

File No.: 04-1000-20-2018-158

April 20, 2018

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of March 16, 2018 for:

The City of Vancouver organized Open Houses in Grandview-Woodland regarding 4-storey zoning for March 14, 2018 and March 17, 2018. Request is for records related to the booking of the venues for these two days including the following:

- Emails,
- Letters,
- Confirmations, etc.

Date Range: January 1, 2018 to March 16, 2018

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.22(1) of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2018-158); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to be 'B. Van Fraassen', with a long horizontal stroke extending to the right.

Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4
Phone: 604 .873.7999
Fax: 604.873.7419

Encl.

:ma

From: "[Cameron, Sam](mailto:Sam.Cameron@vancouver.ca)" <Sam.Cameron@vancouver.ca>
To: "[Joseph, Chani](mailto:Chani.Joseph@vancouver.ca)" <Chani.Joseph@vancouver.ca>
Date: 1/31/2018 12:46:41 PM
Subject: FW: Croatian Cultural Centre - Room Availability

Croatian Cultural Centre was booked anyway...

From: General Manager - Eva Malenica [mailto:general_manager@croatiancentre.com]
Sent: Wednesday, January 31, 2018 11:46 AM
To: Cameron, Sam
Subject: RE: Croatian Cultural Centre - Room Availability

Good afternoon Sam,

Thank you for your inquiry, unfortunately both rooms are booked for both dates.

Kind regards,

Eva Malenica
General Manager
Croatian Cultural Centre
604.879.0154

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: January 30, 2018 3:27 PM
To: General Manager - Eva Malenica <general_manager@croatiancentre.com>
Subject: Croatian Cultural Centre - Room Availability

Hi Eva,

I'm interested to know whether rooms B and C, or B individually, are available to rent March 3rd (11 – 4 pm) and March 8th (4 – 9pm). We are looking to host two open houses for the Grandview-Woodland community plan process.

If available, please advise how much it would cost to rent for each individual day.

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)
To: ["Joseph, Chani" <Chani.Joseph@vancouver.ca>](mailto:Chani.Joseph@vancouver.ca)
Date: 2/15/2018 9:53:04 AM
Subject: FW: hall

Hi Chani,

So it looks like the Vancouver Opera option has now fallen through.

Regards,
Sam

From: Kevin MacLeod [mailto:kmacleod@vancouveropera.ca]
Sent: Wednesday, February 14, 2018 5:54 PM
To: Cameron, Sam
Subject: hall

Hello again Sam,
Kindly disregard that latest message. . I should apologize again The show in rehearsal that week will be getting an audience on the following Friday. The director feels she would like to have/needs to have the option of running late, and/or having extra rehearsals that week.
It seems that our hall will not be available until the following week: Monday, March 19-Wednesday, March 21. The times you requested would not be a problem, the date change works for you.
Once again, sorry.

Best Regards,

Kevin MacLeod

From: "Cameron, Sam" <Sam.Cameron@vancouver.ca>
To: "Joseph, Chani" <Chani.Joseph@vancouver.ca>
Date: 1/22/2018 11:10:33 AM
Subject: FW: WISE Hall Availability - Jan 2018

FYI – Do you still want to use the WISE Hall on these dates?

From: The WISE Hall & Lounge [mailto:info@wisehall.ca]
Sent: Sunday, January 21, 2018 10:18 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

I am still holding March 3rd and March 8th for you. Please let me know if you would like me to continue to hold these dates.

We look forward to seeing you on Saturday.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cell s.22(1)
Our fax 604-254-5812

1882 Adanac Street
Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>
Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [mailto:Sam.Cameron@vancouver.ca]
Sent: January 4, 2018 4:31 PM
To: The WISE Hall & Lounge <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

As per our phone conversation, we are tentatively interested in renting the hall on Saturday, March 3, 2018 (~11am – 4pm) and on Thursday, March 8, 2018 (~4pm – 9pm). Is it available for these dates?

And as mentioned on the phone, I have placed a request for a cheque with our finance department today. I anticipate it will take up to 2 weeks to be processed and delivered.

Please let me know if you have any concerns or questions.

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]
Sent: Wednesday, December 13, 2017 5:11 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

Yes we are confirmed. I have just sent you the invoice.

Please let me know if you have any further questions or concerns about the rental.

If you can provide us with any promotional material 6 weeks prior to the event would be very helpful. That way we can include it in our newsletter and online presence.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cel s.22(1)
Our fax 604-254-5812

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Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>
Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: December 13, 2017 11:17 AM
To: Jasmine Liddell <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

I would just like to confirm that we have booked the Wise Hall for Jan 27th and 31st? s.22(1)
I will need to put together a public notification, so it would be great to confirm the venue.

Thanks for your help! I hope you're feeling better.

Cheers,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: Cameron, Sam

Sent: Thursday, December 07, 2017 10:37 AM

To: 'Jasmine Liddell '

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Please find attached copies of the Rental Contract Agreement and Rental Intake Forms (x2) for the Jan 27th and 31st events.

Please don't hesitate to contact me if need anything or have any questions.

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: Jasmine Liddell [<mailto:info@wisehall.ca>]

Sent: Wednesday, December 06, 2017 11:30 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

I have attached the necessary paperwork for the rental.

To confirm I have placed a hold on Saturday January 27th from 11am to 4pm and Wednesday January 31st from 4pm to 9pm.

Please fill out the paperwork for both dates and I will provide an invoice shortly.

Thank you

Jasmine

Jasmine Liddell

General Manager

The Wise Club

www.wisehall.ca

Our phone [604-254-5858](tel:604-254-5858)

My Cell [\(s.22\(1\)\)](tel:s.22(1))

Our fax [604-254-5812](tel:604-254-5812)

1882 Adanac Street

Vancouver, BC

V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewisecub>

Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: December 4, 2017 10:21 AM

To: Jasmine Liddell <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Just as a follow up to my phone call and the email below.

To confirm, on Saturday, Jan 27, the hall is only available until 4pm and not 5pm. Ideally, we would like to book it 12-5pm. However, if it is only available until 4pm, 11-4pm could work for us. And on Wednesday, January 31, we are interested in renting the hall between 4-9pm. Are both these dates still available?

As I understand, both days would be eligible for an hourly rate (\$70/hr)?

I hope you feel better!

Regards,
Sam

From: Jasmine Liddell [<mailto:info@wisehall.ca>]

Sent: Thursday, November 23, 2017 3:26 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Good afternoon Sam

The hall is available on Saturday January 27th until 4pm.

The hall is available on Wednesday January 31st from 4pm to 9pm.

I have attached the rental rate breakdown.

Please don't hesitate to contact me directly with any further questions or concerns.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone [604-254-5858](tel:604-254-5858)

My Cell [\(s.22\(1\)\)](tel:s.22(1))

Our fax [604-254-5812](tel:604-254-5812)

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Vancouver, BC

V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewisecub>

Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: November 21, 2017 3:21 PM

To: info@wisehall.ca

Subject: WISE Hall Availability - Jan 2018

Hi Jasmine,

I'm interested to know whether the WISE Hall is available on the following dates:

- **Saturday, January 27, 2018 (~12:00 – 5:00pm)**
- **Wednesday, January 31, 2018 (~4:00 – 9:00pm)**

We are looking to book the space to host a community open house, as part of the Grandview-Woodland Community Plan Implementation.

Also, what is the price structure for renting the space (hourly, daily, etc)?

Thanks very much!

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: ["Kevin MacLeod" <kmacleod@vancouveropera.ca>](mailto:kmacleod@vancouveropera.ca)

To: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

Date: 2/14/2018 6:45:14 PM

Subject: hall rental

Hi Sam, it was nice talking to you as well. I just spoke with the director, and she suspects that the rehearsal may go right until 5:00 on the 14th, and then we would need a little turnaround time for the space. Would it be possible to schedule another date, the following week, or, would it be okay to not invite people until 6:00pm on the 14th?

Sorry for the earlier misinformation, but I thought I had a green light. My mistake.

