



Pacific Institute of Culinary Arts Facility / Kitchen Rental Agreement

1. FACILITY INFORMATION

Pacific Institute of Culinary Arts
1505 West 2nd Avenue, Suite 101
Vancouver, British Columbia V6H 3Y4
Tel: 604.734.4488 / Fax 604.734.4408
www.picachef.com

Facility Contact: Events Department
Contact Telephone: 604.734.4488
Contact Email: rentals@picachef.com

2. RENTER INFORMATION

Name of Organization / Applicant:		
Contact Name:	Contact Tel:	Contact Email:
Street Address:	City / Prov.	

3. RENTAL INFORMATION

Date of Rental:	Est. # Participants (include all staff, crew chefs etc):		
Start Time (include set up):	Finish Time (include clean up):		
Description of Rental Use*:			
<i>*Please note Pacific Institute of Culinary Arts will take into account any conflict of interest in regards to kitchen / facilities rental. Please provide as much detail as possible.</i>			
Check YES or NO, provide detail for YES answer:	YES	NO	Detail
Will event be open to the public?			
Will admission fees be charged for event?			
Will food be served?			
Will alcohol be served?			
Will lights be set up?			
Will additional power be required?			
Is parking required? (if yes, indicate number of spaces)			
Will minors (under 18) be present?			
Will there be music?			
Will food be sold?			
Will alcohol be sold?			
Indicate any additional concerns or requests:			



4. CONDITIONS OF USE

a) Reservations

- Renters are advised that kitchens are available on a limited basis and kitchen rental agreement is not considered binding upon Pacific Institute of Culinary Arts until renter delivers a) completed and signed facility rental agreement, rental fee/deposit, certificate of insurance, written evidence of permits and licenses and any other items deemed necessary by Pacific Institute of Culinary Arts; and b) Pacific Institute of Culinary Arts, in its sole discretion, approves such rental in writing.
- Renter shall provide Pacific Institute of Culinary Arts with a single contact that is to serve as the representative for all Renter’s activities.
- Kitchen / facility shall be used only for the purpose stated in this agreement, no other use will be permitted.
- Renter shall not use Pacific Institute of Culinary Arts name to suggest endorsement or sponsorship of event without prior approval of Pacific Institute of Culinary Arts.
- Under no circumstances shall Renter sublease or allow any other organization or individual to use the facility for the period for which the Renter has contracted.

b) Fees

Kitchen Rental	Rate	Deposit
Monday – Friday		
Hourly (min. 4 hours)	\$125 per hour per kitchen	\$250 or 50% of total rental fee (whichever is greater)
Daily (12 hour period)	\$800 per kitchen (12 hours maximum)	\$400 or 50% of total rental fee (whichever is greater)
Kitchen Clean Up	\$300 per kitchen	
Supervisory Staff (if required by rental agreement with Pacific Institute of Culinary Arts)	\$25 per hour	
Saturday, Sunday and Statutory Holidays		
Hourly (min. 4 hours)	\$250 per hour per kitchen	\$500 or 50% of total rental fee (whichever is greater)
Daily (12 hour period)	\$1500 per kitchen (12 hours maximum)	\$750 or 50% of total rental fee (whichever is greater)
Kitchen Clean Up	\$300 per kitchen	
Supervisory Staff (if required by rental agreement with Pacific Institute of Culinary Arts)	\$40 per hour	

c) Indemnification and Insurance

- Renter shall indemnify, defend and hold harmless Pacific Institute of Culinary Arts, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter’s use or occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of Pacific Institute of Culinary Arts, its officers, employees or agents.



- Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions or damages, including liability for injuries to any person or persons, or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of Pacific Institute of Culinary Arts facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence. A copy of the insurance certificate must be provided to Pacific Institute of Culinary Arts prior to the event. Failure to provide proof of insurance will result in cancellation of the event and the deposit will be retained by Pacific Institute of Culinary Arts.
- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the Renter's use or occupancy of Pacific Institute of Culinary Arts facilities and adjoining property.

d) Security

- Pacific Institute of Culinary Arts at its sole discretion may require a minimum number of staff be present for an event. Renter shall be responsible for procurement and payment of Pacific Institute of Culinary Arts staff.
- Renter is solely responsible for supervising all individuals at Pacific Institute of Culinary Arts' facility and adjoining property during the event. Pacific Institute of Culinary Arts is not responsible for providing this supervision. Pacific Institute of Culinary Arts reserves the right, however, to evict individuals from the facility during the event if their conduct is deemed to be destructive or detrimental in any way.

e) Set Up / Clean Up / Decorations

- Renter, caterers, film crews, transportation of rental equipment and related individuals / activities will not be permitted to access Pacific Institute of Culinary Arts' facility prior to or after the agreed upon facility rental time period. Renter shall be responsible for arranging access during the agreed upon time for entry and exit of the facility or an additional rental fee may reply.
- Renter shall not have access to prepare or decorate the facility prior to the event start time unless agreed to in writing by a signing officer at Pacific Institute of Culinary Arts.
- Renter shall not be permitted to drive any nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the facility and shall not make or allow for any alterations of any kind therein unless pre-approved by Pacific Institute of Culinary Arts.
- Renter shall be responsible for leaving the facility in the exact condition in which it was rented including removal of any trash generated, and ensuring all fixtures belonging to Pacific Institute of Culinary Arts remain onsite and are in good working order.
- Renter shall not store any equipment or materials at the facility or adjoining property prior to or after the completion of the rental term without prior written approval of Pacific Institute of Culinary Arts.
- Renter shall be responsible for any and all damage to the facility and/or its contents during use. In the event that damage occurs or excessive cleaning is necessary, Renter shall be responsible for any and all janitorial and/or repair fees incurred by Pacific Institute of Culinary Arts as a result.



f) Equipment / Accessories

- Renter shall not remove, relocate, or take any property of Pacific Institute of Culinary Arts outside the facility for any reason without prior approval of Pacific Institute of Culinary Arts.
- Pacific Institute of Culinary Arts can provide audio/visual systems, public address systems, projectors and Wi-Fi for an additional fee. Renter, at its own cost may bring these systems into the facility for their own use.

g) Miscellaneous

- Renter shall comply with local, provincial and federal laws and regulations related the use of the facility.
- Renter shall not admit a larger number of individuals that can lawfully, safely and freely move about the facility.
- Gambling of any kind is not permitted in the facility.
- Smoking is not permitted in the facility.
- Animals are not permitted in the facility.
- If Renter violates any part of this agreement or reports false information to Pacific Institute of Culinary Arts, the Institute may refuse Renter further use of the facility and Renter shall forfeit a portion of or all of the rental fee and/or deposit paid.
- Pacific Institute of Culinary Arts reserves the right to impose additional requirements as deemed necessary to protect the facilities and its integrity at the cost of the Renter.
- If any provisions of this agreement are held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Important: Please read and initial all pages before signing below.

I am an authorized agent of the organization or individual submitting this agreement. The information provided in this agreement is true and correct. I have read and understand all terms of this agreement and agree to all aforementioned rules, regulations and conditions related to the use of the rental facility.

Signature:	Print Name:	Date:
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Pacific Institute of Culinary Arts Use Only

Est. Rental Fee:	Deposit Paid (\$)	Date Deposit Paid:
Final Rental Fee:	Balance Owed (\$)	Date Balance Paid:
Kitchen / Facility to be used:		Type of Use:
Rental Authorized By:	Date Signed:	Contract Completed: