

**From:** "Mochrie, Paul" <Paul.Mochrie@vancouver.ca>  
**To:** "Direct to Mayor and Council - DL"  
**CC:** "City Manager's Correspondence Group - DL"  
"Singh, Sandra" <Sandra.Singh@vancouver.ca>  
"de Castell, Christina" <Christina.deCastell@vpl.ca>  
"Bromley, Malcolm" <Malcolm.Bromley@vancouver.ca>

**Date:** 1/11/2019 3:28:02 PM

**Subject:** Room Rental Policies at Civic Facilities

**Attachments:** Memo to Mayor and Council Civic Rental Policies RTS 12897 Jan 2019 (2).pdf  
Appendix A Arts Culture and Community Services Rental Policies RTS 12897....pdf  
Appendix B Vancouver Parks & Recreation Rental Policies RTS 12897.pdf  
Appendix C Vancouver Public Library Rental Policies RTS 12897.pdf

Dear Mayor and Council,

The attached memo is provided in response to a request from Council on December 4th, 2018 for a consolidated list of all room booking policies in City facilities. The applicable policies are listed in the following table and are included with the memo as appendices.

Civic Facility	Policy Document
Arts, Culture and Community Services (COV)	A(i) Gathering Place Facility Use Agreement A(ii) Gathering Place Room Rental Rates A(iii) Mountain View Cemetery Facility Rental Contract A(iv) Vancouver Civic Theatres Facility Booking Reference Guide
Vancouver Parks & Recreation	B(i) Community Centre Rental Information Summary B(ii) Van Dusen Gardens Indoor Facility Rental Information; B(iii) Van Dusen Gardens Outdoor Rental Information B(iv) Bloedel Wedding Brochure
Vancouver Public Library	C(i) Public Space Policy C(ii) Political Use of Library Space Policy C(iii) Meeting Rooms and Facilities Policy (under review)

Please let me or the responsible GM know if you have any questions regarding these policies.

Thank you,  
Paul

**Paul Mochrie** | Deputy City Manager  
City of Vancouver | 453 W 12<sup>th</sup> Avenue  
Vancouver | BC V5Y 1V4  
604.873.7666 | [paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)



CONFIDENTIALITY NOTICE: This message and any accompanying documents contain confidential information intended for a specific individual and purpose. This message is private and protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution, or the taking of any action based on the contents of this information, is strictly prohibited.

## MEMORANDUM

January 11, 2019

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Lynda Graves, Administration Services Manager, City Manager's Office  
Rena Kendall-Craden, Civic Engagement and Communications Director  
Katrina Leckovic, City Clerk  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Anita Zaenker, Chief of Staff, Mayor's Office  
Malcolm Bromley, General Manager Parks and Recreation  
Christina de Castell, Chief Librarian, Vancouver Public Library  
Guy Leroux, Acting Director Vancouver Civic Theatres  
Susie Saunders, Managing Director Non Market Housing and Social Operations

FROM: Sandra Singh  
General Manager, Arts, Culture and Community Services

SUBJECT: RTS 12897 - Room Rental Policies at Civic Facilities

At its December 4, 2018 meeting, Council requested a consolidated list of all room booking policies in City Facilities.

Attached are room booking policies and related documents for reference. Please note that policies related to recreation centre spaces fall within the jurisdiction of the Park Board and policies related to public library spaces fall within the jurisdiction of the Library Board.

