



TUNSTALL BAY COMMUNITY ASSOCIATION

Rental Agreement and Facility Guide

TBCA RENTAL AGREEMENT

1. General

- 1.1. The TBCA takes into account the basic costs of having a paid rental at the facility and accounts for the effort in offering the rental service. This includes readying the facility for a rental and general cleanup at the conclusion of the rental period. These services are included in the rental fee.
- 1.2. I understand that TBCA Rental events are expected to adhere to all laws and by-laws applicable to Bowen Island. Details of the Bowen Island Municipal Noise Control By-Law can be found at:
<https://bowenislandmunicipality.ca/services/bylaw-enforcement/noise-control-and-exemptions/>
- 1.3. I attest that THERE WILL BE ABSOLUTELY NO SMOKING OR VAPING OF TOBACCO OR CANNABIS PRODUCTS ON TBCA PROPERTY. USE OF RECREATIONAL DRUGS OF ANY KIND ON TBCA PROPERTY IS STRICTLY PROHIBITED.

2. Before & During the Rental

- 2.1. Prior to the rental time, I will be issued an access code or key to the main gate and the front door of the Facility that can be used on the lock located at the gate and Clubhouse front entrance to gain access.
- 2.2. I can expect the TBCA Facility to be ready and in a state of cleanliness upon arrival.
- 2.3. I may rearrange the room and furniture and decorate and then return the space to the same state as I found it.
- 2.4. I agree to be physically present on the premises AT ALL TIMES during the rental period.
- 2.5. I can expect that the the Clubhouse facility to be in the following condition before the rental:
 - ☐ Kitchen and upper tiled floor vacuumed & mopped
 - ☐ Lower area vacuumed and furniture arranged
 - ☐ Kitchen: counters clean, dishwasher empty, clean tea towels

- ☐ Bathrooms cleaned
- ☐ If seasonal deck area is open, deck furniture arranged
- ☐ Barbeque tanks full and barbeques clean
- ☐ TBCA dishes and other kitchen utensils and cooking pots ready for use
- ☐ Garbage can and Refundable container bins empty and available for use
- ☐ Compost bag available near the side sink.

3. At the End of the Rental

- 3.1. I agree to leave the facility in the pre-rental state in which it was received. This includes the following:

- ☐ Kitchen and upper tiled floor vacuumed
- ☐ Lower area vacuumed and furniture arranged to the pre-rental state
- ☐ If deck area used: arranged to pre-rental state
- ☐ If barbeques used: cleaning of barbeque required
- ☐ If TBCA dishes used: cleaned and put away and dishwasher emptied
- ☐ Recyclables are to be removed by the renter
- ☐ Garbage to be removed by the renter (other than 1 can full).

4. After the Rental

- 4.1. I understand that the TBCA will inspect the facility following the event rental to ensure that it is left in the pre-rental state.
- 4.2. I understand that in the event that the facility has not been left in a manner similar to the pre-rental state, the TBCA may offer me the opportunity to remedy this, i.e. complete additional cleaning to return the facility to its pre-rental state, or withhold part or the whole of my security deposit.

I hereby accept the terms of the Tunstall Bay Community Association Rental Agreement.

Signature

Date

Name

TBCA CLUBHOUSE FACILITY GUIDE

Included below is a list that we hope will help you navigate the facility during your rental. This list can also be found on the notice board adjacent to the kitchen inside the Facility.

- Before, during and immediately after your event, you can leave the entrance door ajar for easy coming and going
- Inside the entrance to the facility there is a coat closet which also has extra chairs inside
- Lights are located at the kitchen bar – on the right hand side above the raised counter.
- Heat is turned on by turning a timer switch, located on the wall at the entrance to the kitchen. The heat will come on automatically.
- **IMPORTANT RE: DISHWASHER:** The sanitizer is a commercial style machine. It is run on a 3 minute cycle. Thoroughly rinse the dishes, place them in the dishwasher, and press the handle down. The d/w will start automatically. Detergent and sterilizer is run internally and requires nothing additional. There are 2 racks: 1 for plates, etc. and one for glassware and cutlery
- There is a standard size refrigerator, stove and microwave as well as a mixture of pots, pans, cooking sheets, bowls, cutting boards, knives, etc.
- There are mixed plates, cutlery, glasses and wine glasses for approx. 50 people.
- A 55 cup coffee urn is available. Use approximately 4 cups of ground coffee per 55 cups. The inside of the urn is marked with various quantities of coffee that can be made
- There are 2 separate washrooms.
- There are 3 storage areas. Should you wish to rearrange furniture items may be stored in these areas (pantry behind kitchen and 2 change rooms.) At the conclusion of the rental the facility must be placed back in pre-rental state.
- In the storage areas, and depending on the time of year, there will be found the deck tables and chairs as well as folding tables – these are available for the renter's use.
- There is a built-in vacuum system. The hose is located in the front entry closet, left hand side. The hose outlet is at the bottom of the staircase on the right, leading to the lower level

We suggest the following items to bring along to help during your rental:

- Extra tea towels, food wrap, baggies, tin foil, paper towels
- Consider: special kitchen tools, serving bowls and platters or any other item that helps you out when you are preparing for a party.