



**FALSE CREEK**  
COMMUNITY CENTRE

# General Rental Guide



1318 Cartwright Street  
Vancouver, BC V6H 3R8

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Rental Inquiries & Information

Telephone: 604-654-0792

Email: [falsecreekrentals@vancouver.ca](mailto:falsecreekrentals@vancouver.ca)

Website: <https://falsecreekcc.ca/room-descriptions/>



## Rooms and Rental Rates

Small/Meeting Rooms	Highlights	Square footage	Capacity	Hourly rate (includes GST)
Board Room	<ul style="list-style-type: none"> <li>Park view</li> <li>Whiteboard</li> <li>Carpet</li> </ul>	500	20 people	Regular \$31.50 Registered Society \$22.05
Chinook Room	<ul style="list-style-type: none"> <li>Skylight</li> <li>Whiteboard</li> </ul>	500	15 people	Regular \$31.50 Registered Society \$22.05
Fairview Room	<ul style="list-style-type: none"> <li>Chalkboard</li> <li>Small hand washing sink</li> </ul>	700	15 people	Regular \$31.50 Registered Society \$22.05
Granville Island Room	<ul style="list-style-type: none"> <li>Small hand washing sink</li> <li>Various couches and casual seating</li> </ul>	640	20 people	Regular \$31.50 Registered Society \$22.05
Special Event Rooms	Highlights	Square footage	Capacity	Hourly rate (includes GST)
Lind Hall	<ul style="list-style-type: none"> <li>Perfect for weddings, parties and large meetings.</li> <li>Lots of natural light for your event.</li> <li>Access to kitchen for storage and reheating.</li> <li>Doors leading directly outside towards Sutcliffe Park.</li> </ul>	3100	200 people	Regular \$110.00 Registered Society \$77.00
Tyee Hall	<ul style="list-style-type: none"> <li>Perfect for weddings, parties, and mid to large meetings.</li> <li>Lots of natural light for your event.</li> <li>Access to kitchen for storage and reheating</li> <li>Door leading directly outside towards Alder Bay.</li> <li>Suitable for performance rehearsal or dance space.</li> </ul>	1050	60 people	Regular \$65.00 Registered Society \$45.50
Mini Gym	<ul style="list-style-type: none"> <li>Ideal for sport bookings and trade shows.</li> <li>Front entrance of the building, facing the side street.</li> <li>2 walls windows/2 walls solid surface.</li> </ul>	2400	60 people	Regular \$65.00 Registered Society \$45.50



## Additional Charges

Charge	Description	Amount
Staffing	Staff required is dependent on activity and capacity of your event and employed at the discretion of the Rental Coordinator. *Events over 100 people in attendance are required to have two rental staff.	\$27 per staff member per hour
Booking Fee	Non-refundable, applied to balance	\$25-\$250
Damage deposit	Applies to Tye Hall, Lind Hall, and Mini Gym rentals for after-hours, special events, and weddings	\$1,000
Entandem	Mandatory music royalty tariff for all rentals with music and with/without dancing; dependent on group size and activity.	\$32-\$95

**\*\*\*Please note: any additional documentation or certification required such as a Certificate of Insurance, Special Event Permit, or Foodsafe certificate is the responsibility of the rental patron to be obtain and send to the Rental Coordinator no later than one month prior to event date**

### Reservation Eligibility

Please be advised that we **cannot** host events which:

- Require admission fees or for profit ventures managed by the facilitator of the event.
- Represent religious or political organizations.
- Are advertised to the general public.
- Are attended by the media.

### Steps for Booking a Room

- **Contact:** Rental Coordinator at 604-654-0792 or [falsecreekrentals@vancouver.ca](mailto:falsecreekrentals@vancouver.ca).
- **Viewing:** Schedule a free viewing prior to booking (recommended).
- **Approval:** Confirmation within 3-5 business days.
- **Deposit:** Sign rental agreement and pay deposit.

### General Information

- All rentals are subject to the approval of the False Creek Community Association.
- Centre programming has priority over room availability. As community centre programs run seasonally, you may reserve up to one year in advance after operating hours (4PM-1AM) on Saturdays or Sundays. If you would like to arrange earlier set up time it would be based on availability after the programming has been scheduled (typically two months before your event).
- The name "False Creek Community Centre" and its phone number cannot be used on any promotional material without prior and specific permission from the False Creek Community Association. For invitations, please use only the address of the community centre (1318 Cartwright St).