	Civic Facility	Policy Document
Appendix A	Arts, Culture and Community Services (COV)	A(i) Gathering Place Facility Use Agreement A(ii) Gathering Place Room Rental Rates A(iii) Mountain View Cemetery Facility Rental Contract A(iv) Vancouver Civic Theatres Facility

Memo to Mayor and Council Civic Rental Policies RTS 12897 Jan 2019 (2)

		Booking Reference Guide
Appendix B	Vancouver Parks & Recreation	B(i) Community Centre Rental Information Summary B(ii) Van Dusen Gardens Indoor Facility Rental Information; B(iii) Van Dusen Gardens Outdoor Rental Information B(iv) Bloedel Wedding Brochure
Appendix C	Vancouver Public Library	C(i) Public Space Policy C(ii) Political Use of Library Space Policy C(iii) Meeting Rooms and Facilities Policy <i>(under review)</i>

If Council requires any additional information, please do not hesitate to contact Sandra Singh, General Manager of Arts, Culture, and Community Services ([sandra.singh@vancouver.ca](mailto:sandra.singh@vancouver.ca)), Christina de Castell, Chief Librarian ([christina.decastell@vpl.ca](mailto:christina.decastell@vpl.ca)) or Malcolm Bromley, General Manager of Parks and Recreation ([malcolm.bromley@vancouver.ca](mailto:malcolm.bromley@vancouver.ca)), as per noted jurisdictions.

Regards,



Sandra Singh  
General Manager

tel: 604.871.6858  
[sandra.singh@vancouver.ca](mailto:sandra.singh@vancouver.ca)

SS/th

## **Appendix A (i)**

### **Community Facility Use Agreement Gathering Place Community Centre**

### **the Gathering Place Community Centre Community Facility Use Agreement**

---

#### **Introduction**

The following represents a Community Facility Use Agreement between the Gathering Place Community Centre and the \_\_\_\_\_.

The purpose of this Agreement is to clarify the roles and responsibilities of the parties, and to foster a cooperative environment for the delivery of programs and services that meet the needs of the Gathering Place Community Centre

#### **1. Mission**

The Gathering Place is a community centre that provides a range of free programs and services to the disadvantaged residents of the Downtown South. With an elected community Board and a Committee system, the Gathering Place focuses on the educational, recreational, social, cultural and health needs of the neighbourhood.

#### **2. Statement of Diversity**

The Gathering Place adheres to the following statement of diversity:

- We are youth, adults and seniors of all races, all religions, all cultures, all abilities and all economic levels
- We are men and women of all sexual orientations
- We value diversity
- We endeavour to reflect the diversity of our neighbourhoods in our membership, our Boards of Management, our volunteers and our staff
- We respect all our neighbours
- We expect that all who come to our Centre, all those who provide or receive our services, will extend the same respect to all those they meet here
- Therefore, we will act to promote the inclusion of all in our Centre and in our community

By entering into this agreement the \_\_\_\_\_ agrees to abide by the Statement of Diversity of the Centre, and will 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. The Gathering Place Community Centre reserves the right to cancel any agreement that contravenes our Mission Statement and Statement of Diversity.

#### **3. Terms of the Agreement**

The Community Facility Use Agreement will be in effect from \_\_\_\_\_

3.1 The Agreement may be modified at any time if both parties agree to the changes.

3.2 Either party may cancel this agreement with 30 days notice. If 30 days notice is not given then the Centre may impose a penalty of \$0.00. The Gathering Place reserves the right to

## **The Gathering Place Community Centre Community Facility Use Agreement**

---

cancel for emergency reasons, e.g. facility damage, without providing the User with compensation.

3.3 The Gathering Place retains all rights concerning media events, including taping and representation of the Centre and the relationship with the User organization.

3.4 The Gathering Place Community Centre is not a sponsor of the activity carried out by the User, and will not assume any responsibility for nor provide any endorsement of the activity.

3.5 The Gathering Place is governed by government Health and Safety Regulations regarding the preparation and serving of food to the public. Potluck meals are not allowed under these regulations. The alternatives if your group wishes to serve food are: a) food can be catered by our internal licensed kitchen, (A Kitchen Function Form will be required) b) have a licensed caterer provide the food; c) purchase food from a licensed restaurant or take out; d) serve only snacks and desserts that do not contain any meat, fish or fresh dairy products.

3.6 The User agrees to follow the building use guidelines attached to this agreement (Appendix A), and which may be amended from time to time.