Thanks,
Kevin MacLeod

Vancouver Opera

From: "Cameron, Sam" <Sam.Cameron@vancouver.ca>
To: "General Manager - Eva Malenica" <general_manager@croatiancentre.com>
Date: 2/14/2018 12:01:25 PM
Subject: RE: Croatian Cultural Centre - Room Availability

Hi Eva,

No problem. We have already booked another venue for March 17th.

Regards,
Sam

From: General Manager - Eva Malenica [mailto:general_manager@croatiancentre.com]
Sent: Wednesday, February 14, 2018 10:47 AM
To: Cameron, Sam
Subject: RE: Croatian Cultural Centre - Room Availability

Good morning Sam,

My apologies for not responding earlier **s.22(1)**

We have Room B available on Saturday, March 17th.

Regards,

Eva Malenica
General Manager
Croatian Cultural Centre
604.879.0154

From: Cameron, Sam [mailto:Sam.Cameron@vancouver.ca]
Sent: February 7, 2018 1:07 PM
To: General Manager - Eva Malenica <general_manager@croatiancentre.com>
Subject: RE: Croatian Cultural Centre - Room Availability

Hi Eva,

Thanks for the information. Not to worry, as we are now looking at the following dates/times:

March 14th (~4-9pm)
March 15th (~4-9pm)
March 17th (~11-4pm)

Are rooms B and C combined, or either of these spaces individually, available on the above dates/times?

Thanks for your help!

Regards,

Sam Cameron
Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: General Manager - Eva Malenica [mailto:general_manager@croatiancentre.com]
Sent: Wednesday, January 31, 2018 11:46 AM
To: Cameron, Sam
Subject: RE: Croatian Cultural Centre - Room Availability

Good afternoon Sam,

Thank you for your inquiry, unfortunately both rooms are booked for both dates.

Kind regards,

Eva Malenica
General Manager
Croatian Cultural Centre
604.879.0154

From: Cameron, Sam [mailto:Sam.Cameron@vancouver.ca]
Sent: January 30, 2018 3:27 PM
To: General Manager - Eva Malenica <general_manager@croatiancentre.com>
Subject: Croatian Cultural Centre - Room Availability

Hi Eva,

I'm interested to know whether rooms B and C, or B individually, are available to rent March 3rd (11 – 4 pm) and March 8th (4 – 9pm). We are looking to host two open houses for the Grandview-Woodland community plan process.

If available, please advise how much it would cost to rent for each individual day.

Kind regards,

Sam Cameron
Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

To: [rentals <rentals@vsb.bc.ca>](mailto:rentals@vsb.bc.ca)

Date: 2/15/2018 10:24:05 AM

Subject: RE: Facility Rental Application - Grandview-Woodland

Hi Deborah,

Thank you for your email and getting back to me so quickly!

Ideally, we would like access to the gym at 4:30pm, in order to setup for a 5pm event start time. However, in a previous conversation with someone at the school, I understand that the space may be in use until closer to 5pm. If that is the case, we can setup at 5pm and start the open house at 5:30pm. Generally, our open houses run for 3 hours. Please confirm which time works for the VSB.

Option 1:

Entrance time 4:30pm

Event Start time: 5:00pm

Event Finish time: 8:00pm

Exit time: 8:30pm

Option 2:

Entrance time 5:00pm

Event Start time: 5:30pm

Event Finish time: 8:30pm

Exit time: 9:00pm

What is the best way to complete payment? Credit card (Mastercard), cheque etc?

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: rentals [<mailto:rentals@vsb.bc.ca>]

Sent: Thursday, February 15, 2018 9:03 AM

To: Cameron, Sam

Subject: RE: Facility Rental Application - Grandview-Woodland

Hi,

Nelson Elementary's gym is available March 14. Please confirm entrance time for your group to set up chairs and tables, event start time, event end time and your exit time after your group stacks chairs as your tel message and email had mentioned different times. The fees are as follows:

\$25.00 contract fee

\$36.93 per hour gym rate

\$149.10 foyer fee

\$115.95 engineer time to bring out tables/chairs and clean since food/drink served - approx

\$41.06 heat

+ GST

Once I hear back from you re the above, a tentative contract will be set up and the total incl gst will be emailed to you.

Thank you.

Deborah Eagle

Rentals Department
Vancouver School Board
1580 West Broadway
Vancouver, BC V6J 5K8
604-713-5020
deagle@vsb.bc.ca

The Rentals office has been relocated. Please approach the receptionist to contact us when visiting the office in person. There is a drop off tray at main reception on the ground floor. For your convenience you can now pay by credit card. If I am unavailable, call 604-713-5086 ask for Cecilia or 604-713-5847 ask for Erika to pay for your contract. If no one is available leave a voicemail. Email your contracts/inquiries to rentals@vsb.bc.ca.

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: Thursday, February 08, 2018 4:11 PM

To: rentals <rentals@vsb.bc.ca>

Subject: Facility Rental Application - Grandview-Woodland

Hello,

We are interested in renting a gym space (or similar space) for March 14th, 2018 between 4:30/5pm to 8:30/9pm. Please find attached a completed Facility Rental Application Form.

We are looking to rent a space for an open house, as part of the Grandview-Woodland Community Plan implementation process.

Please advise on the availability of either of the following venues (in order of preference):

1. Lord Nelson Elementary
2. Queen Victoria Annex
3. Templeton Highschool

Please also advise on rental costs, as the link to this information on your webpage was not working at the time I checked.

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: "Cameron, Sam" <Sam.Cameron@vancouver.ca>
To: "Joseph, Chani" <Chani.Joseph@vancouver.ca>
Date: 2/15/2018 10:06:04 AM
Subject: RE: Facility Rental Application - Grandview-Woodland

Already on it!

From: Joseph, Chani
Sent: Thursday, February 15, 2018 9:05 AM
To: Cameron, Sam
Subject: RE: Facility Rental Application - Grandview-Woodland

Oh thank goodness! Please confirm with Deborah ASAP!

From: Cameron, Sam
Sent: Thursday, February 15, 2018 9:03 AM
To: Joseph, Chani
Subject: FW: Facility Rental Application - Grandview-Woodland

Good news!

From: rentals [<mailto:rentals@vsb.bc.ca>]
Sent: Thursday, February 15, 2018 9:03 AM
To: Cameron, Sam
Subject: RE: Facility Rental Application - Grandview-Woodland

Hi,

Nelson Elementary’s gym is available March 14. Please confirm entrance time for your group to set up chairs and tables, event start time, event end time and your exit time after your group stacks chairs as your tel message and email had mentioned different times. The fees are as follows:

\$25.00 contract fee
\$36.93 per hour gym rate
\$149.10 foyer fee
\$115.95 engineer time to bring out tables/chairs and clean since food/drink served - approx
\$41.06 heat
+ GST

Once I hear back from you re the above, a tentative contract will be set up and the total incl gst will be emailed to you.

Thank you.

Deborah Eagle
Rentals Department
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1580 West Broadway
Vancouver, BC V6J 5K8
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From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: Thursday, February 08, 2018 4:11 PM
To: rentals <rentals@vsb.bc.ca>
Subject: Facility Rental Application - Grandview-Woodland

Hello,

We are interested in renting a gym space (or similar space) for March 14th, 2018 between 4:30/5pm to 8:30/9pm. Please find attached a completed Facility Rental Application Form.

We are looking to rent a space for an open house, as part of the Grandview-Woodland Community Plan implementation process.

Please advise on the availability of either of the following venues (in order of preference):

1. Lord Nelson Elementary
2. Queen Victoria Annex
3. Templeton Highschool

Please also advise on rental costs, as the link to this information on your webpage was not working at the time I checked.

Kind regards,

Sam Cameron
Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: [rentals <rentals@vsb.bc.ca>](mailto:rentals@vsb.bc.ca)
To: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)
Date: 2/15/2018 12:10:40 PM
Subject: RE: Facility Rental Application - Grandview-Woodland

Thanks Sam. Sounds good. Your group will be responsible to setup the tables and chairs and then stack chairs/move tables back at the end. I have made your booking and the total including gst is \$502.80. We take visa or mastercard by phone or cheque payable to Vancouver School Board and sent Attn: Rentals Dept. Quote contract number 121646. Payment is due by March 7.