- (If Applicable) The insurance policyholder must be present for the duration of the entire reservation time.
- No storage is available onsite outside of the times booked. However, small meeting spaces (upstairs) within the centre can be reserved in advance for storage or event preparation purposes for an additional fee (subject to availability).
- Tacking, nailing or drilling is not permitted on any surface within the Centre; non-residue adhesive or removable hooks are permitted for decorations. Confetti, glitter, helium balloons or open flame candles are not permitted.
- All rooms are reserved on an “as is basis” and must be left in the condition found. Renters are responsible for their own set up and clean up.
- Rental staff retain the right to terminate the event at any time should any rental patrons or guests not comply with rental policies.
- Requested documentation such as insurance certificate and liquor license must be provided at minimum two weeks in advance of the reservation date. Failure to do this will result in cancellation of the reservation, which will not be eligible for refund.

### **Set Up & Clean Up Information:**

- **Access and Timing:** Rental spaces are accessible only during the time specified in your agreement. Please include setup and cleanup times in your booking duration.
- **Setup and Cleanup:** Your group is responsible for setting up, taking down, and cleaning the rented space. We provide cleaning supplies (gloves, paper towels, eco-friendly spray, broom, dustpan, mop with detergent, and garbage bags). Ensure the room is left as you found it.
- **Cleaning Responsibility:** Failure to clean may result in a cleaning fee plus staff wages. This may also impact your damage deposit.
- **Personal Items:** Staff do not handle any rental supplies or equipment brought in by your group. Rental staff oversee events to ensure policy compliance, building security, and emergency assistance.
- **Ending Your Event:** All activities must end by the specified time. Failure to vacate quietly or by this time may result in charges.
- **Security:** Notify staff before leaving any area. Failure to secure the area may result in liability for lost, stolen, or damaged items, which will be charged by invoice and/or deducted from the damage deposit.



### Equipment

Equipment Options	Rates
Projector and portable screen	\$15
Projector	\$10
Microphone and small speaker	\$15
Speaker	\$10

\*We do not supply any audio visual equipment at this time but you may bring in your own. The sound systems that are installed within the centre are not available for public use.

All meeting rooms are equipped with sufficient tables and chairs for each room capacity noted above.

*\*\*Please confirm in advance with your Rental Coordinator specifying how many and which tables you will need at least two weeks prior to your rental.*

Furniture for Lind or Tye Hall available for use:

- 12' x 2.5' tables
- 4' round tables
- 2.5' x 6' tables
- 5' round tables
- 4' x 4' tables
- chairs

### Payment

Full payment is due no later than 14 days for small events and 30 days for larger events in advance of your reservation date. Payment can be made online, by phone or in person during operating hours.

NOTE: If you have GST exempt status, your GST registration number is required at the time of booking.

### Society Discount

Events that are booked by a registered provincial or federal society are eligible for discounted rates. Please inquire directly by providing your society number for verification. The discount will be applied once verified.

*\*\*\*Society listed above. Discounts or exemption will not be applied and/or eligible for refund for past rentals.*



## Cancellations

*\*Please note all refunds must be approved by the Community Centre's Supervisor before being granted.*

### General Events:

- Cancellation requests must be received in writing via email.
- **Small events:** 14 days' notice required for a refund, minus a \$25 administrative fee.
- **Large events:** 30 days' notice required for a refund, minus a \$250 administrative fee

### After-Hour Reservations and Weddings:

- Cancellation requests must be received in writing via email.
- A minimum of 90 days' notice is required for a refund of fees paid, minus a \$250.00 administrative fee.

*\*Cancellation requests received less than the indicated time are not eligible for a refund.*

## Liability Insurance

A Certificate of Liability Insurance detailing minimum of **\$2,000,000** liability with the City of Vancouver, the Vancouver Park Board and False Creek Community Association named as additional insurers is required for any after hour rentals, special events, weddings and high-risk events such as receptions, adult parties, tradeshow, or sporting events. In most cases, we do not require insurance for group meetings or workshops where no high-risk activities are involved and which are hosted during the centre's opening hours. Any after hour, special events, sporting activities and high-risk events noted above are required to provide a copy of the insurance documents **one month** in advance of the reservation date.

You may use your own provider or purchase insurance at this link: <https://www.eventpolicy.ca/contact/>

## Alcohol, Food & Beverage

Please note that alcohol is **not** permitted onsite during the centre's operating hours. However, after hour rentals (after 4:00pm on Saturdays and Sundays) can provide alcohol service contingent that the following is supplied:

- 1) Approval from the Rental Coordinator.
- 2) Liquor Permit: for more information visit <https://justice.gov.bc.ca/lcrb/sep>
- 3) Serving It Right or Special Event Server certificate from the permit holder: for more information visit <https://www.responsible-service-bc.ca/serving-it-right-course>

You may bring in your own food or hire any catering company to provide food and beverage services at your event. Catering services are not available through the Community Centre. Catering companies must provide a copy of their current Food Safe Certification **one month** prior to the reservation date.