3.7 The financial arrangement outlined in Appendix B form part of this agreement, which may be amended from time to time to accommodate different programs.

We of the undersigned organization, agree to abide by the terms of this agreement, including those in attachments, and to ensure that the above terms are complied with by the members of the organization.

<b>Organization Name</b>	<b>The Gathering Place</b>
<b>Representative Name/Title</b>	<b>GPCC Staff Name/Title</b>
<b>Signature</b>	<b>Signature</b>

# **The Gathering Place Community Centre Community Facility Use Agreement**

---

## **Building Use Guidelines Appendix A**

### **1. Set Up and Clean Up**

Users are to set up, take-down and clean up the space at the end of the program time, including:

- Putting all the chairs away,
- Wiping down tables and putting tables away as applicable,
- Returning all dishes to the cafeteria
- Cleaning up any spills or breakage – contact the Security Staff and they will assist you.
- Failure to take down or clean up will increase your cost for your event.

### **2. Supervision**

Parties agree to follow the Staff-in-charge directions regarding appropriate noise levels, general use of the facility, and in case of emergency to follow instructions regarding evacuation. It is the responsibility of the user to know where the fire exits are located and to ensure all members of the group are safely out of the building. (An orientation of the building and fire exits will be given to the user at time of rental.)

### **3. Parking**

Parking meters are located at the front of the building. Daily parking is available underground at the Impark lot at the corner of Seymour and Helmcken.

### **4. Smoking**

Smoking is only permitted in areas which comply with all Provincial and City of Vancouver By-laws and restrictions.

### **5. Alcohol/Drugs**

No alcohol/ drugs to be consumed on the premises.

### **6. Children**

Children under 12 must be under the supervision of an adult at all times.

### **7. Safety**

- \* No candles without holders or open flames.
- No animals allowed in the Centre.
- No bicycles inside the Centre. Please use the outside bike rack .
- WCB Regulations to confirm.
- Emergency exits must remain accessible.
- No gas – propane equipment in the Centre.
- Max limit of people for each room has been set by the Fire Marshall.

### **8. Insurance**

User must carry a commercial general liability Insurance limits of not less than \$2,000,000

**The Gathering Place Community Centre  
Community Facility Use Agreement**

---

Appendix B

**Facilities Agreement for Community Service Activities**

Legal name of organization or individual	Representative
Billing Address	City, Postal Code
Phone	Fax
Type of Activity	# of People
Dates of Program	E-mail address

**PLEASE NOTE: CENTRE EQUIPMENT OR USE OF OUR KITCHEN WILL NOT BE AVAILABLE TO THE USER.**

Room \_\_\_\_\_  
\$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours totaling \$ \_\_\_\_\_

**Arrival Time:**                      **Departure Time:**

<b>Organization Name</b>	<b>The Gathering Place Rennie Keates Director</b>
<b>Representative Name/Title</b>	<b>GPCC Staff Name/Title</b>
_____ <b>Signature</b>	_____ <b>Signature</b>



**Appendix A (ii)**  
**Room Rates**  
**Gathering Place Community Centre**

**Gathering Place Room Rates:**

Organizations that providing programs and services that directly benefit vulnerable populations in the downtown south - No Charge

Ongoing regular room booking will only be made available to groups or organizations that provide programs and services that directly benefit the vulnerable populations the Gathering Place serves. In order to ensure fair access and for the Gathering Place to be able to schedule our own programming, groups will be limited in the number of ongoing room bookings they can have in a given week/month.

**Rates**

**Non-Social Service Groups-** Non Profits that do not benefit our patrons (ie amateur theatre groups, musician, individuals, World Wildlife Rescue, VFS Students, SPCA, etc,)

Meeting Room, Program Room (432 sq ft)

- \$25 an hour (minimum 2hr rental)

Community Office and Flex Office (3 people Max)

- \$25 an hour (no minimum)

Theatre and Fitness Room

- \$50 an hour (minimum 2hr rental)

**For Profit Organization** (businesses, private contractors, rental groups that will be charging a fee for attendance)

Meeting Room and Program Room

- \$50 an hour (minimum 2hr rental)

Community Office and Flex Office

- \$25 an hour (minimum 2hr rental)

Theatre and Fitness Room

- \$100 an hour

**Film Crews**

- Explain who we are and ask what they are willing to pay. Let them know the funds go directly to benefit our patrons through programming.

