

# **Tunstall Bay Community Association**

## **Rental Policy**

### **1.0 Rental Requests**

There are two ways to make a Rental Request on this website, one by submitting a Rental Request form, and one, for Members only, through the Bookings page. Both types of Requests will be reviewed manually by the Rental Coordinators to ensure each request does not conflict with other activities or rentals at the Club.

#### **1.1 Member Rental Requests**

Members may request rentals for up to 6 hours for less than 50 attendees via the "Member Rentals" tab on the Bookings page of this website.

For requests longer than 6 hours or for more than 50 attendees, Members can submit a Request using the Rental Application Form which collects more information regarding the rental request. It will be reviewed by the Rental Coordinator who will also contact the requestor if more details are required to assess the viability of the requested Rental period and the associated costs.

#### **1.2 Non-Member Rental Requests**

Members can submit a Request using the Rental Application Form which collects more information regarding the rental request. It will be reviewed by the Rental Coordinator who will also contact the requestor if more details are required to assess the viability of the requested Rental period and the associated costs.

### **2.0 Confirmation and Payment**

A Rental is only considered confirmed when Rental Terms are agreed to and payment is received. Depending on the type of Rental, this payment may be submitted online or by a payment method specified by the Rental Coordinator.

### **3.0 Cancellation**

If a confirmed Rental is cancelled by the requestor, a \$25.00 administrative fee will be charged, and a refund may be issued

#### **3.1 Rentals of 4 hours or less:**

- With notice more than 7 days prior to the rental date – 100% of rental fee, less admin fee
- With notice between 7 days and 24 hours prior to the rental date – 50% of rental fee, less admin fee
- With notice of 24 hours or less prior to the rental date - 0% of rental fee

#### **3.2 Weekday rentals**

- With notice more than 7 days prior to the rental date – 100% of rental fee, less admin fee
- With notice between 7 days and 48 hours prior to the rental date – 50% of rental fee, less admin fee
- With notice of 48 hours or less prior to the rental date - 0% of rental fee

#### **3.3. Weekend or Holiday Rentals of more that 4 hours**

- With notice more than 30 days prior to the rental date – 100% of rental fee, less admin fee
- With notice between 30 days and 7 days prior to the rental date – 75% of rental fee, less admin fee
- With notice between 7 and 48 hours prior to the rental date - 25% of rental fee
- With notice of 48 hours or less prior to the rental date - 0% of rental fee

### **4.0 Special Occasion Use**

On occasion, TBCA will provide the clubhouse for the exclusive use of members and non-members on terms different from those in the Rental Policies.

#### **4.1 Memorial Services**

Rental fees are waived for memorial services for a TBCA member who has died. TBCA requests that a donation be made in lieu of the rental fees.

- A damage deposit is required
- All other cleaning requirements are to be observed
- Regular rental fees apply to non-members.

## **5.0 Facility Use and Cleaning**

All Renters can expect the TBCA facility to be ready and in a state of cleanliness upon arrival. The Renter can rearrange the room and furniture and decorate as they choose.

### **5.1 Pre-Rental Condition**

The Renter can expect the following condition of the facility for the event rental:

- Kitchen and upper floor vacuumed & mopped
- Lower area vacuumed and furniture arranged
- Kitchen: counters clean, dishwasher empty, clean tea towels
- Bathrooms cleaned
- If deck area open: deck furniture arranged
- Barbeques: 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 side sink

### **5.2 Post Rental Cleaning**

At the conclusion of a rental the TBCA can expect the Renter to leave the facility in the pre-rental state in which the rental began.

This includes the following:

- Kitchen and upper tiled floor vacuumed & mopped
- 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 – (a \$25.00 fee will be charged if left – to cover \$8 BIM tag and facility manager time)

- The TBCA Rental Coordinator will inspect the facility following the event rental to ensure that it is left in the pre-rental state. The Rental Coordinator has the discretion to offer the renter the opportunity to re-clean to pre-rental state and also to withhold the security deposit in the event that this work is not carried out.

### 5.3 Cleaning Services

The TBCA is pleased to offer additional cleaning services which may be arranged in advance of the rental. This service can be contracted with the TBCA to allow the renter to more fully enjoy the event. Services are \$70/hour.

This fee can cover:

- Removal of refundable beverage containers
- Mopping, vacuuming floors
- Cleaning tables, counters, kitchen equipment
- Any other cleaning follow-up that is required to bring the facility to its pre-rental state
- Please note: a general state of cleanliness after the rental event must be adhered to (i.e. it is unacceptable to leave the facility in a messy/dirty state upon departure).

As noted under “Rental Rates” there is a cleaning fee of \$40/hour charged for all rentals with groups of over 50 persons. A cleaning service will be retained to provide a more in-depth cleaning of the facility to offset the general wear and tear and use of a larger group. The TBCA endeavours to maintain the integrity of cleanliness at the facility for all users.

## 6.0 TBCA Facility Amenities

Included in each Club Rental are the following:

- A 2-level beachfront facility offering the one of the best sunset ocean views on Bowen Island
- The main room is spacious and has comfortable general seating areas and rock fireplace
- 3 spacious decks with views encompassing Pasley, Worlcombe and Vancouver Islands and with commercial café-style furniture provided for dining, lounging and relaxing with friends
- 4 commercial BBQs

- Audio Visual system with sound system and wireless internet, telephone
- Oceanfront Walkway: follow the path from the facility straight down to the beach – sand, rocks, logs and sea provided.
- Lawns and Play area: swings, running around room for the kids
- Kitchen: modern and spacious kitchen which opens to the entire facility. Features ample granite countertops, cupboards, commercial dishwasher, stove, microwave, refrigerator, freezer, double deep sink, basic: cutlery, serving utensils, crockery, pots and pans, glassware, dish soap, dish towels
- Bathrooms: ladies and men's bathrooms and change rooms
- Storage: there are 3 areas that can be used for storage of TBCA furniture, (if rearranging) or catering supplies, etc: the 2 change rooms and pantry behind kitchen
- The TBCA Swimming Pool is NOT INCLUDED in Rentals (with the exception of Board approved Bowen Island Community School events).

## **7.0 Additional Information**

- We welcome potential renters to contact us to schedule a tour of the facility in advance or after making a Rental Request
- We have found the following to be useful to Renters who expect to use the kitchen: plastic storage bags, plastic wrap, tinfoil, paper towels, favourite knives or cooking utensils
- A laminated information sheet is posted on the bulletin board at the kitchen, which explains where various items are located and how to use them.