*\*\*\*Please note that cooking or preparing of any food is not permitted. Our kitchen is only licensed to store and reheat food.*

### **Noise Policy**

Maximum Noise Levels (as indicated by sound meter):

8 AM – 10PM	75 dB
10PM-1AM	70 dB

Doors at back of centre (facing Sutcliffe Park) and side doors/windows must be kept closed after 10pm. The front door of the centre may be opened to allow airflow into the venue if needed.

If noise levels exceed maximum allowable level, the following protocol will be followed:

1. First violation: a verbal warning will be given.
2. Second violation: written warning and loss/fine of \$100 of damage deposit.
3. Third violation: written warning and loss/fine of \$500 of damage deposit.
4. Fourth violation: forfeiture of entire deposit and shutdown of function.

Rental patrons will be given a reasonable amount of time to comply (15 – 20 minutes) before the next warning given (if volume is not adjusted).

### **Use of Common Space Outside of the Centre (Sutcliffe Park):**

Rental Agreements refer to the specific rooms **within** the building. Use of common space outside of the centre such as for BBQs, food trucks, or reserved parking must be approved by C.M.H.C (Canada Mortgage and Housing Commission) well in advance of the reservation date. Any documentation specifying such approvals must be provided to the Rental Coordinator two weeks prior to the event. Please contact C.M.H.C. directly at 604-666-6655 for further details.

Park is a public space and, as such, is not available to reserve for private events. The park is for intermittent use only and is free to use by renters of Lind Hall with the following conditions:

- Maximum group size is 15.
- No tents, tables, chairs, caterers, decorations, or rental equipment is allowed.
- No amplification of any kind is permitted.
- No alcohol is allowed at any time.
- No barbeques are allowed (except with permission for C.M.H.C).
- All users of the park may pass by unimpeded.



- Park usage takes place between 6:00am to 10:00pm.

## **Rental Policies**

The rental group is responsible for following directions from the False Creek Community Centre staff in the building. Please check in with staff at the beginning of the rental. FCCA Rental Supervisors and Community Centre Staff retain the right to terminate your reservation at any time should any rental patron or their guests not comply with rental policies. FCCA Rental Supervisors may be employed at the discretion of the FCCA Rental Coordinator and are to provide direction to various rooms and equipment, supervise the building and activity and assist in any emergencies.

The facility is rented on an “as is basis”, with the following regulations:

1. **Admission Charges:** Admission charges are not permitted to be collected at the door.
2. **Alterations:** Alteration or tampering with any electrical panel or outlet is strictly prohibited. Any request for additional electrical power must be approved by the FCCC Rental Coordinator in advance and noted in the rental contract.
3. **Behaviour:** The renter is responsible for the behavior of all guests inside or outside the facility. Excessive noise or damage will result in partial or total loss of the damage deposit. FCCC Rental Supervisors and Community Centre Staff have the right to eject any person(s) not adhering to policies.
4. **Cancellations:** Cancellation of your rental requires a minimum of 14 or 30 days’ notice depending on your event size. Failure to comply will result in full payment of the rental fee and/or forfeiture of any payments received.
5. **Capacity Limits:** Capacity limits for the rooms are set by the Fire Marshall. The renter must ensure the number of guests is within the limits stated in the rental agreement. The FCCC Rental Coordinator may further restrict the number of people to ensure clear access to specific spaces such as fire exits.
6. **Compliance:** Community Centre Staff and FCCC Rental Staff reserve the right to refuse the use of any room to individuals/groups who do not meet all conditions outlined in the rental agreement.
7. **Decorations:** Decorations may be attached to the vertical wooden beams and must be removed after use. No decorations or materials that will mar, deface, or injure walls, ceilings, or floors are permitted. Non-residue adhesive or removable hooks are allowed. Failure to comply may result in additional charges and/or loss of the damage deposit. Renters must bring their own ladder; hydraulic lifts are not permitted. The Centre does not provide storage for ladders.
8. **Deposit and Payment:** If the damage deposit or room rental payment is not received 14 days before the reservation date for small events and 30 days for larger events, the False Creek Community Association has the right to void the rental.
9. **Emergency Exits:** Emergency exits must remain easily accessible and cannot be blocked by tables, chairs, walls, stages, people, etc.