Rentals will not be made available to political or religious groups.

# Mountain View Cemetery - Facility Rental Contract

Re: XXXXXX, xxx

THIS AGREEMENT is dated ## XXXXXXXX ####

Date: ## XXXXXXXX ####

BETWEEN: City of Vancouver,  
a municipal corporation,  
453 West 12th Avenue  
Vancouver, BC V5Y 1V4

Sale : #####

(the "City")

AND: >

(the "Licensee")

## Appendix A(iii) Mountain View Cemetery Facility Rental Contract Arts Culture and Community Services

IN CONSIDERATION of the fee to be paid by the Licensee to the City as set out herein, the City grants permission to the Licensee to occupy Celebration Hall (the "Space") upon and subject to the following terms and conditions:

### 1. DATE/TIME

Permission is granted to occupy the Celebration Hall located at 5445 Fraser Street on ## XXXXXX ####, between the hours of #:00 PM and #:00 PM for a private event with approximately ## guests in attendance.

### 2. FEE

The Licensee shall pay to the City a license fee of \$ \_\_\_\_\_ as follows:

- (1) upon signing this Agreement, a deposit of \$ \_\_\_\_\_ that is non-refundable except in the circumstances described in paragraph 13; and
- (2) the non-refundable balance no later than ## XXXXXXXX ####, failing which the City shall have the right to cancel the rights granted under this Agreement and to retain the deposit as liquidated damages.

### 3. ADDITIONAL COSTS

The Licensee shall be responsible for the following additional costs and agrees to pay those additional costs to the City on demand:

- Site-Supervisor at \$ 0.00/hr from arrival time to departure time
- Clean-up fee at \$150.00 plus tax if clean-up is not done to the satisfaction of MVC
- Portable PA system at \$ 0.00
- SOCAN Fees - refer to paragraph 5 (mandatory for non-memorial events with music)

### 4. RESTRICTIONS

The Licensee acknowledges receipt of the Rental Guidelines attached as Schedule "A" and agrees to be bound by all provisions set forth in the Rental Guidelines.

### 5. MUSIC

The Licensee shall be responsible for payment of the required royalties to SOCAN (Society of Composer, Authors and Music Publishers of Canada) if the event includes copyright music. To ensure that the appropriate licence is in place the policy of the City is to collect and remit the required royalties to SOCAN. Music used as part of a memorial service is covered under existing licensing and NOT subject to any additional fees.

### 6. CATERER'S INSTRUCTIONS

The Licensee acknowledges receipt of the Caterer's Instructions attached as Schedule "B" and agrees to be bound by the Caterer's Instructions. The Licensee shall be responsible for ensuring that its caterer abides by all Caterer's Instructions.

### 7. RELEASE

The Licensee releases and discharges the City and its respective elected officials, directors, officers, employees and agents ("Personnel") from all actions, losses, liabilities, damages, claims and demands and expenses whatsoever including solicitor fees on a solicitor and own client basis in respect of any damage, loss, death or injury to person or property in connection with or arising from the Licensee's occupancy of the Space. This release will survive the termination of this Agreement.

### 8. INDEMNITY

The Licensee agrees to indemnify and save harmless the City and its Personnel from and against any and all actions, losses, liabilities, damages, claims and demands in respect of any damage, loss, death or injury to person or property which the City or its Personnel may suffer or incur, (whether such damage or loss is caused by the Licensee or its officers, employees, agents or invitees), in connection with or arising from the Licensee's use or occupancy of the Space or arising from any act or omission or breach by the Licensee of any of its covenants and obligations set out in this Agreement.