Thank you.

Deborah Eagle

Rentals Department
Vancouver School Board
1580 West Broadway
Vancouver, BC V6J 5K8
604-713-5020
deagle@vsb.bc.ca

The Rentals office has been relocated. Please approach the receptionist to contact us when visiting the office in person. There is a drop off tray at main reception on the ground floor. For your convenience you can now pay by credit card. If I am unavailable, call 604-713-5086 ask for Cecilia or 604-713-5847 ask for Erika to pay for your contract. If no one is available leave a voicemail. Email your contracts/inquiries to rentals@vsb.bc.ca.

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: Thursday, February 15, 2018 10:22 AM
To: rentals <rentals@vsb.bc.ca>
Subject: RE: Facility Rental Application - Grandview-Woodland

Hi Deborah,

Option 2 it is!

The refreshments - coffee and cookies - will be served in the foyer, as I understand they cannot be served in the gym. We usually use two tables to serve the refreshments. We will need a table at the entrance, which will be used as a welcoming/registration table, and then a couple of tables in the gym for people to use for filling out feedback forms etc. Most chairs will be to be at the tables in the gym, with a couple at the welcoming table for staff.

Thanks,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: rentals [<mailto:rentals@vsb.bc.ca>]
Sent: Thursday, February 15, 2018 10:03 AM
To: Cameron, Sam
Subject: RE: Facility Rental Application - Grandview-Woodland

Hi,

Option 2 – 5-9pm is the safer bet so I'll book that for you. Are the refreshments going to be served in the foyer? Are all the tables and chairs going to be setup in the gym?

Thank you.

Deborah Eagle

Rentals Department
Vancouver School Board
1580 West Broadway
Vancouver, BC V6J 5K8
604-713-5020
deagle@vsb.bc.ca

The Rentals office has been relocated. Please approach the receptionist to contact us when visiting the office in person. There is a drop off tray at main reception on the ground floor. For your convenience you can now pay by credit card. If I am unavailable, call 604-713-5086 ask for Cecilia or 604-713-5847 ask for Erika to pay for your contract. If no one is available leave a voicemail. Email your contracts/inquiries to rentals@vsb.bc.ca.

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: Thursday, February 08, 2018 4:11 PM
To: rentals <rentals@vsb.bc.ca>
Subject: Facility Rental Application - Grandview-Woodland

Hello,

We are interested in renting a gym space (or similar space) for March 14th, 2018 between 4:30/5pm to 8:30/9pm. Please find attached a completed Facility Rental Application Form.

We are looking to rent a space for an open house, as part of the Grandview-Woodland Community Plan implementation process.

Please advise on the availability of either of the following venues (in order of preference):

1. Lord Nelson Elementary
2. Queen Victoria Annex
3. Templeton Highschool

Please also advise on rental costs, as the link to this information on your webpage was not working at the time I checked.

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)
To: ["Joseph, Chani" <Chani.Joseph@vancouver.ca>](mailto:Chani.Joseph@vancouver.ca)
Date: 1/30/2018 4:46:16 PM
Subject: RE: G-W: March open houses

Chani,

I'm just waiting to hear back regarding availability of the Croatian Cultural Centre (CCC) in March. As a reference, WISE Hall was available and in past communication (Jan 21), Jasmine was holding our dates.

As for costs, I looked at past invoices from our RT zone review open house at the CCC and the costs are approximately double that of the WISE Hall. The venue cost was \$450 and you're not allowed to self-cater, so coffee and cookies for 150 people cost ~\$490 (~\$940 total). The WISE cost \$350 for the venue per event and our catering costs came to just over \$200 (\$550 total).

Food for thought.

Also! We (I) should make arrangements for staff food tomorrow, as we are hosting an evening event directly after work hours. And preferences on food? There is a decent pizza place around the corner on Commercial Drive that I could order from...

Regards,
Sam

From: Joseph, Chani
Sent: Tuesday, January 30, 2018 12:47 PM
To: Cameron, Sam
Subject: G-W: March open houses

Hi Sam,

Can you check availability of Croatian Cultural Ctr for March open houses? I think we should aim to have the next group of OHs in a fully accessible venue. March 3 & 8 were the dates we were looking at.

Thanks,
Chani

From: ["Greig, Zoe" <Zoe.Greig@vancouver.ca>](mailto:Zoe.Greig@vancouver.ca)

To: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

Date: 2/7/2018 12:08:37 PM

Subject: RE: GW Venues

Aboriginal Friendship Centre.

You can try Britannia but they're usually pretty booked up in advance. Schools are also an option, Scott Erdman avoided schools throughout the process but I'm not entirely sure why – maybe check in with him on that. My experience booking False Creek Elementary recently went well – pretty straightforward and easy.

From: Cameron, Sam

Sent: Wednesday, February 07, 2018 11:06 AM

To: Greig, Zoe

Subject: GW Venues

Aside from the Croatian Cultural Centre and WISE Hall, are there any venues you would recommend in GW for an open house?

Thanks!

From: "[Cameron, Sam](mailto:Sam.Cameron@vancouver.ca)" <Sam.Cameron@vancouver.ca>
To: "[Erdman, Scott](mailto:scott.erdman@vancouver.ca)" <scott.erdman@vancouver.ca>
Date: 2/7/2018 12:48:47 PM
Subject: RE: GW venues

Thank you!

From: Erdman, Scott
Sent: Wednesday, February 07, 2018 11:48 AM
To: Cameron, Sam
Subject: GW venues

Hi Sam,

Here's some alternative venue options for you!

Aboriginal Friendship Centre

1607 E Hastings St

www.vafcs.org – multiple rooms to choose from. Chief Simon Baker Room is good for smaller events, whereas the gym is better for bigger ones.

rentals@vafcs.org

Maritime Labour Centre

1880 Triumph St

One large hall

Can't seem to find my email contact

604-254-9550

Vancouver Opera

1945 McLean Dr

Dan Paterson

604-682-2871 xt. 4822

dpaterson@vancouveropera.ca

Good luck!

Scott

Scott Erdman

Planner | Vancouver-South

Planning, Urban Design & Sustainability

CITY OF VANCOUVER

t. 604.873.7271

e. scott.erdman@vancouver.ca

From: ["Kevin MacLeod" <kmacleod@vancouveropera.ca>](mailto:kmacleod@vancouveropera.ca)

To: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

Date: 2/15/2018 4:08:36 PM

Subject: Re: hall

Hi Sam That's great, thanks for letting me know. Sorry that we weren't able to make your request work.

Hopefully, next time.

Best Regards,
Kevin

On Thu, Feb 15, 2018 at 9:52 AM Cameron, Sam <Sam.Cameron@vancouver.ca> wrote:

Hi Kevin,

Not to worry! It appears that we have found another venue for the preferred March 14 date. If we need a venue for future events, I will make sure to be in contact.

Thanks for your help!

Regards,
Sam

From: Kevin MacLeod [mailto:kmacleod@vancouveropera.ca]

Sent: Wednesday, February 14, 2018 5:54 PM

To: Cameron, Sam

Subject: hall

Hello again Sam,

Kindly disregard that latest message. . I should apologize again The show in rehearsal that week will be getting an audience on the following Friday. The director feels she would like to have/needs to have the option of running late, and/or having extra rehearsals that week.

It seems that our hall will not be available until the following week: Monday, March 19- Wednesday, March 21. The times you requested would not be a problem, the date change works for you.

Once again, sorry.

Best Regards,

Kevin MacLeod

From: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

To: RENTALS@VSB.BC.CA

Date: 2/15/2018 12:41:52 PM

Subject: RE: Rental Contract / Permit

Attachments: VSB Rental Contract - Lord Nelson - signed - 150218.pdf

Hello,

Please find attached a signed copy of the rental contract.

