

RULES AND REGULATIONS FOR USE & RENTAL OF THE DARBE MEHR

Please contact **Kayras Irani at 604-763-7820 (M)** to confirm availability of the building prior to submitting this application.

Once availability is confirmed, carefully read and initial the bottom of all three pages and complete the form on page 3. Scan & submit this completed application to **Kayras at president@zsbc.org for approval. Please do this well in advance to guarantee your rental date(s) and time(s) as ZSBC operates on a first come, first serve policy, based on who completes and submits this contract at the earliest.**

The Darbe Mehr is for the use of the Zoroastrians of British Columbia and is also available to rent out to external groups for events, functions and meetings to those that have been vetted and approved by the ZSBC Board of Directors. Care and regular maintenance of the Darbe Mehr is the responsibility of ZSBC. As the property is situated in a residential area, it is important that the neighbors are not disturbed. We must deal with the Municipality of Burnaby regularly, and our relationship with the city becomes more difficult if there is a record of complaints on file with them. You are required to ensure that the Darbe Mehr is taken care of in the same way you take care of your own home. To avoid any misunderstandings or problems, the rules, and regulations for the use of the Darbe Mehr are given herewith:

1. As per the City of Burnaby fire regulations, the maximum number of people allowed in this building is **109**, which includes guests, servers, caterers, technicians, etc. **This number can be reduced at anytime if the Public Health Authority deems it necessary.** So please be aware that your guest list will have to be restricted with very short notice.
2. For public functions of up to 109 persons, it is recommended that the community hall (and not the prayer hall) be used. It is recommended that your main function/ceremony be conducted in the community hall and that the prayer hall be used for religious ceremonies only. Since shoes must be removed, hands be washed, and heads covered **before** individuals enter the prayer hall, the side entrance should be used. Head coverings, shoe racks and a sink are all available in the passageway by the prayer hall side entrance. The main exterior entrance may be used for, say, the entry of the navjote or wedding party.
3. No music or noise should be heard outside the building after **10:00 p.m.**
4. Unless specifically agreed to beforehand; any use of the property for celebratory purposes should conclude before midnight. If you leave late, please be considerate of the neighbors and leave quietly.
5. Avoid parking in front of the neighbors' houses (especially on & in front of their driveways) along Moore Avenue. Instead, please park along Halifax Street and in the rear parking area of the building.
6. Garbage bags, paper towel, toilet paper, dishwashing soap, plates, cups, utensils, cleaning supplies, sukhad, loban, candles, table covers, sound system, canopy, TV, projector, screen, etc. are all available at the building and complimentary for your use with your building rental. We request you to use what you need and not waste supplies. A board member will provide you with access to the supplies **before** your event, so prepare a list of what you will need in advance. **ZSBC will not purchase additional supplies for your event. We will only give you what we have.**
7. **The building MUST be cleaned following your event. You may hire a cleaning company to do this; however,**

Initials: _____

the building must be returned to ZSBC in the same shape (or better), and it is ultimately your responsibility to ensure this. Heavily soiled carpets need to be vacuumed, heavily stained floors need to be mopped. Mop buckets and vacuum cleaners need to be emptied and cleaned out. Tables, chairs & other furniture must be returned to its original location. ZSBC will have the building professionally cleaned before your event. **The building must be returned in good condition, or your cleaning deposit will not be returned to you.**