### 9. RISK

The Licensee accepts full responsibility for use of the Space and accepts the risks of using the Space at the Licensee's own risk.

### 10. CONTRACTOR'S INSURANCE

If the Licensee hires a contractor to perform or provide any service to facilitate the reception, the Licensee shall cause the contractor to carry insurance at least equivalent to the insurance requirements set out in Section 11.

**11. INSURANCE**

**(1) Licensee's Insurance:**

- (a) Property Insurance: The Licensee is required to carry, at its own expense, adequate insurance for its own property with a waiver of subrogation in favour of the City;
- (b) Liability Insurance: The Licensee is required to carry, at its own expense, Commercial General Liability Insurance against all claims for loss, damage, injury or death to any person or persons and for damage to the Space or destruction of property including the loss of use thereof arising from the Licensee's activities on property owned, leased or occupied by the City. Such insurance to include Blanket Contractual Liability and Cross Liability or Severability of Interest Clause as set out below;
- (c) Minimum Coverage: Minimum Liability Coverage as identified in Schedule "A" per occurrence for bodily injury and/or property damage and in the aggregate with respect to products and completed operations. Deductible not to exceed Twenty-Five Hundred Dollars (\$2,500.00).

**(2) General Requirements of Insurance**

The following shall apply to all insurance policies:

- (a) Additional Insureds: The City, its Personnel and volunteers are to be added as additional insureds but solely with respect to the liability which arises out of the activities of the Licensee;
- (b) Cross Liability or Severability of Interest Clause: The policy shall protect each Insured in the same manner and to the same extent as though a separate Policy has been issued to each. Any breach of a condition of the Policy by and Insured shall not affect the protection given by the Policy to any other Insured;
- (c) Notice of Cancellation: The City must receive fifteen (15) days' prior written notice of cancellation or material change. Thirty (30) days' written notice of cancellation or material change is required on Certificate evidencing annual blanket insurance coverage.
- (d) Evidence of Insurance: The Licensee shall provide proof of this insurance satisfactory to the City prior to the date set out in paragraph 3.

These are the minimum insurance requirements and the Licensee is required to carry any additional insurance that is required by law (including without limitation, Workers Compensation Insurance) or which the Licensee considers necessary.

**12. COMPLIANCE WITH LAWS**

The Licensee covenants to promptly and faithfully observe and comply with and cause its employees, agents and invitees to promptly observe and comply with all federal, provincial or civic statutes, by-laws, regulations and orders now or hereafter which are in force and in effect which touch and concern the Space or the Licensee's activities within the Space, (including without limitation, obtaining any required permits or licences,) and all rules, regulations and orders established by the City from time to time. The Licensee shall not do or permit anything to be done in, upon, or about the Space, or bring or keep anything therein which shall in any way conflict with the regulations of the Fire, Police or Health Departments of the City of Vancouver or with the rules, regulations, by-laws or statutes of any government authority having jurisdiction over the Space, or the activities conducted therein.

**13. FORCE MAJEURE**

The City shall not be liable if due to any cause beyond its reasonable control including, without limitation, acts of government, strikes, lockouts, labour disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, malicious mischief or acts of God, the City is unable to make the Space available to the Licensee on the date specified in paragraph 3, but in such event the City shall refund to the Licensee the deposit referred to in paragraph 1 (a) hereof.

**14. NON-ASSIGNABILITY**

The rights granted under this Agreement are personal to the Licensee and may not be assigned.

**15. SIGNING**

This document shall constitute a binding agreement when signed by both parties. This document may be signed in counterparts. Facsimile signatures shall be binding.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

CITY OF VANCOUVER

By its authorized signatory:

Per: \_\_\_\_\_

Print Name: \_\_\_\_\_

LICENSEE:

Per: \_\_\_\_\_

Print Name: \_\_\_\_\_

**SCHEDULE "A"**  
**GENERAL GUIDELINES**

**Catering Arrangements** are the responsibility of the Licensee. Catering including food, bar service, flowers music and waste removal are the responsibility of the Licensee and must be removed from the premises immediately following the event. Rental prices do not include: catering services, rental of tables, chairs, glasses, music etc.