Regards,
Sam

-----Original Message-----

From: RENTALS@VSB.BC.CA [mailto:RENTALS@VSB.BC.CA]

Sent: Thursday, February 15, 2018 11:18 AM

To: Cameron, Sam

Subject: Rental Contract / Permit

Dear Sam Cameron

Your Rental Contract / Permit is attached for your reference.

If you have any questions, please indicate the rental contract number when replying to this email.

The Rentals Office has been relocated. Kindly approach our Main Receptionist to contact one of the Rentals staff if visiting our office in person. For your convenience, rental payments may be made over the phone by Visa or Mastercard.

Thank you for participating in our programs.



Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088

Fax: 604-713-5077

Email: rentals@vsb.bc.ca

Printed: February 15, 2018

Contract Date: February 15, 2018

Contract No: 121646

Rental Contract

Firm

Vancouver Board of Education (School District No. 39) hereby grants City of Vancouver (hereinafter called the "Licensee") represented by Sam Cameron, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

Complex: NELSON ELEMENTARY Estimated Attendance: Start: Mar 14, 18 End: Mar 14, 18

Booking Details:

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Foyer	Wed	Mar 14, 18	05:00 PM	Mar 14, 18	09:00 PM	\$149.12	\$25.00	\$8.71	\$182.83
Gymnasium	Wed	Mar 14, 18	05:00 PM	Mar 14, 18	09:00 PM	\$147.72	\$157.01	\$15.24	\$319.97

This accommodation is granted for the purpose of Special Event, Open House for Grandview-Woodland Com Plan only.

Schools are not open on Statutory Holidays except where special arrangements have been made.

Conditions: Heat required.

Event time: 5:30pm - 8:30pm.

5 tables and 20 chairs required.

Light refreshments to be served in the foyer.

All advertising for your program must include the fact the rental of the Vancouver School Board facilities does not necessarily constitute Vancouver School Board support for the program.

The use of the parking lot is on a nonexclusive basis and is subject to availability.

All leases for the use of school premises are granted subject to the following conditions:

- 1) The Lessee agrees there is no warranty expressed or implied on the part of the Board as to the suitability or conditions of the school premises hereby demised; to accept the said premises at his own risk.
- 2) The Lessee agrees to covenant to indemnify and hold the Board harmless from all and any legal liability for loss, costs, or damages resulting from bodily injury, including death, of or to any person or persons, or from damage to the property of others including loss or damage to the Board's property.
- 3) The Lessee understands and agrees that this Contract may be revoked or cancelled by the Board at any time, with or without cause, and, in such event, the Lessee shall have no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.
- 4) The Lessee understands and agrees, that once finalized, each and every change or modification or cancellation of this agreement, initiated by the Lessee, shall result in a \$25 + GST processing fee. Please note that cancellations and amendments require forty-eight (48) hours written notice in advance of the rental, or the full cost of the rental will apply.
- 5) The Lessee understands and agrees that if they should cause any damage to Board property during their use of Board facilities, that they will be held liable, and if payment for said damages is not made in a timely fashion, this contract shall be revoked or cancelled by the Board, and the lessee will lose their priority to book said time and space in the future until restitution is made.
- 6) The Lessee understands and agrees that rental and custodial charges, if any, are based on the expected use of Board facilities, and if the nature of the use, or the duration of the use, is different than originally anticipated, the Board reserves the right to increase the rental and/or custodial charges accordingly. Similarly, if the extent of actual clean-up required is greater than what was originally anticipated, the Board reserves the right to increase the custodial charges accordingly. If payment for the increase in custodial charges is not made in a timely fashion, this contract shall be revoked or cancelled by the Board, and the lessee will lose their priority to book said time and space in the future until restitution is made.

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$266.84	\$182.01	\$23.95	\$502.80	\$0.00	\$502.80	\$0.00	\$0.00

RENTAL CHARGES ARE PAYABLE AS FOLLOWS:

First Payment of:	\$502.80	Due:	Due Immediately
Second Payment of:	N/A	Due:	N/A

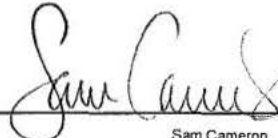
Rental Contract

Firm

Rental Contract bearing the above number must be produced to the Engineer-Custodian by the Lessee at the time of rental.

The undersigned has read and on behalf of the Lessee agrees to be bound by this Contract and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Contract on behalf of the Lessee and has sufficient power, authority and capacity to bind the Lessee with his/her signature.

If the above allotment, terms, regulations and conditions are satisfactory to you, PLEASE SIGN THE ENCLOSED DUPLICATE OF THIS FORM AND RETURN IT TO THIS OFFICE WITH YOUR FIRST PAYMENT.
FAILURE TO RETURN THE SIGNED DUPLICATE WILL RESULT IN THE CANCELLATION OF YOUR RESERVATION.

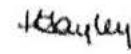
X: 

Sam Cameron
City of Vancouver

453 W.12th Avenue
Vancouver BC V5Y 1V4

Home: ()
Fax: (604)

Business: (604)679-7942

X: 

Tara Hamer-Hayley
Rentals and Leases Supervisor

1580 West Broadway
Vancouver BC V6J 5K8

Contact: Rentals Office
General Information Line: (604) 713-5088
Fax: (604) 713-5077

No Allowance for cancellations will be made unless at least 48 hours notice has been given to the Rentals Office at the Vancouver School Board, prior to the normal rental night.

GST # R 107962359
INCLUDED IN ALL RATES

From: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

To: ["Project Manager" <ProjectManager@vafcs.org>](mailto:ProjectManager@vafcs.org)

Date: 2/15/2018 4:04:25 PM

Subject: RE: Room Rental - Vancouver Aboriginal Friendship Centre

Hi Cameron,

Thank you for your email. Since sending my message this morning, we have confirmed with another venue

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: Project Manager [<mailto:ProjectManager@vafcs.org>]

Sent: Thursday, February 15, 2018 2:55 PM

To: Cameron, Sam

Cc: rentals

Subject: RE: Room Rental - Vancouver Aboriginal Friendship Centre

Hi Sam,

You can have your pick of either the Chief Simon Baker Room or gym. The gym has the larger capacity if you are expecting a large turnout.

Just let me know and we will get a rental agreement out to you.

Regards,

Cameron McBeth

Project Manager

Vancouver Aboriginal Friendship Centre Society

1607 East Hastings Street

Vancouver, BC V5L 1S7

Telephone: 604 251-4844 x 329 Cell: s.22(1)

Facsimile: 604 251-1986 Email:

projectmanager@vafcs.org www.vafcs.org



MISSION

Our Mission is to provide the practical tools for accomplishing our visionary ends through socio-economic programs and services; that empowers self reliance, responsibility, success and prosperity, for all urban aboriginal individuals, families and community.

VISION

Our Vision is a thriving, self sustaining, culturally based urban aboriginal community that is holistically balanced; spiritually, emotionally, physically and mentally.

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: Thursday, February 15, 2018 9:00 AM
To: Project Manager <ProjectManager@vafcs.org>
Subject: FW: Room Rental - Vancouver Aboriginal Friendship Centre

Hi Cameron,

I work with the City of Vancouver and we are looking for a venue to host an Open House, Wednesday March 14th, 2018 (~4pm – 8:30pm). The Open House will be part of the Grandview-Woodland Community Plan implementation process. I understand that we have used both the Chief Simon Baker room and the Judge Alfred Scow gym in the past. Are either of these spaces available during the above time/dates?

Kind regards,
Sam

From: rentals [<mailto:rentals@vafcs.org>]
Sent: Wednesday, February 14, 2018 4:22 PM
To: Cameron, Sam
Subject: Out of Office: Room Rental - Vancouver Aboriginal Friendship Centre

Thank you for your email.

Please note that I will be out of the office from Friday, February 9th until Monday, February 19th. **The Friendship Centre will not be taking any rental requests until Monday, February 19th.** I will respond to all emails upon my return.

If you require immediate assistance for an event that has already been booked, please contact Cameron McBeth, Program Manager, at 604-251-4844, ext. 329, or at projectmanager@vafcs.org.