8. The kitchen must be cleaned, including the stovetop, oven, counter tops, tables, sink & floors. All utensils, kettles and coffee makers, if used, must be cleaned and stored away in their appropriate place.
9. When the dishwasher is used, the washing cycle should be completed while you are still in the building. The washed crockery & cutlery must be placed back in the cabinets or wherever they belong as per the labels found on the cabinets in the kitchen area.
10. Garbage must be bagged and placed in the green garbage dumpster found outside at the rear parking lot. The garbage bin will need to be locked before leaving the building to prevent others from illegally dumping their refuse into our bin.
11. Recycling from within the building must be placed in the yellow & blue bins also found at the rear parking lot. Please bag your compost with the brown compostable bags provided at the Darbe Mehr and place in the dark green compost bin beside the recycling bins.
12. If you turn up the heat within the building, do not turn the thermostats higher than **20°C**. The hall will not heat up faster and you risk tripping the circuit breaker. Reduce the thermostats to **10°C** before leaving the building.
13. All windows & doors must be locked. Please double check them all before leaving the building. There have been break-ins & vandalism in the past as a direct result of doors and windows being left unlocked or ajar. **You will be responsible for any damage that is a direct result of inadequate securement of the building and your safety deposit will not be returned to you.**
14. **Smoking, vaping, chewing tobacco, cannabis or drug use of any kind is strictly prohibited within any part of the interior of the building or the immediate outside grounds of the property. Smoking is only permitted across Halifax Street. Please ensure cigarettes are extinguished and disposed of properly.**
15. Food and drinks are not permitted within the prayer hall (except those items used for religious ceremonies).
16. **Alcohol is permitted to be served for your function ONLY with a valid Liquor License. Alcohol is prohibited from being sold (i.e. cash bar) at your event while on the property & MUST NOT be served after 9:30 p.m.**
17. Breakages are the responsibility of the renter; therefore, please use the building and its contents responsibly.
18. Parents are requested to supervise their children, so that they do not cause any sort of disturbance. Please ensure they do not trespass on to anyone's property.
19. **The rental fee (payable to: ZSBC) for the use of the Darbe Mehr is \$400 (members) and \$600 (non-members). You will receive a standard receipt for this payment.**
20. **A refundable damage deposit cheque for \$350 (payable to: ZSBC) must accompany this application prior to approval of your rental.**
21. **A refundable cleaning deposit cheque for \$315 (payable to: ZSBC) must accompany this application prior to approval of your rental.**
22. You **must** purchase event liability insurance for the day of your function (to cover unforeseeable damage that could occur to the building) including liability coverage for the exact amount of individuals that will be present on the day of the event.
23. Finally, the board of director that is your point of contact, must be informed of your anticipated arrival & departure from the building to ensure that the building surveillance system is armed/disarmed respectively.

Initials: _____

I/We agree and confirm that the Rules & Regulations for use of the Darbe Mehr have been read and are agreed upon by me/us. I/We understand that if they are not followed, the Darbe Mehr will not be made available to me/us for this function and potentially all our future private functions. Additionally, if I/we use the prayer hall, I/we undertake that I/we and our guests will remove their shoes and cover their heads as a mark of respect for the faith. It will be my/our responsibility to ensure that this is done. If there are those in the group who do not follow the rules, a ZSBC Director or Trustee will be entitled to bring this to my/our attention, and I/we will take remedial steps to request the person/persons concerned either to do so or leave the prayer hall.

Payments required are:

- Rental Fee of \$ _____ (See #19. – circle: **MEMBER** or **NON-MEMBER**) (payable to: ZSBC)
- Damage deposit cheque for \$350 (payable to: ZSBC) – please write “refundable damage deposit” in memo line of cheque
- Cleaning deposit cheque for \$315 (payable to: ZSBC) – please write “refundable cleaning deposit” in memo line of cheque

Note: **Along with this contract and payments listed above, a copy of your driver’s license must also be submitted. ZSBC will only need a copy of your event insurance & liability coverage three days prior to your event.**

<u>Renter’s Full Name:</u>	<u>Renter’s phone # & email address:</u>	
<u>Renter’s Home Address:</u>		
<u>Event Description:</u>	<u>Date of Event:</u>	<u>Time Frame:</u>
<u>Name of director you are consulting with regarding this rental:</u>	<u>Their phone number/e-mail address:</u>	

Other requests:

Renter’s signature: _____ Date: _____

Director’s signature: _____ Date: _____

Document Updated: January 7, 2024

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