**Clean-up Fees:** A \$150 shall be charged for all events with food or beverages that do not have catering staff or if clean-up is not done to the satisfaction of the City.

**Special Event Liquor License** (if alcohol will be served) is the responsibility of the Licensee, must be obtained prior to the event and copy must be given to the cemetery prior to the start of the event. Special event licenses can be purchased from a BC Liquor Store ([www.bcliquorstores.com/special-occasion-licence](http://www.bcliquorstores.com/special-occasion-licence) <<http://www.bcliquorstores.com/special-occasion-licence>>) and may require a 'Serving It Right Certificate' ([www.servingitright.com](http://www.servingitright.com) <<http://www.servingitright.com>>)

**Parking & Site Access:** The official address of Celebration Hall is 5445 Fraser Street. Access to the site is from Fraser Street at 39<sup>th</sup> Avenue. Parking is available on the opposite side of the road adjacent to the Celebration Hall, in the parking area near the Operations Yard and on the side of other internal cemetery roads.

**Insurance:**

**PRIVATE INDIVIDUALS** using Celebration Hall for memorial or other personal use:

- without alcoholic beverages being served: no evidence of insurance is required although the City recommends that insurance be carried to protect the private individuals renting the hall.
- with alcoholic beverages being served and fewer than 100 guests: \$2,000,000 Commercial General Liability Insurance.
- with alcoholic beverages being served and 100 or more guests: \$5,000,000 Commercial General Liability Insurance.

**CORPORATE/BUSINESS** use of the Celebration Hall: \$5,000,000 Commercial General Liability Insurance.

**Lost and Stolen** articles are the responsibility of the renter.

**Smoking** is permitted ONLY outside the courtyard.

**Beverages** are not permitted outside of the courtyard area.

**Candles** are permitted in candle holders only.

**Décor Items** must be free-standing or temporarily attached to the concrete walls only. No items can be affixed in any way to any other items or surfaces inside or outside.

**Personal Items** must only be brought in before the event and/or remain after the event with permission from cemetery office staff. Storage space is not available.

**Food Service.** It is always recommended that a licensed catering company provides food service. Food Preparation may not take place on the premises. All food must be prepared /pre-packaged prior to arrival

**Advertising** must clearly indicate that a private event is being hosted at (not by) Celebration Hall at Mountain View Cemetery.

---

**SCHEDULE "B"**  
**CATERING GUIDELINES**

- A catering preparation area with a separate entrance is available for use
- No cooking/warming/heating or other appliances are available or provided
- Caterer's are responsible for cleaning up after themselves
- The City supplies in kitchen are not to be used without prior permission
- Propane is not permitted in the building, but a small propane oven can be accommodated outside the entrance to the kitchen
- Sternos and butane burners are permitted
- All delivery times of rentals/alcohol to be approved by cemetery staff
- Short term (<10 mins) parking only for catering vans is allowed immediately outside of direct entrance to preparation area
- All catering related rentals to be delivered directly into preparation area
- Parking for all other deliveries is available outside of the gate, but vehicles must be moved to other designated parking areas immediately after off-loading
- Please provide your own dolly

**POST EVENT GUIDELINES**

- Kitchen counter, floors and fridge to be cleaned
- Garbage, empties and recycling to be removed from premises
- Rentals supplies must be moved from the Main Hall back into preparation area
- City tables to be cleaned and left on side of room
- City chairs to be stacked on dollies and returned to storage cupboard
- Rentals to be picked up at the pre-approved time.