In Friendship,

Hilary Menard

Rentals Coordinator

Tel#: 604-251-4844 Ext. 300

Email: rentals@vafcs.org

<http://www.vafcs.org>

From: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

To: [rentals <rentals@vafcs.org>](mailto:rentals@vafcs.org)

Date: 2/26/2018 10:20:31 AM

Subject: RE: Room Rental - Vancouver Aboriginal Friendship Centre

Hi Hilary,

Thanks for your email. We have since found a venue for our March 14 open house. Thanks for getting back to me though!

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: rentals [mailto:rentals@vafcs.org]

Sent: Monday, February 19, 2018 8:25 AM

To: Cameron, Sam

Subject: RE: Room Rental - Vancouver Aboriginal Friendship Centre

Hello Sam,

Thank you for your interest in the VAFCS. Unfortunately, the only room that could accommodate 100-200 people would be the gym, which is already being rented that day.

I apologize for the inconvenience.

Warm regards,
Hilary

From: Cameron, Sam [mailto:Sam.Cameron@vancouver.ca]

Sent: February-14-18 4:17 PM

To: rentals <rentals@vafcs.org>

Subject: Room Rental - Vancouver Aboriginal Friendship Centre

Hello,

I am working with the City of Vancouver and we are interested to know whether the Chief Simon Baker Room, or the Judge Alfred Scow Gym, are available Wednesday, March 14, 2018 (between 4pm and 8:30pm). We are looking to host an Open House, as part of the Grandview-Woodland Community Plan implementation process. We anticipate 100 – 200 people to attend the event over the course of 3 hours.

If you could confirm whether either room is or is not available for the above mentioned date/time, that would be greatly appreciated!

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: ["Joseph, Chani" <Chani.Joseph@vancouver.ca>](mailto:Chani.Joseph@vancouver.ca)
To: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)
Date: 2/7/2018 2:41:59 PM
Subject: RE: WISE Hall Availability - Jan 2018

Ok, thanks. Yes, aware of spring break – still want to proceed with these dates (as late as possible without having both dates during spring break).

From: Cameron, Sam
Sent: Wednesday, February 07, 2018 1:16 PM
To: Joseph, Chani
Subject: RE: WISE Hall Availability - Jan 2018

Hey Chani,

I can look into these dates, but so you are aware, Spring Break begins the weekend of the 17th (and runs for two weeks).

Sam

From: Joseph, Chani
Sent: Tuesday, February 06, 2018 1:59 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam,

Apologies, but we just had a change of schedule for our next round of G-W open houses. Could you try to find a venue for these dates instead:

Wed March 14th

Sat March 17th

Thanks very much,
Chani

From: Joseph, Chani
Sent: Monday, February 05, 2018 11:30 AM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi,

Thanks for following up on this. Can we do:

Thursday, March 8th (~5:00-8:00pm)

Saturday, March 10th (~11:00am-2:00pm)

That works for Paula, Marie, and I, and hopefully you and Wise Hall...

Chani

From: Cameron, Sam
Sent: Monday, February 05, 2018 10:04 AM
To: Joseph, Chani
Subject: FW: WISE Hall Availability - Jan 2018

Hi,

Here is the response from WISE Hall re: other dates. Also, speaking to Zoe this weekend. FCS are scheduled to host their

open houses March 13th (3-6:30pm) and March 14th (5:30-7:30pm). I don't know if you're too concerned about a scheduling clash?

Thanks,
Sam

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]

Sent: Saturday, February 03, 2018 9:30 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

So currently we have March 3rd and 8th on hold for you.

Saturday March 10th the hall is booked from 2:30pm onwards.

Wednesday March 14th is also booked.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858

My Cell s.22(1)

Our fax 604-254-5812

1882 Adanac Street
Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>

Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: February 2, 2018 3:07 PM

To: The WISE Hall & Lounge <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

We are still provisionally interested in the previously discussed dates. However, we are also interested to know whether the space is available on either:

- Saturday, March 10 (11 am – 4 pm); and/or
- Wednesday, March 14 (4pm – 9pm)

Thanks for your help!

Regards,

Sam Cameron

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]
Sent: Sunday, January 21, 2018 10:18 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

I am still holding March 3rd and March 8th for you. Please let me know if you would like me to continue to hold these dates.

We look forward to seeing you on Saturday.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cell s.22(1)
Our fax 604-254-5812

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Vancouver, BC
V5L 2E2

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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: January 4, 2018 4:31 PM
To: The WISE Hall & Lounge <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

As per our phone conversation, we are tentatively interested in renting the hall on Saturday, March 3, 2018 (~11am – 4pm) and on Thursday, March 8, 2018 (~4pm – 9pm). Is it available for these dates?

And as mentioned on the phone, I have placed a request for a cheque with our finance department today. I anticipate it will take up to 2 weeks to be processed and delivered.

Please let me know if you have any concerns or questions.

Regards,

Sam Cameron

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]
Sent: Wednesday, December 13, 2017 5:11 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

Yes we are confirmed. I have just sent you the invoice.

Please let me know if you have any further questions or concerns about the rental.

If you can provide us with any promotional material 6 weeks prior to the event would be very helpful. That way we can include it in our newsletter and online presence.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cel s.22(1)
Our fax 604-254-5812

1882 Adanac Street
Vancouver, BC
V5L 2E2

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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: December 13, 2017 11:17 AM
To: Jasmine Liddell <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

I would just like to confirm that we have booked the Wise Hall for Jan 27th and 31st? s.22(1)
I will need to put together a public notification, so it would be great to confirm the venue.

Thanks for your help! I hope you're feeling better.

Cheers,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver

From: Cameron, Sam
Sent: Thursday, December 07, 2017 10:37 AM
To: 'Jasmine Liddell '
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Please find attached copies of the Rental Contract Agreement and Rental Intake Forms (x2) for the Jan 27th and 31st events.

Please don't hesitate to contact me if need anything or have any questions.

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: Jasmine Liddell [<mailto:info@wisehall.ca>]
Sent: Wednesday, December 06, 2017 11:30 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

I have attached the necessary paperwork for the rental.

To confirm I have placed a hold on Saturday January 27th from 11am to 4pm and Wednesday January 31st from 4pm to 9pm.

Please fill out the paperwork for both dates and I will provide an invoice shortly.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone [604-254-5858](tel:604-254-5858)
My Cell [\(s.22\(1\)\)](tel:s.22(1))
Our fax [604-254-5812](tel:604-254-5812)

1882 Adanac Street
Vancouver, BC
V5L 2E2

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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: December 4, 2017 10:21 AM
To: Jasmine Liddell <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Just as a follow up to my phone call and the email below.

To confirm, on Saturday, Jan 27, the hall is only available until 4pm and not 5pm. Ideally, we would like to book it 12-5pm. However, if it is only available until 4pm, 11-4pm could work for us. And on Wednesday, January 31, we are interested in renting the hall between 4-9pm. Are both these dates still available?

As I understand, both days would be eligible for an hourly rate (\$70/hr)?

I hope you feel better!

Regards,
Sam

From: Jasmine Liddell [<mailto:info@wisehall.ca>]
Sent: Thursday, November 23, 2017 3:26 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Good afternoon Sam

The hall is available on Saturday January 27th until 4pm.

The hall is available on Wednesday January 31st from 4pm to 9pm.

I have attached the rental rate breakdown.

Please don't hesitate to contact me directly with any further questions or concerns.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone [604-254-5858](tel:604-254-5858)
My Cell [604-254-5858](tel:604-254-5858)
Our fax [604-254-5812](tel:604-254-5812)

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Vancouver, BC
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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: November 21, 2017 3:21 PM
To: info@wisehall.ca
Subject: WISE Hall Availability - Jan 2018

Hi Jasmine,

I'm interested to know whether the WISE Hall is available on the following dates:

- **Saturday, January 27, 2018 (~12:00 – 5:00pm)**
- **Wednesday, January 31, 2018 (~4:00 – 9:00pm)**

We are looking to book the space to host a community open house, as part of the Grandview-Woodland Community Plan Implementation.

