



CANADIAN PACIFIC EVENT APPLICATION FORM

Company / Event Name:

Authorized Representative:

Phone #:

Alternate Phone #

Address:

Email Address:

Event Date and Hours:

This date appears to be available on the Rental Availability Calendar

Event Description:

Number of Attendees:

Will Use Lawn for:

Lawn Bowling

Croquet

Use of Clubhouse Facility Required.

Use of Barbeque and Equipment.

*Alcohol Will be Served.

Our certified Serving It Right representative is:

Date:

***In order to serve alcohol, the Renter agrees to obtain a BC Liquor License and a Host Liquor Liability Insurance Policy and comply with all regulations. A copy of both must be provided to CPLBCC prior to the Event and a copy must be displayed on site at the event.**

CPLBCC EVENT APPLICATION FORM Cont'd
FACILITY RENTAL TERMS AND CONDITIONS

Rental Fees	Fees will be applied as quoted by the Canadian Pacific Lawn Bowling and Croquet Club (CPLBCC).
Advance Deposit	A \$100 cleaning deposit will be required at the time of booking.
Compensation	Payment by cash, cheque or e-transfer (cplbc.funds@gmail.com) is due in full upon receipt of the invoice.
Cancellation of the Event	The client must give notice of cancellation at least 24 hours prior to the event time unless the cause of the cancellation is due to weather or some other uncontrollable or unforeseeable reason the client may reschedule it to an alternate date. If weather conditions or other uncontrollable cause is harmful to the lawn bowling green or makes it unusable as deemed by the Club's Greens Keeper, the CPLBCC reserves the right to cancel and will do so with the earliest possible notice. If the event is cancelled by CPLBCC, the client will have the option to reschedule it to an alternate date.
Liability Insurance	CPLBCC requires renters to carry General Liability Insurance in an amount not less than \$5 million, plus, if alcohol is to be served, obtain Host Liquor Liability coverage worth \$2 million. The City of Victoria and CPLBCC must be named as additional insured. Copies of the certificates of insurance must be forwarded to CPLBCC 14 days prior to your event.
CPLBCC Facility	CPLBCC will ensure the facility is cleaned prior to the rental. CPLBCC will provide a representative to open the facility as well as provide an orientation of the building, the green and equipment. CPLBCC will provide instruction and facilitate games.
Footwear	To protect the greens, all lawn bowlers and croquet players must wear heelless footwear. Flat shoes, running shoes, deck shoes, sandals are acceptable.
Alcohol/Food	Non-breakable containers are required outside of the clubhouse for all beverages and food.
Smoking	No smoking or use of e-cigarettes is permitted within the facility fence.
Cleanup of Facility	Cleanup is expected to be completed by the end of the rental period unless otherwise approved to be done at another time by CPLBCC. This includes wiping down tabletops and returning furniture to its original arrangement, kitchen counters wiped and the kitchen left tidy. CPLBCC dinnerware and cooking utensils are to be cleaned. Garbage/ recyclables are to be removed by the renter. Leftover food is to be removed. If the BBQ equipment is used, it must be cleaned and returned to storage.
Supervision of the Event	The "Booking Group Organizer(s)" are responsible for the supervision and monitoring of their guests activities, behaviour and actions while on CPLBCC property.