RENTAL REQUEST FORM
SUNSET COMMUNITY CENTRE
6810 Main St, Vancouver, B.C. V5X 0A1
Tel: (604) 718-6505, Fax: (604) 718-6515

This is not a Rental Contract/

Today's Date_____

Date of Rental _____ **Name** _____ **Event** _____

Phone #_____ **Room** _____**Capacity** _____ **Time** _____

Please get customer to call **604-718-6505** ask for Lora

Sunset Community Centre	**Capacity**	**RATES/HR**	**After Hours Comments Includes a Rental Supervisor**
Gymnasium (Sport Rentals Only)		$ 73.00	$73.00 Sports Only, only nets & posts provided
Hall	130 Social	$67.50	$ 67.50 Includes Tables & Chairs
Multipurpose	40 max	$ 22.50	$45.00 Includes chairs & 5 tables
Studio	20 max	$ 22.50	$45.00 For dance & fitness
Craft Room	35 max	$ 22.50	$45.00 Includes chairs & 4 tables
Staff Costs		$ 22.50	Staff are provided only to supervise rentals. **They do not set up or clean up.**
Questions to ask 1) Will liquor be served**?** 2) Will there be music/dancing? 3) Will any equipment be needed?	Yes/No	If YES the rental group must provide a liquor licences and also a serving right certificate 1 week before the event If YES there is an [illegible] $57.55 + [illegible], [illegible] $28.75+ [illegible] If YES the only equipment we can provide are tables, chairs, badminton nets and poles. All else must be provide by the rental group	

Rental Fee & Damage Deposit:

If greater than 4 weeks then a rental deposit of $200 must be paid; this is required for all social rentals. The balance is due 4 weeks prior to the event.

If the rental is less than 4 weeks prior to the rental date the renter must pay in full at time of booking.

Refund Policy:

Notice of cancellation of a rental contract MUST BE forwarded, in writing to the Rental Representative at Sunset Community Centre Office, located at 6810 Main Street, Vancouver.
If cancelled, the Total Rental Charge will be pro-rated as follows:

Notified a min of 5 weeks in advance - 75% refundable
Notified a min of 4 weeks in advance - 50% refundable
Notified a min of 3 weeks in advance - 25% refundable
Less than 3 weeks, NO REFUND