Also, what is the price structure for renting the space (hourly, daily, etc)?

Thanks very much!

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: "Cameron, Sam" <Sam.Cameron@vancouver.ca>
To: "The WISE Hall & Lounge" <info@wisehall.ca>
Date: 3/16/2018 12:30:47 PM
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

I'll talk to someone in admin on Monday s.22(1) about this and make sure it's settled.

Unfortunately, I haven't been receiving any correspondence from the Quickbooks software. This was the first time I've seen the latest invoice.

I'll make sure it's taken care of asap!

See you tomorrow.

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: The WISE Hall & Lounge [mailto:info@wisehall.ca]

Sent: Thursday, March 15, 2018 12:16 AM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

We have been sending the invoices through our Quickbooks software to sam.cameron@vancouver.ca and cecilia.lam@vancouver.ca

I have attached the invoice.

Please let me know if you have any further questions.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cell s.22(1)
Our fax 604-254-5812

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Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>

Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam <Sam.Cameron@vancouver.ca>

Sent: March 13, 2018 10:30 AM

To: The WISE Hall & Lounge <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Could you please send a copy of the invoice to me, so that I can follow up with this (and have a copy for my record)?

Also, who (what contact info) did you send the invoice to?

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]

Sent: Sunday, March 11, 2018 11:32 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Good evening Sam

I have resent the invoice we still have not received payment for this invoice.

Thank you

Jasmine

Jasmine Liddell

General Manager

The Wise Club

www.wisehall.ca

Our phone 604-254-5858

My Cell s.22(1)

Our fax 604-254-5812

1882 Adanac Street

Vancouver, BC

V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>

Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam <Sam.Cameron@vancouver.ca>

Sent: March 2, 2018 11:31 AM

To: The WISE Hall & Lounge <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

I just wanted to confirm that the invoice has been taken care of for the March 17 booking. I haven't heard or seen anything this end, so just wanted to make sure.

If you have a copy of the receipt/invoice, would it be possible to forward to me? I'd like to have a record for our project file.

Thanks

Sam

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]

Sent: Tuesday, February 13, 2018 8:23 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

Confirmed for March 17th.

I have sent the invoice.

Thanks

Jasmine

Jasmine Liddell

General Manager

The Wise Club

www.wisehall.ca

Our phone 604-254-5858

My Cel s.22(1)

Our fax 604-254-5812

1882 Adanac Street

Vancouver, BC

V5L 2E2

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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: February 9, 2018 9:29 AM

To: The WISE Hall & Lounge <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

To confirm, we no longer need the hall March 3rd and 8th. However, we are confirmed for Saturday, March 17th (11 - until 3:30pm).

Hope you have a great weekend!

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]

Sent: Wednesday, February 07, 2018 2:55 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Ok – Sounds good.

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: February 7, 2018 2:32 PM

To: The WISE Hall & Lounge <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

We would run the event until 3pm (like the other weekend) and should be wrapped up within 15mins (30mins max) – so 3:30pm at the latest.

Sam

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]

Sent: Wednesday, February 07, 2018 2:27 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

The 17th we have our big St. Patrick Day event. We will be loading in and setting up by 4pm. Would you be completely done and out by 4pm?

Jas

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: February 7, 2018 2:24 PM

To: The WISE Hall & Lounge <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Thanks for the info. It looks unlikely we'll need the venue for March 3rd/8th, as this is now too soon for our timeline.

Aside from the 14th, is the Hall available Saturday, March 17th (~11-4pm)?

Thanks for your help!

Sam

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]

Sent: Saturday, February 03, 2018 9:30 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

So currently we have March 3rd and 8th on hold for you.

Saturday March 10th the hall is booked from 2:30pm onwards.
Wednesday March 14th is also booked.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cell s.22(1)
Our fax 604-254-5812

1882 Adanac Street
Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>
Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: February 2, 2018 3:07 PM
To: The WISE Hall & Lounge <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

We are still provisionally interested in the previously discussed dates. However, we are also interested to know whether the space is available on either:

- Saturday, March 10 (11 am – 4 pm); and/or
- Wednesday, March 14 (4pm – 9pm)

Thanks for your help!

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]
Sent: Sunday, January 21, 2018 10:18 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

I am still holding March 3rd and March 8th for you. Please let me know if you would like me to continue to hold these dates.

We look forward to seeing you on Saturday.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: January 4, 2018 4:31 PM
To: The WISE Hall & Lounge <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

As per our phone conversation, we are tentatively interested in renting the hall on Saturday, March 3, 2018 (~11am – 4pm) and on Thursday, March 8, 2018 (~4pm – 9pm). Is it available for these dates?

And as mentioned on the phone, I have placed a request for a cheque with our finance department today. I anticipate it will take up to 2 weeks to be processed and delivered.

Please let me know if you have any concerns or questions.

Regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: The WISE Hall & Lounge [<mailto:info@wisehall.ca>]
Sent: Wednesday, December 13, 2017 5:11 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

Yes we are confirmed. I have just sent you the invoice.

Please let me know if you have any further questions or concerns about the rental.

If you can provide us with any promotional material 6 weeks prior to the event would be very helpful. That way we can include it in our newsletter and online presence.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone 604-254-5858
My Cell s.22(1)
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Vancouver, BC
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Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: December 13, 2017 11:17 AM
To: Jasmine Liddell <info@wisehall.ca>
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

I would just like to confirm that we have booked the Wise Hall for Jan 27th and 31st? s.22(1)
I will need to put together a public notification, so it would be great to confirm the venue.

Thanks for your help! I hope you're feeling better.

Cheers,

Sam Cameron

Planning Assistant III | Vancouver Midtown
Planning, Urban Design & Sustainability | City of Vancouver
604 829 9266 | sam.cameron@vancouver.ca

From: Cameron, Sam
Sent: Thursday, December 07, 2017 10:37 AM
To: 'Jasmine Liddell '
Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Please find attached copies of the Rental Contract Agreement and Rental Intake Forms (x2) for the Jan 27th and 31st events.

Please don't hesitate to contact me if need anything or have any questions.

Kind regards,

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: Jasmine Liddell [<mailto:info@wisehall.ca>]

Sent: Wednesday, December 06, 2017 11:30 PM

To: Cameron, Sam

Subject: RE: WISE Hall Availability - Jan 2018

Hi Sam

I have attached the necessary paperwork for the rental.

To confirm I have placed a hold on Saturday January 27th from 11am to 4pm and Wednesday January 31st from 4pm to 9pm.

Please fill out the paperwork for both dates and I will provide an invoice shortly.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone [604-254-5858](tel:604-254-5858)

My Cell [\(s.22\(1\)\)](tel:s.22(1))

Our fax [604-254-5812](tel:604-254-5812)

1882 Adanac Street
Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewisecub>

Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]

Sent: December 4, 2017 10:21 AM

To: Jasmine Liddell <info@wisehall.ca>

Subject: RE: WISE Hall Availability - Jan 2018

Hi Jasmine,

Just as a follow up to my phone call and the email below.

To confirm, on Saturday, Jan 27, the hall is only available until 4pm and not 5pm. Ideally, we would like to book it 12-5pm. However, if it is only available until 4pm, 11-4pm could work for us. And on Wednesday, January 31, we are interested in renting the hall between 4-9pm. Are both these dates still available?

As I understand, both days would be eligible for an hourly rate (\$70/hr)?

I hope you feel better!

Regards,
Sam

From: Jasmine Liddell [<mailto:info@wisehall.ca>]
Sent: Thursday, November 23, 2017 3:26 PM
To: Cameron, Sam
Subject: RE: WISE Hall Availability - Jan 2018

Good afternoon Sam

The hall is available on Saturday January 27th until 4pm.

The hall is available on Wednesday January 31st from 4pm to 9pm.

I have attached the rental rate breakdown.

Please don't hesitate to contact me directly with any further questions or concerns.

