conditions of booking:

- UCCSVI-sponsored *Ukrainian Supper* fundraisers to benefit Veselka Ukrainian Dance and Saint George Ukrainian Orthodox Church,



Ukrainian Christmas Traditions fundraising dinner to benefit Ukrainian Studies Society.

- Flat fee for Kitchen & Prep Room use for 5 days, plus 1 evening use of the Hall for Veselka: \$600. Flat fee for Prep Room use for 1 day for St. George, plus 1 evening use of the Hall: \$300. Flat fee for Prep Room use for 1 day for USS, plus 1 evening use of the Hall: \$300.
- Under this rate, 2 (two) bookings are permitted per calendar year for Veselka and St. George's, and 1(one) booking every 2 years for USS. Terms for additional booking requests will be covered under "Events set to benefit Ukrainian-Canadian community: net proceeds directed to a third party or affiliate", as above. All bookings must be done early to avoid prior reservations by other customers.
- Card processing fee of 5% applies for all product sales by the UCCSVI for the benefit of the Renter.
- Cleaning, setup and takedown must be done by Renter's volunteers

C. Events set to benefit general public or other community groups: registered not for profit societies

Base Rent Per Hour:	\$75
Min # hrs/ Min flat fee before surcharges:	4/ \$300
Maximum daily rate:	\$600
Add Surcharge: 50-99 participants:	\$50
Add Surcharge 100-175 participants:	\$100
Damage Deposit:	\$500
Conditions of booking:	

- Proof of valid not-for-profit registration in BC
- Cleaning must be done by organizers and time for cleaning is added to rental time, or cleaning fee is paid. Cleaning fee will be charged by the UCCSVI as follows: for event with fewer than 50 participants: \$100; for 51-99 participants \$150; for 100-175 participants \$200.

D. Events set to benefit general public or other communities: other

Base Rent Per Hour:	\$100
Min # hrs/ Min flat fee before surcharges:	4/ \$400
Maximum daily rate:	\$800
Add Surcharge: 50-99 participants:	\$100
Add Surcharge 100-175 participants:	\$200
Damage Deposit:	\$500
Conditions of booking:	



Ukrainian-Canadian
Cultural Society
of Vancouver Island

3277 Douglas Street, Victoria, B.C. V8Z 3K9 Tel/Fax (250) 475- 2585
Email: info@uccsvi.ca Web: www.uccsvi.ca

- Cleaning must be done by organizers and time for cleaning is added to rental time, or cleaning fee is paid. Cleaning fee will be charged by the UCCSVI as follows: for event with fewer than 50 participants: \$100; for 51-99 participants \$150; for 100-175 participants \$200.



Appendix 3: Kitchen & Preparation Room Rental Rates

Includes: Kitchen time, designated kitchen equipment; use of dishwashing area and detergent for dishes accumulated on-site only; use of cleaning supplies.

Kitchen can be used in conjunction with the event held at UCCSVI Hall, or independently to make frozen or other foods for sale.

Renters who produce foods for third-party sales outside of UCCSVI are bound by a non-compete clause, which prohibits Renters from making certain foods in the UCCSVI Kitchen. Specifically, the prohibited foods are perohy (varenyky), holubtsi, and borsch. UCCSVI relies on the sales of these foods as a fundraiser for its operating expenses and sponsorships of its programs, and direct cannibalization of its sales income is explicitly disallowed. The non-compete clause does not apply to UCCSVI-sponsored suppers, and UCCSVI affiliates can place requests with UCCSVI BOD for limited exceptions for ad-hoc fundraising activities. However, it's at the discretion of the UCCSVI Board whether to allow them on a case-by-case basis.

An Inventory Checklist, and a Closing Checklist will be provided to the client. Renter must initial and sign the provided checklists to ensure tasks are completed and items in the kitchen do not go missing.

Our kitchen is a VIHA(Vancouver Island Health Authority)-approved, FoodSafe industrial kitchen. Renters will need to obtain a FoodSafe certificate, as well as a license from VIHA.

