



OSITO EVENTS & CATERING

Rental Contract Terms and Conditions updated October 16, 2024

For venue located at 390 W Hastings, Vancouver BC, V6B 1K6

Terms

Payment due on receipt.

Description of Service

Venue event space rental for all types of events.

Preferred Method of Payment

e-transfer to goodvibes@ositoevents.ca

Payment by Credit Card

Credit Cards are accepted in person or over the phone through our POS system at the venue. Please contact Osito Events & Catering to organize a payment appointment.

Refund/Cancellation

Full refunds are accepted two (2) weeks prior to the event date. Cancellations within two (2) weeks of the event are non-refundable. Any cancellation made after this time will be subject to full rental fees. If rental fees are not paid and another party wants to secure the same date, the renter has 48 hours to pay or the date will be forfeited and released to the next party in line.

Insurance

All renters/promoters must supply their own limited liability renters insurance at the rate of \$124.88 through Event Policy. We prefer to use Event Policy, but any provider is accepted. Please use the following information when filling out the form as our venue is a sublease of the school.

<https://www.eventpolicy.ca/>

Location - "Vancouver Film School (All Locations)"

Rigging Hanging Lights - no

Limited Liability - \$2,000,000

Special Event - choose your event, if choosing dance party, select music genre "medium beats"

Max Number of People - 200

Max Staff - 10

Third party vendors - no

Please email a copy of your event certificate to goodvibes@ositoevents.ca no later than 2 weeks before your event.

Bar Rebate Program

The bar rebate program has been cancelled as of September 1, 2024 and only applies to bookings made and paid for prior to this date. This was only a summer launch promotion.

Bar Sales

It is agreed that all sales from the bar and kitchen are the property of Osito Events & Catering and no portion of these sales or gratuities will be shared with the renter/promoter for a "Promoter Rental" where Osito provides a full service bar.

Buy Out Rentals

Buy Out Rentals are responsible for providing Osito Events & Catering with a copy of their Special Event Permit and Insurance at least two (2) weeks prior to their event, or the event will be cancelled and the date will be released.

Loading In and Out

The renter/promoter agrees to load in and out in a timely manner during previously agreed times in order to respect the time of other rentals and operations on adjacent days.

Sound Tech and Equipment

The renter agrees that the sound equipment is not to be touched, moved or set up without the prior consent of Todd Wautier Sound and Osito Events. The renter must coordinate their sound needs with Osito Events & Todd Wautier at least two weeks prior to their event. Sound tech services to be billed to the promoter by Todd Wautier at the rate of \$40 per hour plus GST at a minimum of 3 hours. The renter agrees to advise Osito Events & Catering of any special requirements for sound that are over and above the offered equipment and acknowledges that these must be rented or supplied at the renter/promoters expense and communicated to Todd Wautier.

Renter may provide their own sound technician during their event (not for set up) so long as they are approved by Todd Wautier and attend the set up with him to learn how to use our soundboard.

Lighting

It is agreed that at this time, only basic parcan lighting is offered as well as complementary use of the projector. It is the responsibility of the renter/promoter to supply lighting installations for anything over and above what is in the venue.

Security

Security to be billed to the renter. It is agreed that 4 security personnel are required to be hired by Osito from All In One Security for full capacity events and we will always cut back staffing as crowds dissipate. Osito agrees to cover the cost of one (1) security personnel.

Set Up

It is the responsibility of the renter/promoter to set up and decorate the room for their event. Osito Events & Catering will not supply staff to assist with this. If extra hands are required, this can be requested and an hourly rate will apply.

Marketing

Public Events: Ticket sales are the sole responsibility of the event organizer and promoter. Osito will assist with digital marketing. All promoters of public events must display Osito logo and Wautier Sound logo on their posters. Promoters must add Osito Events "@ositoevents" as a collaborator on event

posters and promotional materials on Instagram for cross promotion in the best interest and success of both parties. Osito requires posters to be shared in 4:5 or 1:1 ratio (grid) as well as 9:16 (stories) for Instagram and website promotion. These should be emailed to goodvibes@ositoevents.ca as soon as materials are available. It is also recommended that promoters create a Facebook event page and add "Osito Events Pop-Up Cafe & Event Space" as the "Co-Host". Brand assets can be found [HERE](#).

Private Events/Invite Only: the above marketing information does not apply.

Door Ticket Sales

It is the responsibility of the renter/promoter to collect money at the door for any door ticket sales, including providing their own POS system and cash float, as well as staff to check in guests.

Coat Check

Osito reserves the right to run coat check services with their own staff. If the promoter wishes to run it themselves, this must be agreed in advance, and must provide their own check tickets and staff.

Shipping

Shipping is not offered.

Delivery

Delivery is not offered.

Force Majeure

Osito Events & Catering shall be excused from any delay or failure in performance required hereunder if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature.

Limitation of Liability

The Client acknowledges and agrees that Osito Events and Catering will not be liable for any losses or damages, whether indirect, incidental, special or consequential, in profits, goods or services, irrespective of whether or not the Client has been advised or otherwise might have anticipated the possibility of such loss or damage.

No Guarantee

The client acknowledges and agrees that Osito Events & Catering cannot guarantee the results or effectiveness of any of the services rendered or to be rendered. Rather, services shall be executed in a professional manner and in accordance with good industry practice. Best efforts will be used but no results are promised.

Outside Alcohol

Outside alcohol is not allowed in the venue at any time. Special requests for artists will be considered on a case by case basis. Please ask venue owners in advance.

Day-Of Event Scrambling

Is not appreciated. Please have all the fine details of your event organized in advance so as to not put unnecessary pressure on the venue staff.