Thank you
Jasmine

Jasmine Liddell
General Manager
The Wise Club
www.wisehall.ca

Our phone [604-254-5858](tel:604-254-5858)
My Cell [s.22\(1\)](tel:604-254-5858)
Our fax [604-254-5812](tel:604-254-5812)

1882 Adanac Street
Vancouver, BC
V5L 2E2

Follow us on Facebook: <https://www.facebook.com/thewiseclub>
Follow us on Twitter: <https://twitter.com/#!/wisehall>

From: Cameron, Sam [<mailto:Sam.Cameron@vancouver.ca>]
Sent: November 21, 2017 3:21 PM
To: info@wisehall.ca
Subject: WISE Hall Availability - Jan 2018

Hi Jasmine,

I'm interested to know whether the WISE Hall is available on the following dates:

- **Saturday, January 27, 2018 (~12:00 – 5:00pm)**
- **Wednesday, January 31, 2018 (~4:00 – 9:00pm)**

We are looking to book the space to host a community open house, as part of the Grandview-Woodland Community Plan Implementation.

Also, what is the price structure for renting the space (hourly, daily, etc)?

Thanks very much!

Sam Cameron

Planning Assistant III | Vancouver Midtown

Planning, Urban Design & Sustainability | City of Vancouver

604 829 9266 | sam.cameron@vancouver.ca

From: RENTALS@VSB.BC.CA

To: ["Cameron, Sam" <Sam.Cameron@vancouver.ca>](mailto:Sam.Cameron@vancouver.ca)

Date: 2/15/2018 12:17:28 PM

Subject: Receipt

Attachments: VSB Receipt 7964-10127.pdf

Dear Sam Cameron

Your Receipt is attached for your reference.

If you have any questions, please indicate the rental contract number when replying to this email.

The Rentals Office has been relocated. Kindly approach our Main Receptionist to contact one of the Rentals staff if visiting our office in person. For your convenience, rental payments may be made over the phone by Visa or Mastercard.

Thank you for participating in our programs.



Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088 • 604-713-5847 • 604-713-5020 • 604-713-5086

Fax: 604-713-4479

Facility Rental Receipt

City of Vancouver
453 W.12th Avenue

Vancouver, BC V5Y 1V4 Canada

Contact: Sam Cameron

Receipt #: 28313

Issued: 2018 February 15 11:17 am

Description	Amount
Previous Balance	\$502.80
Applied To: 121646 - Open House for Grandview-Woodland Com Plan	\$502.80
Payment: Mastercard	(\$502.80)
Current Balance	\$0.00

Please call Rentals at (604) 713-5088 should you require further information on your account.



Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088

Fax: 604-713-5077

Email: rentals@vsb.bc.ca

Printed: February 15, 2018

Contract Date: February 15, 2018

Contract No:121646

Rental Contract

Firm

Vancouver Board of Education (School District No. 39) hereby grants City of Vancouver (hereinafter called the "Licensee") represented by Sam Cameron, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

Complex:	Estimated Attendance:	Start:	End:
NELSON ELEMENTARY		Mar 14, 18	Mar 14, 18

Booking Details:

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Foyer	Wed	Mar 14, 18	05:00 PM	Mar 14, 18	09:00 PM	\$149.12	\$25.00	\$8.71	\$182.83
Gymnasium	Wed	Mar 14, 18	05:00 PM	Mar 14, 18	09:00 PM	\$147.72	\$157 01	\$15.24	\$319.97

This accommodation is granted for the purpose of Special Event, Open House for Grandview-Woodland Com Plan only.

chools are not open on tatutory Holidays except where special arrangements have been made

Conditions: Heat required.

Event time: 5:30pm - 8:30pm.

5 tables and 20 chairs required.

Light refreshments to be served in the foyer.

All advertising for your program must include the fact the rental of the Vancouver School Board facilities does not necessarily constitute Vancouver School Board support for the program.

The use of the parking lot is on a nonexclusive basis and is subject to availability.

- All leases for the use of school premises are granted subject to the following conditions:
- 1) The Lessee agrees there is no warranty expressed or implied on the part of the Board as to the suitability or conditions of the school premises hereby demised; to accept the said premises at his own risk.
- 2) The Lessee agrees to covenant to indemnify and hold the Board harmless from all and any legal liability for loss, costs, or damages resulting from bodily injury, including death, of or to any person or persons, or from damage to the property of others including loss or damage to the Board's property.
- 3) The Lessee understands and agrees that this Contract may be revoked or cancelled by the Board at any time, with or without cause, and, in such event, the Lessee shall have no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.
- 4) The Lessee understands and agrees, that once finalized, each and every change or modifica ion or cancellation of this agreement, initiated by the Lessee, shall result in a \$25 + GST processing fee. Please note that cancellations and amendments require forty-eight (48) hours written notice in advance of the rental, or the full cost of the rental will apply.
- 5) The Lessee understands and agrees that if they should cause any damage to Board property during their use of Board facilities, that they will be held liable, and if payment for said damages is not made in a timely fashion, this contract shall be revoked or cancelled by the Board, and the lessee will lose their priority to book said time and space in the future until restitution is made.
- 6) The Lessee understands and agrees that rental and custodial charges, if any, are based on the expected use of Board facilities, and if the nature of the use, or the duration of the use, is different than originally anticipated , the Board reserves the right to increase the rental and/or custodial charges accordingly. Similarly, if the extent of actual clean-up required is greater than what was originally anticipated, the Board reserves the right to increase the custodial charges accordingly. If payment for the increase in custodial charges is not made in a timely fashion, this contract shall be revoked or cancelled by the Board, and the lessee will lose their priority to book said time and space in the future until restitution is made.

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$296.84	\$182.01	\$23.95	502.80	\$0.00	\$502.80	\$0.00	\$0.00

RENTAL CHARGES ARE PAYABLE AS FOLLOWS:

First Payment of:	\$502.80	Due:	Due Immediately
Second Payment of:	N/A	Due:	N/A

Rental Contract

Firm

Rental Contract bearing the above number must be produced to the Engineer-Custodian by the Lessee at the time of rental.

The undersigned has read and on behalf of the Lessee agrees to be bound by this Contract and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Contract on behalf of the Lessee and has sufficient power, authority and capacity to bind the Lessee with his/her signature

If the above allotment, terms, regulations and conditions are satisfactory to you, PLEASE SIGN THE ENCLOSED DUPLICATE OF THIS FORM AND RETURN IT TO THIS OFFICE WITH YOUR FIRST PAYMENT.
FAILURE TO RETURN THE SIGNED DUPLICATE WILL RESULT IN THE CANCELLATION OF YOUR RESERVATION.

X: _____

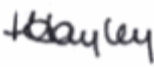
Sam Cameron
City of Vancouver

453 W. 12th Avenue
Vancouver BC V5Y 1V4

Home: ()
Fax: (604)

Business: (604)679-7942

X: _____


Tara Hamer-Hayley
Rentals and Leases Supervisor

1580 West Broadway
Vancouver BC V6J 5K8

Contact: Rentals Office
General Information Line: (604) 713-5088
Fax: (604) 713-5077

No Allowance for cancellations will be made unless at least 48 hours notice has been given to the Rentals Office at the Vancouver School Board, prior to the normal rental night.