There must be at least one individual on site during your kitchen rental that has FOODSAFE

This does not apply to private functions; only to the resale and catering of the food produced from the Kitchen

A. Foods produced by members of Ukrainian-Canadian community: net proceeds directed to UCCSVI

Base Rent Per Hour:	0
Min # hrs/ Min flat fee before surcharges:	0 / 0
Additional Rent Per Hour:	0
Damage Deposit:	0
Preparation Room Only (no kitchen)	0
Freezers, rate per freezer per day	0
Conditions of booking:	

- Cleaning, setup and takedown must be done by volunteers

B. Foods produced by members of Ukrainian-Canadian community: net proceeds directed to a third party or affiliate

Base Rent Per Hour:	\$70
Min # hrs/ Min flat fee before surcharges:	4/ \$280



Maximum daily rate:	\$500
Damage Deposit:	\$500
Preparation Room Only (no kitchen)	\$40/hr
Freezers, rate per freezer per add.day	\$30/day per freezer

Conditions of booking:

- Cleaning must be done by Renter and time for cleaning added to rental time. Otherwise \$300 cleaning fee will be charged by the UCCSVI.
- Card processing fee of 5% applies for all sales by the UCCSVI for the benefit of the Renter. Commissions on sales to cover UCCSVI's administrative costs may apply per additional agreement.

Limited Exceptions: as noted for two UCCSVI-sponsored *Ukrainian Supper* fundraisers to benefit Veselka Ukrainian Dance and Saint George Ukrainian Orthodox Church.

C. Foods produced by general public or other community groups: registered not for profit societies

Base Rent Per Hour:	\$75
Min # hrs/ Min flat fee before surcharges:	4/ \$300
Maximum daily rate:	\$600
Damage Deposit:	\$500
Preparation Room Only (no kitchen)	\$40/hr
Freezers, rate per freezer per day	service not available

Conditions of booking:

- Proof of valid not-for-profit registration in BC
- Cleaning must be done by Renter and time for cleaning added to rental time. Otherwise min. \$300 cleaning fee will be charged by the UCCSVI.

D. Foods produced by general public or other community groups: other

Base Rent Per Hour:	\$85
Min # hrs/ Min flat fee before surcharges:	4/ \$340
Maximum daily rate:	\$650
Damage Deposit:	\$500
Preparation Room Only (no kitchen)	\$50/hr
Freezers, rate per freezer per day	service not available

Conditions of booking:

- Cleaning must be done by Renter and time for cleaning added to rental time. Otherwise min. \$300 cleaning fee will be charged by the UCCSVI.



Appendix 4: Library Rental Rates

A. Bookings for members of Ukrainian-Canadian community: net proceeds directed to UCCSVI

Base Rent Per Hour:	0
Damage Deposit:	0
Conditions of booking:	

- Cleaning, setup and takedown must be done by volunteers

B. Bookings for members of Ukrainian-Canadian community: net proceeds directed to third party or affiliate

Base Rent Per Hour:	\$35
Min # hrs/ Min flat fee before surcharges:	4/ \$140
Maximum daily rate:	\$280
Damage Deposit:	\$300
Cleaning Fee:	\$75

C. Bookings by general public or other community groups: registered not for profit societies

Base Rent Per Hour:	\$40
Min # hrs/ Min flat fee before surcharges:	4/ \$160
Maximum daily rate:	\$320
Damage Deposit:	\$300
Cleaning Fee:	\$75

Conditions of booking:

- Proof of valid not-for-profit registration in BC

D. Bookings by general public or other community groups: other

Base Rent Per Hour:	\$50
Min # hrs/ Min flat fee before surcharges:	4/ \$200
Maximum daily rate:	\$400
Damage Deposit:	\$300
Cleaning Fee:	\$75



Appendix 5: Additional Facilities and Equipment Surcharges

Bar – run by the Client Liquor License required to be purchased by Client. Rental fee includes ice machine and cooler only. All other items are the responsibility of the client.	\$250 rental charge
Coffee/Tea service - Urns for coffee/hot water, teaspoons, cups/saucers	\$75 /event
Sound system, microphone	\$75 /event
Video projector	\$50 /event
Piano	\$50 /event

Appendix 6: Bar Prices

Bar run by the UCCSVI; License fee included.

Beer /cider wine by the glass	\$ 6.00
Wine, per bottle	\$ 30.00
Corkage Fee	\$ 10.00
Hard Liquor /Liquors	\$ 8.00