10. **Equipment Removal:** All equipment and goods must be removed at the end of the evening. The Centre cannot accommodate any storage. The Centre will remove anything left behind and will not be responsible for damage or loss.
11. **Insurance:** Weddings, special events, and sporting events require private liability insurance with a minimum \$2,000,000 coverage. Documentation must be provided one month before the event date.
12. **Kitchen Use:** No cooking of food is permitted within the Centre as it is not licensed. If kitchen use is included in the agreement, the rental patron is permitted only to reheat and/or store food.
13. **Liquor Permits:** If applicable, the rental group must obtain a liquor permit and present it to the Centre no later than one month before the event. FCCC will not accept a "bring your own bottle" license. The permit cannot extend beyond 1:00 a.m., and liquor must be kept inside the reserved room. All empty bottles must be removed after the reservation. A "Serving it Right" certificate is required, and the Special Event Permit must be posted within the rental room. Alcohol consumption is not permitted during the Centre's operating hours.
14. **Misrepresentation:** If the applicant deliberately, negligently, or innocently misrepresents any information required by this agreement, or is determined to be in violation of the terms of this agreement, the agreement will be canceled immediately, and the rental will not be allowed to commence or continue if the event is already in progress.
15. **Music and Noise:** Music must be kept at a reasonable level (max 75 decibels before 10 PM, 70 decibels after 10 PM). Noise levels must comply with City of Vancouver by-laws, and back doors and windows must remain closed after 10 PM to prevent sound from traveling. If the Centre is cited and fined, the damage deposit will not be refunded. City of Vancouver By-Law No. 6555 states: *"No person shall make or cause, or permit to be made or caused, any noise or sound in a street, park, or similar public place which disturbs or tends to disturb unreasonably the quiet, peace, rest, enjoyment, comfort, or convenience of persons in the neighborhood or vicinity."*
16. **Non-Smoking Facility:** This is a non-smoking facility. Smoking is not permitted within 5 meters of windows and doors or in Sutcliffe Park. Please ask FCCC Rental Supervisors or Community Centre Staff to help identify appropriate locations.
17. **Prohibited Items:** Confetti, glitter, open flame candles, helium balloons, and amusement inflatables (e.g., bouncy castles) are not allowed inside or near the building. Propane tanks for outdoor barbecues must remain outside the facility and be supervised by a member of your party at all times.
18. **Promotional Material:** The rental group may not use the name "False Creek Community Centre" on any promotional material without special written permission from the False Creek Community Association. For directions, promotional material may refer to the Centre as "a rented community hall at 1318 Cartwright Street."
19. **Room Access:** The renter is restricted to the rooms listed on their contract and must follow directions from Community Centre Staff and FCCC Rental Supervisors during the reservation.
20. **Right to Cancel:** The False Creek Community Association reserves the right to cancel a rental when necessary without notice to the applicant or rental group.
21. **Setup and Cleanup:** These times are included in the total time reserved and must be arranged in advance. Setup and takedown of tables, chairs, and decorations are the renter's responsibility. Failure



to clean up will result in additional charges and/or loss of the damage deposit. Cleanup includes, but is not limited to all necessary wiping, sweeping, and mopping of floors and tables, and depositing all waste in appropriate receptacles outside of the building. The property must be left exactly as found, including all areas used by the rental group. Rental and centre staff are not able to assist with setup and cleanup but will provide appropriate cleaning supplies. Failure to satisfactorily clean the venue as found will result in additional charges, including a cleaning fee and staff wages for extra time required to clean on your behalf.

22. **Solicitation:** Solicitation of goods or services or propagation of political or religious beliefs is prohibited.
23. **Storage:** Storage space is not available before or after rental. Should you require additional storage, contact the Rental Coordinator to reserve additional meeting rooms (if available). Fees are applicable, and arrangements must be made in advance.
24. **Vacating:** All activities must end at the time specified on the rental agreement, and the Centre must be vacated quietly. Failure to leave by the specified time will result in partial or total loss of the damage deposit and/or additional charges invoiced afterward. Renters must notify centre staff before vacating any area used. If the renter vacates a room/area without notification and does not properly secure the area used, they will be held liable for any lost, stolen, or damaged items. Replacement costs will be charged by invoice and/or deducted from the damage deposit.
25. **Entandem Fees:** If music is played at rental functions, Entandem fees (previously Re:Sound & SOCAN) will be applied to your rental contract.
  1. *Re:Sound: Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Empowered by the Federal Government, before the Copyright Board of Canada, Re:Sound has directed all public facilities hosting functions or services where people will be listening/dancing to copy written material to pay a federal tariff. This fee will be over and above the rental fee of the facility. Visit [www.resound.ca](http://www.resound.ca) for more information.*
  2. *SOCAN: The Society of Composers, Authors and Music Publishers of Canada is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. Empowered by the Federal Government, before the Copyright Board of Canada, SOCAN has directed all public facilities hosting functions or services where people will be listening/dancing to copy written material to pay a federal tariff. This fee will be over and above the rental fee of the facility. Visit [www.socan.ca](http://www.socan.ca) for more information.*

**"False Creek Community Centre is a shared and publicly funded community asset and the use of the Centre must reflect this fact. Users of the centre must comply with all applicable city by-laws and federal and provincial legislation, including the British Columbia Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt."**



# FALSE CREEK COMMUNITY CENTRE