GST # R 107962359
INCLUDED IN ALL RATES



Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088

Fax: 604-713-5077

Email: rentals@vsb.bc.ca

FACILITY RENTALS APPLICATION FORM

CONTACT INFORMATION

Name: (Primary Contract Holder only) Sam Cameron

Organization: City of Vancouver

Address: 453 W 12th Avenue

Postal Code: V5Y 1V4

Email: Sam.Cameron@vancouver.ca

Phone #: 604 829 9266

Cell #: 604 679 7942

*School (option 1) Lord Nelson Elementary

*School (option 2) Queen Victoria Annex

*School (option 3) Templeton High

Accommodation required (please check):

- ☒ Gym (no food or drink)
- ☒ Foyer (ticketing, serving refreshment)
- ☐ Auditorium
- ☐ Cafeteria/lunchroom
- ☐ Classroom
- ☐ Double classroom
- ☐ Other
- ☐ Library
- ☐ Multi-purpose
- ☐ Music room
- ☐ Staff room

Classification of Group (please check):

- ☒ Community (pls. provide registration number if available) City of Vancouver
- ☐ Commercial

Purpose (describe event): Open house event for Grandview-Woodland Community Plan Implementation process

No. of people attending: 100-200 ppl over duration of the open house

ALL Dates Required: March 14th, 2018

Time required: Start (time of entry): 4:30 pm

Finish (time of exit): 8:30 pm

Gym available time slots: ☐ 6-8pm ☐ 8-10pm

Other Requirements: (Additional fees may apply)

- Heat: ☐ No ☒ Yes
- Serving Food/Beverage: ☐ No ☒ Yes No food/beverage allowed in Auditorium.
- Will liquor be served: ☒ No ☐ Yes Please contact rentals for additional requirement
- Tables & Chairs: ☐ No ☒ Yes # of tables 5 # of chairs 20

We usually serve coffee/cookies @ the entrance.

Please complete this form and email it to rentals@vsb.bc.ca.
We require at least 7 business days' notice.



Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088 • 604-713-5847 • 604-713-5020 • 604-713-5086

Fax: 604-713-4479

Facility Rental Receipt

City of Vancouver
453 W.12th Avenue

Vancouver, BC V5Y 1V4 Canada

Contact: Sam Cameron

Receipt #: 28313

Issued: 2018 February 15 11:17 am

Description	Amount
Previous Balance	\$502.80
Applied To: 121646 - Open House for Grandview-Woodland Com Plan	\$502.80
Payment: Mastercard	(\$502.80)
Current Balance	\$0.00

Please call Rentals at (604) 713-5088 should you require further information on your account.



Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088

Fax: 604-713-5077

Email: rentals@vsb.bc.ca

Printed: February 15, 2018

Contract Date: February 15, 2018

Contract No: 121646

Rental Contract

Firm

Vancouver Board of Education (School District No. 39) hereby grants City of Vancouver (hereinafter called the "Licensee") represented by Sam Cameron, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

Complex: NELSON ELEMENTARY Estimated Attendance: Start: Mar 14, 18 End: Mar 14, 18

Booking Details:

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Foyer	Wed	Mar 14, 18	05:00 PM	Mar 14, 18	09:00 PM	\$149.12	\$25.00	\$8.71	\$182.83
Gymnasium	Wed	Mar 14, 18	05:00 PM	Mar 14, 18	09:00 PM	\$147.72	\$157.01	\$15.24	\$319.97

This accommodation is granted for the purpose of Special Event, Open House for Grandview-Woodland Com Plan only.

Schools are not open on Statutory Holidays except where special arrangements have been made.

Conditions: Heat required.

Event time: 5:30pm - 8:30pm.

5 tables and 20 chairs required.

Light refreshments to be served in the foyer.

All advertising for your program must include the fact the rental of the Vancouver School Board facilities does not necessarily constitute Vancouver School Board support for the program.

The use of the parking lot is on a nonexclusive basis and is subject to availability.

All leases for the use of school premises are granted subject to the following conditions:

- 1) The Lessee agrees there is no warranty expressed or implied on the part of the Board as to the suitability or conditions of the school premises hereby demised; to accept the said premises at his own risk.
- 2) The Lessee agrees to covenant to indemnify and hold the Board harmless from all and any legal liability for loss, costs, or damages resulting from bodily injury, including death, of or to any person or persons, or from damage to the property of others including loss or damage to the Board's property.
- 3) The Lessee understands and agrees that this Contract may be revoked or cancelled by the Board at any time, with or without cause, and, in such event, the Lessee shall have no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.
- 4) The Lessee understands and agrees, that once finalized, each and every change or modification or cancellation of this agreement, initiated by the Lessee, shall result in a \$25 + GST processing fee. Please note that cancellations and amendments require forty-eight (48) hours written notice in advance of the rental, or the full cost of the rental will apply.
- 5) The Lessee understands and agrees that if they should cause any damage to Board property during their use of Board facilities, that they will be held liable, and if payment for said damages is not made in a timely fashion, this contract shall be revoked or cancelled by the Board, and the lessee will lose their priority to book said time and space in the future until restitution is made.
- 6) The Lessee understands and agrees that rental and custodial charges, if any, are based on the expected use of Board facilities, and if the nature of the use, or the duration of the use, is different than originally anticipated, the Board reserves the right to increase the rental and/or custodial charges accordingly. Similarly, if the extent of actual clean-up required is greater than what was originally anticipated, the Board reserves the right to increase the custodial charges accordingly. If payment for the increase in custodial charges is not made in a timely fashion, this contract shall be revoked or cancelled by the Board, and the lessee will lose their priority to book said time and space in the future until restitution is made.

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$266.84	\$182.01	\$23.95	\$502.80	\$0.00	\$502.80	\$0.00	\$0.00

RENTAL CHARGES ARE PAYABLE AS FOLLOWS:

First Payment of:	\$502.80	Due:	Due Immediately
Second Payment of:	N/A	Due:	N/A

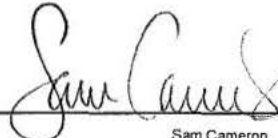
Rental Contract

Firm

Rental Contract bearing the above number must be produced to the Engineer-Custodian by the Lessee at the time of rental.

The undersigned has read and on behalf of the Lessee agrees to be bound by this Contract and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Contract on behalf of the Lessee and has sufficient power, authority and capacity to bind the Lessee with his/her signature.

If the above allotment, terms, regulations and conditions are satisfactory to you, PLEASE SIGN THE ENCLOSED DUPLICATE OF THIS FORM AND RETURN IT TO THIS OFFICE WITH YOUR FIRST PAYMENT.
FAILURE TO RETURN THE SIGNED DUPLICATE WILL RESULT IN THE CANCELLATION OF YOUR RESERVATION.

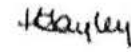
X: 

Sam Cameron
City of Vancouver

453 W.12th Avenue
Vancouver BC V5Y 1V4

Home: ()
Fax: (604)

Business: (604)679-7942

X: 

Tara Hamer-Hayley
Rentals and Leases Supervisor

1580 West Broadway
Vancouver BC V6J 5K8

Contact: Rentals Office
General Information Line: (604) 713-5088
Fax: (604) 713-5077

No Allowance for cancellations will be made unless at least 48 hours notice has been given to the Rentals Office at the Vancouver School Board, prior to the normal rental night.

GST # R 107962359
INCLUDED IN ALL RATES



WISE Social and Community Arts Club
1882 Adanac Street
Vancouver BC V5L 2E2
accounts@wisehall.ca
GST/HST Registration No.: 123034167RT0001

INVOICE TO

Sam Cameron
City of Vancouver - Planning,
Urban Design & Sustainability
515 West 10th Ave
Vancouver BC V5Y 1V4

INVOICE 7344

DATE 13-02-2018 **TERMS** Half of Total
Due Upon Rental

DUE DATE 03-03-2018

P.O. NUMBER

180317

SALES REP

Jasmine Liddell

DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
17-03-2018	Hall Rental Daytime Until 5pm \$70/hr (11am to 3:30pm) o Use of the hall and green room, tables & chairs o Hall Liaison	4.50	50.00	G	225.00
17-03-2018	Hall Liaison 11am to 3:30pm - OnSite WISE Hall Rep to help with all logistical needs	4.50	20.00	E	90.00

Payment can be made by cheque, cash, or e-transfer (to
accounts@wisehall.ca)

SUBTOTAL 315.00
GST/HST @ 5% 11.25
TOTAL 326.25

TOTAL DUE \$326.25

The booking fee is a deposit of approximately half of the total Hall rental, including the damage deposit.

This fee is due on receipt of the invoice in order to secure your rental date.

The balance of the outstanding fees are due 2 weeks prior to the event.

2% per month (26.8% per annum) interest on overdue amounts.

City of Vancouver FOI #2018-158, page 050