**POWER PROVISIONS**

- MAIN HALL            5 floor duplex outlets (on two circuits)  
                             2 wall duplex outlets (on one circuit)
- RECEPTION HAL    5 wall duplex outlets (on three circuits)
- KITCHEN             4 wall duplex outlets (four circuits)
- COURTYARD          1 wall duplex outlet



## **Vancouver Civic Theatres (VCT) Booking Reference Guide**

As stated in VCT's mission statement, VCT "welcomes the full range of diverse audiences and performers; accommodates all types of public assembly activities" and supports this statement by the value of accessibility by "maximizing the use and enjoyment of the VCT, encouraging the broadest possible participation".

### **Defined User Categories**

- **Seasonal TRG users** are defined as Not-For Profit (NFP) Performing Arts Organizations that have booked arts and cultural events and have been granted Theatre Rental Grants (TRG) for 5 consecutive seasons or more.
- **Occasional TRG users** are defined as NFP Performing Arts Organizations that occasionally book arts and cultural events at a sporadic or one off basis, and not on a consecutive or seasonal basis, or on a consecutive basis of under 5 seasons and are applicants of the TRG.
- **VCT Grant users** are defined as NFP Organizations that book events at The Annex, Plaza, or Ancillary Spaces (underutilized spaces.) This grant is ideal for organizations or events that are not eligible under the TRG guidelines, or are requesting financial relief for VCT Grant eligible spaces after the TRG grant deadline, and/or community based NFP that meet City of Vancouver (CoV) *Healthy City* and *Green City* strategies.
- **Commercial users** are defined as For Profit Organizations that book events of any kind at VCT.
- **Not-for-profit users** are defined as Not for Profit Organizations that book events of any kind at VCT, and qualify by providing a Registered Not-For-Profit Number, or proof of charitable status with Canadian Revenue Agency (CRA).

### **Guidelines for Booking**

- As per clause 26b in the Theatre License Agreement "The Theatre is a shared and publicly funded community asset and the use of the Theatre must reflect this fact"
- VCT is sensitive to booking conflicts and issues. In keeping with current national and international standards, VCT does not have a formal "non-compete" policy. We work with our clients to mitigate potential problems. Final decisions are at the discretion of the Director, VCT
- Under the discretion of the Director, VCT has the right to place individual or multiple holds for events that best serve organizational goals
- Under the discretion of the Director, VCT has the right to refuse bookings that may negatively impact organizational goals
- 1<sup>st</sup> access priority is given to organizations based on number of consecutive seasons booked at VCT per venue
- Single date bookings cannot formally challenge multiple date booking in the following year until September 1<sup>st</sup> of the prior year
- Ancillary Spaces - standalone events will not be confirmed or given first hold status until 4 weeks prior to the event date
- The Salons are a separately booked venue that hosts not only ancillary events that happen in or adjacent to the Queen Elizabeth Theatre and Vancouver Playhouse but also stand-alone events
- All holds not confirmed by 60 days prior to the event may be released without notice
- Organizations that have any outstanding amounts indicated on the VCT aging account receivable report may be denied access to place holds in the VCT's booking calendar

**Defined Users Booking Timelines:**

- **March 1 (30 months prior to the respective season)**  
Seasonal TRG users can place holds
- **September 1 (24 months prior to the respective season)**  
Occasional TRG users can place holds
- **April 1 (18 months prior to the respective season)**  
VCT Grant/Commercial/NFP users can place holds
- **April 1 (18 months prior to the respective season)**  
All Seasonal TRG first holds can be challenged by any VCT user
- **September 1 (12 months prior to the respective season)**  
TRG confirmed date status issued

**Booking and Events contacts:**

For hold placements please contact:

**VCT Booking and Events**  
604.665.2146  
[vctbooking@vancouver.ca](mailto:vctbooking@vancouver.ca)

**Availability:**

Please contact the booking and Events Department to determine venue availability.

