O.U.R. COMMEMORATIVE CONSERVATION GROUNDS

FACILITIES USE AGREEMENT

P.O. Box 530, Shawnigan Lake, BC, Canada, V0R 2W0 • telephone: 250.743.3067 • fax: 250.743.301

www.ourecovillage.org
**Agreement For Facilities Use at O.U.R. Ecovillage Property**

Please fill out the form below to the best of your knowledge, indicating “TBD” (to be determined) for information not yet known, and “NA” (not applicable) for any items that do not pertain to your event.

Date of Event: ____________________ Expected Attendance: ________________

Brief Description of Event:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Food Service for _______ people for _________ meal(s).

Description of Food Service Needs: (i.e. Dietary needs, Coffee/ tea station, snack table, B/L/D, number of guests)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Buildings & Facilities Requested:
  ☐ Healing Sanctuary  ☐ Chillage
  ☐ Yurt  ☐ Outdoor Kitchen/ Eating Area
  ☐ Guest Room (sgl/dbl/bunk-beds)  ☐ Upper Art Studio
  ☐ Upper Field  ☐ Other (Specify) ________________
  ☐ Tenting Space for _____tents & _____ RV’s

Amenities Requested:
  ☐ Black folding chairs (50)  ☐ BBQ (2)
  ☐ Nylon folding lawn chairs (20)  ☐ Tea & Coffee Station
  ☐ Cutlery + Dishes for ________  ☐ Solar Showers (3)
  ☐ Flipchart & marker set (2)  ☐ Other: _________________________
  ☐ Picnic Table (3)

Renter/Organization: ____________________________________________

Contact Person/Event Planner: _______________________________________
(This person will be asked to sign or initial all changes or additions to this contract)

Phone (day): ___________ Phone (evening): ___________ Cell: ___________

Fax: _______________ Email: __________________________________________

Secondary Contact Person: __________________________________________
(Assistant to first contact person, a person well informed of the event)

Phone (day): ___________ Cell: ___________ Email: _________________

Cost Breakdown:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Invoice #:_______________________ Total Cost $:____________________
O.U.R. Facilities Agreement Terms

1) Premises

Use of grounds and facilities are limited to the agreed upon areas, access to all other areas is not available to the representative, their guests or participants.

Quiet hours at O.U.R. Ecovillage begin at 10:00 p.m. End time for all events is 12:00 mid-night. All guests, participants, vendors, and outside rentals & equipment must be removed by 2:00 a.m. unless previously arranged and stated in contract. O.U.R. Ecovillage is not responsible for articles, equipment or other valuables brought on site by the renter or their outside clients, vendors, or contracted rental agencies. Usage of facilities for set-up, storage, or break-down is subject to a usage fee.

The renter may have access to the grounds and facilities through the parking lot; however, O.U.R. Ecovillage is not obligated to furnish parking to the renter. Limited parking is available on a first come first serve basis at the top of O.U.R. Ecovillage driveway.

The following areas are not open to the public:

Ponds – these areas are sensitive Eco systems and we ask that all visitors respect the wildlife living in and around them. No swimming!

Barn – this is a work area for O.U.R. residents and staff please do not enter the barn or the space used for farming related chores directly beside and behind it.

Wood Shop – this is a private business area and should not be entered.

O.U.R. B&B – registered guests only in this area.

Sweat Lodge – this is a sacred place of ceremony. We ask that this space be respected for its intended uses, and that all visitors please remain on the path if requiring to pass by this area.

O.U.R. Office – the group may wish to have one delegate that communicates with O.U.R. office staff while arranging the facilities and grounds. Please remember this is a place of business, and to keep an efficient flow of work we ask people to make their participants, guests, vendors, etc aware of how to find the event organizer for direction and guidance. O.U.R. Office telephones are not for public use.

Residential area – please respect the privacy of O.U.R. residents.

All areas under construction – O.U.R. students and interns work very hard to keep construction areas safe for their work day, please respect their work space and projects by admiring them from a safe distance.

2) Fees

Facility & grounds fees are to be paid in advance, 50% is due prior to the event and the remaining 50% is due on the day the event takes place.

If fees are not paid within the agreed upon time frames the event will be deemed void and all deposits will be non-refundable.

Cancellation Policy

Cancellations will be accepted in writing only. 50% of agreed upon fees will be non-refundable.

4) Liability

O.U.R. Ecovillage is not responsible for, or accept liability for injury, death, and/or property damage resulting from any accident before, during, or after the event. The representative is fully responsible for any damages that occur during
the event and expressly releases O.U.R. Ecovillage, its Hearth Keepers, Board Members, employees from any liability of theft, damage, or injury associated with said event. Damage must be reported to O.U.R. Ecovillage staff member immediately. Children, guests, participants etc must be closely supervised at all times. The representative is fully responsible for all persons coming on site for the event and any damages caused by such persons.

5) Overtime
Events must begin and end at the times outlined in the contract. Charges will be assessed for each hour or partial hour which the event continues past time in contract.

6) Tobacco Products/Smoking
Smoking is strictly forbidden in all buildings and facilities on O.U.R. Ecovillage property. Smoking is only permitted in the designated area(s), butts must be disposed of in the containers provided and this area must be cleaned by the renter prior to departure.

7) Sound Systems, Bands, D J’s and Loud Noises
The noise level for all events must be turned down to a reasonable level at 10:00 p.m. as this is when quiet hours begin at O.U.R. Ecovillage, noise must not be audible off site after this time out of respect for the neighbours. At 11:00 p.m. all such noise must be turned off. All sound systems must be approved by O.U.R. Ecovillage prior to the event and persons running such equipment must sign that they have read the guidelines stated here.

Printed Name of Sound Equipment Operator: ____________________________________________
Signature of Sound Equipment Operator: ____________________________________________
Contact Info: _______________________________________________________________________

8) Fixtures
Nothing may be taped, hung, nailed, screwed or affixed in anyway to the walls or ceilings of any of the O.U.R. Ecovillage buildings or facilities. Permission must given and indicated on contract for the use of candles or fireplaces.

9) General
O.U.R. Ecovillage is a working farm, please ensure all gates are closed behind you to keep livestock in and deer out. Please refrain from bringing glass containers of any kind on site, broken glass is not only a hazard for bare feet but can also be a fire hazard.

If your booked event includes an over night stay please ensure all personal toiletry items are labeled biodegradable.

O.U.R Ecovillage has a no pet policy for the safety of farm animals, please do not bring animals on site.

I hereby agree to the Facility Use and Agreement Terms outlined above.

Full Name: ______________________________________________________________________
Signature: ______________________________________________________________________
Date: ______________________________________________________________________