

# **RULES AND REGULATIONS REGARDING THE RENTAL AND USAGE OF THE CASA de MACAU CLUB (VANCOUVER)**

**UNIT 130 – 3757 JACOMBS ROAD,  
RICHMOND, BRITISH COLUMBIA V6V 2R3  
(Hereinafter called the “Sede”)**

1. In accordance with the Richmond Zoning By-Laws, the maximum capacity for the Sede is eighty (80) people.
2. Any person/organization can rent the Sede but must be sponsored by a voting member in good standing and the application must be approved by the Casa Executives (majority) and their decision is final.
3. The Sede can be rented for exclusive use for a minimum of 4 (four) hours on a given day, subject to availability. A rental cost of \$50.00 per hour (member) or \$100.00 per hour (non-member) (minimum four hours), a \$200.00 cleaning services fee plus applicable taxes and a damage deposit of \$500.00 must be paid. The Deposit is refundable less any deductions that may be due to any damage/restoration costs.
4. Upon request, the Casa Representative will send or give a Rental Booking Application Form to the applicant for completion and return. The applicant should make his/her request at least thirty (30) days in advance of the date required and inform the Casa Representative of what activities he/she is planning for at the Sede. In exceptional circumstances a shorter notice may be accepted and approved by our Casa Executive.
5. After verifying the status of the applicant, the type & nature of the activities planned, and the availability of the Sede, the Casa Representative will confirm its availability or not, within 10 (ten) days of the application and will inform the applicant accordingly. The applicant must make arrangements with the Casa Representative for opening/closing up of the Sede on the rental date paid for by the applicant.
6. The Sede is for the exclusive use of the applicant and his or her guests for the rental period paid for by the applicant and cannot be sublet to a third party at all.
7. The applicant cannot use the Sede for the sale of any goods or articles or the promotion thereof. The Sede Rental is for Socia events such as family get-togethers, birthdays, anniversaries etc. and functions that are not contrary to our Casa’s Objectives and By-laws.

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8. The applicant is to be fully responsible and will indemnify Casa de Macau Club (Vancouver) for any loss and/or damages incurred or suffered by the Casa as a result of any such rental by the Applicant/Renter.
9. The applicant must arrange with the Casa Representative to inspect the premises on the day of use during which time the contents and condition of the Sede will be verified by both parties. The Casa Representative will inspect the premises at the end of the function. Amount of damage deposit returned to the applicant will depend on an estimated cost of any cleanup or repairs involved. (see # 3).
10. The applicant should carefully note the location of the exit doors, fire extinguishers and the First Aid Kit in the Sede.
11. The applicant is fully responsible for the setting up of the Sede for his/her function and also ensure that the decorations do not damage the walls, ceilings and/or floors of the Sede. No hanging, pinning, nailing etc. of decorations are allowed.
12. The applicant is fully responsible for the following:
  - (a) Kitchen counters and appliances are to be kept clean.
  - (b) Replacing tables and chairs in their original configuration.
  - (c) Ensuring that all lights, taps, burners, microwaves, kettle and coffee makers are cleaned and shut off after the function.
  - (d) All equipment and utensils used are to be washed, dried and stored in their original positions, shelves and drawers.
  - (e) Floors are to be swept and cleaned at the end of the function.
13. The applicant must be present at the function at all times. If he/she is absent from the premises at any time, the actual applicant must appoint another adult representative.
14. Children must be supervised by applicant and/or guests at the function and no person under the age of 18 is to be left unattended and proper conduct is to be expected by all using the Sede.
15. All activities of the function must be kept within the interior Sede premises belonging to Casa de Macau Club (Vancouver). Only one Casa's rear parking stall (on weekdays) and two rear parking stalls (on weekends) may be used. Visitors' parking stalls may be used, but subject to availability and to the Strata Rules and at owners' own risk.
16. The applicant is fully responsible for ensuring that all Rental Rules, Regulations and By-Laws of the Casa de Macau Club (Vancouver) are to be respected and followed at all times. Casa's Sede Administrator or his/her Representative must be informed immediately of any breaches.

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17. No games of chance (where exchanges of money are involved) are allowed in the Sede.
18. No smoking is permitted inside the Sede building. Smoking is only permitted outside the Sede building, but subject to the Smoking By-Laws of the City of Richmond i.e. 15 ft. off the Sede (front door and rear door exits).
19. All leftover food, beverages and garbage are to be removed from the Sede by the applicant at his/her own cost at the end of the function.
20. Cooking is not allowed in or outside the Sede. The microwaves are for heating food only. Applicant is responsible for all necessary cleanup.
21. Applicant to ensure that doors to the Sede must be closely watched at all times for potential intruders. Casa is not responsible for any losses.
22. Applicant is responsible to ensure that his/her guests vacate the Sede after the event is over.
23. To stay past midnight, the applicant must receive prior approval from the Casa Representative. Noise levels must be kept within reasonable legal limits.
24. If the applicant wishes to use the Sede's audio equipment, he/she must state in the Rental Booking Application Form that the use of the audio equipment is required and The applicant will be responsible for any damage to the Casa's equipment.
25. The Casa will not accept or acknowledge any liability or responsibility for any injury, loss or suffering that may result from any injury, incident, accident or negative circumstances that may occur whilst the applicant/renter and his/her guests are at the Sede or at any part of the Strata area outside.
26. The applicant must provide a copy of the liability insurance certificate and any applicable Liquor licenses for the proposed function, to the Sede Administrator or his/her Representative no later than 7 (seven) days prior to the proposed function. Failure to do so will result in the Rental Agreement becoming null and void.
27. The Sede Administrator or his/her Representative must be promptly notified of any and all personal injuries or property damages at the Sede function and a Liability Incident Report Form must be completed.

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28. The Casa Representative and or his/her Representative reserve the right to enter the premises at any time during the duration of the proposed function for whatever reason deemed necessary.

I, \_\_\_\_\_ the applicant, have read and understood the Rules and Regulations regarding the Usage of Casa de Macau Club (Vancouver), Unit 130 - 3757 Jacombs Road, Richmond, British Columbia V6V 2R3 (hereinbefore) called the Sede and I agree to abide by all the Rules and Regulations as listed above.

Applicant Name: \_\_\_\_\_  
(Print Name)

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
(Print Name)

Witness Signature \_\_\_\_\_

Date: \_\_\_\_\_