



P.O. Box 1008, Burns Lake, BC V0J 1E0

LODGE RENTAL AGREEMENT

Omineca Ski Club (OSC) agrees to rent the OSC Jean Paulson Lodge to the Renter set out below on these terms and the Facilities Guidelines attached.

Name of the Renting Organization or Person : _____

Mailing Address: _____

Contact name: _____ Contact phone no. _____

Contact email: _____ Cell phone no. _____

Details of liability insurance: _____

RENTAL DATE: _____ Rental Time: _____ to _____ No. of people: _____

The rental fee plus a security/cleaning deposit of \$100.00 must be submitted in full prior to rental of the facility. The security/cleaning deposit will be returned if no damages result from the use of the facility.

Rental Requirements:

Tables	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chairs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kitchen use	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sound System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LCD Projector	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Rental Fee: Jean Paulson Lodge = \$ 250.00 per day

No days ____ x \$250 \$ _____

Damage Deposit fee \$ 100.00

TOTAL \$ _____

Rental Agreement:

I have read and understand the Facility Use Guidelines.

_____ (signature)

Please contact Gabriela Hamp @ gabriela.hamp@hotmail.com or phone 250-692-9664 (cell) or 250 692-3698 (home) if you have any questions.

Thank you for choosing the Omineca Ski Club.



Omineca Ski Club Clean Up Checklist - Please keep for reference

- Wipe down and return tables and chairs used to their original location.
- Remove any decorations and items brought in with you to the lodge, including items left behind by any event attendees. We are not responsible for any items that are lost or stolen.
- Sweep or vacuum all floors.
- Mop any floors that have obvious spills that cannot be cleaned up with a broom.
- Mop kitchen area.
- Ensure bathrooms are tidy (ie. No paper towel on floor etc), all stalls have toilet paper.
- Clean kitchen entirely using paper towel or dish cloths provided.
- Wipe off stove and inside of microwave if used.
- Dishes are clean and put away.
- Dishwasher is clean and turned off.
- Wipe off all tables, counters and leave sink clean and dry. Leave sink tubs and drying rack clean and free of dishes.
- Empty and turn off coffee pot & hot water.
- Wash and dry any dishes, pots, coffee pots, urns, utensils and return to the original locations.
- Empty refrigerator and freezer of **all food brought with you**. All food is discarded weekly. Wipe fridge inside and outside as needed.
- Take all recycling with you.
- **Any garbage with food in it is removed.**
- Clean up outside, pick up any litter left behind by your group.
- Before leaving, check to see that all doors and windows are closed, all lights are off, wood furnace doors are closed, and no water is running in either the kitchen or washrooms.
- **Be sure to lock all doors.**
- Once completely locked up, drop off key in designated drop off spot (confirm with Gabriela)

Multiple day usage (2 days or more) requires a full clean which includes: (same as above with the addition of)

- Counters & tables wiped with bleach water.
- Floor is completely swept & fully mopped.
- Bathrooms (toilet, sink, floors) are cleaned.
- **ALL** garbage is emptied and removed.

Please notify Gabriela Hamp @ gabriela.hamp@hotmail.com or phone 250-692-9664 (cell) or 250 692-3698 (home) if any items need to be replenished (ie. Cleaning supplies, toilet paper, etc.). Thank you ☺



Omineca Ski Club (OSC) – Jean Paulson Lodge Rental Rules

General:

1. Applicant is responsible for reading all information and for complying with all rules and regulations. Failure to do so will result in the forfeiture of the Damage deposit.
2. Dogs are not permitted at the club.
3. Applicant may not store items in the lodge prior to the event. Items left for more than 14 days after an event will be considered abandoned and shall become the sole property of the OSC which will be free to dispose of any such items as it sees fit.
4. Decorations must be removed and properly discarded. The use of thumbtacks, staples, nails, glue or similar hardware to attach decorations is prohibited.
5. Anyone using the ski trails during the rental, must hold a valid membership or purchase a day pass separately.

Fire Safety Rules:

1. The number of persons in the facility shall not exceed the posted designated occupant load.
Main room - 156 persons, small classroom – 17 persons.
2. Smoking is not permitted in the lodge.
3. No open flame devices including candles are to be used in any area of the facility.
4. All exit doors must remain unobstructed at all times.

Permits:

1. All necessary permits must be obtained at least 2 weeks prior to the date of the event.
2. A "Serve it Right" certificate is required if alcoholic beverages will be served.
3. When alcoholic beverages are being served, OSC reserves the right to require the user to have security guards present.
4. A Food Safe Permit is required to serve food.