Information on venue availability and grant programs can also be found on our website:

<https://vancouvercivictheatres.com>

**Appendix B(i)  
Community Centre Rental Info Summary  
Vancouver Parks and Recreation**

Rental Information from Recreation Community Centres

December 12, 2018

**Sites Included:**

**Vancouver Park Board Rental Policies**

Champlain  
Coal Harbour  
Creekside  
Douglas Park  
Dunbar  
False Creek  
Hastings  
Hillcrest  
Kensington  
Kerrisdale  
Killarney  
Kitsilano  
Marpole-Oakridge  
Mt. Pleasant  
Renfrew  
Roundhouse  
Strathcona  
Sunset  
Thunderbird  
Trout Lake  
West End  
West Point Grey

**Sites not included in this document:**

Britannia Community Services Centre  
Ray-Cam Co-operative Centre

# **Vancouver Park Board Rental Policies**

Park and facility rentals are considered in the following order of priority:

1. Programs, services and events offered or sponsored by the Park Board or City of Vancouver (e.g. recreation programs, public meetings)
2. Community programs and events offered or sponsored by a Community Centre Association
3. Programs, services and events offered by other not-for profit organizations (e.g. health clinics, charity events)
4. Private activities and events (e.g. weddings)

## **Park Space**

Program and event requests for park spaces are administered by the Park Board Special Events office based on an evaluation of:

- the compatibility of the event with the Park Board's mandate and
- the availability and suitability of a site to accommodate the event.

## **Community Centres**

Most community centres are jointly operated by the Park Board and local Community Centre Associations. A Joint Operating Agreement between the parties outlines the responsibilities for each partner. Facility rentals are administered by the local Community Centre Association or staff team, which sets local rental practices and ensures compliance with Park Board policies.

## **Private Events**

While other uses may take precedence, private, commercial, political or religious organizations are able to rent facilities in a community centre or a park for private functions. Depending on the size and nature of an event, approval by Park Board Commissioners may be required. Event organizers are held responsible for maintaining a safe environment for attendees and protecting Park Board property during the rental period. Any additional staffing or setup costs required for private events are the responsibility of event organizers. Written materials (such as flyers and posters) may be placed in the community centre with approval of the Park Board provided that they are appropriate for public display. The Park Board does not allow the distribution of written material or solicitation on park property without permission of the General Manager.



## Champlain Heights Community Centre

### RENTAL NOTES

- Rental contracts must be signed and paid for at least 7 days prior to the event.
- Rentals are not confirmed until the renter has signed the rental contract and paid the damage deposit and rental fees in FULL.
- All Rentals are subject to damage deposits and clean up fees.
- Groups are responsible for set up and clean up during their rental time. If there is excess clean up or damage to rooms, Champlain Heights Community Centre will retain a portion or full amount of the damage deposit after assessment by Recreation Staff.
- All Rentals are subject to the approval of Champlain Heights Recreation Staff and the Champlain Heights Community Association.
- All Rentals are subject to cancellation at any time by Champlain Heights Community Centre.
- Absolutely NO cooking of foods is allowed on the premises unless authorized by Recreation Staff.
- Rentals after operation hours require supervision at an additional \$20.00 per hour.
- Champlain Heights Community Association approval and a Liquor License are required for serving alcohol.
- SOCAN fee of use of recorded/live music will be collected from all renters that have music playing during their function. Fees are \$31.63 (without dancing) and \$63.31 (with dancing). For further information, visit [www.socan.ca](http://www.socan.ca).
- Music and/or other loud noises must not be heard beyond the premises.
- Liability Insurance Required

Room	Maximum Capacity	Approx. Size	Suitable For	Rate per Hour
Gym	300	79x49	Sports only	\$33.75
Meeting Room	25	20 X 15	Small meetings	\$22.50
School Meeting Room (Monday only)	50	50 x30	Meetings	\$25.00
Lounge & Kitchen (Food warm up Only)	80	23 X 54	Large meetings, socials	\$39.25
Activity Room	30	37x30	Soft shoe activities eg. Dance	\$28.00
Childcare Centre	30	22 x40	Meetings only	\$33.50

The following equipment is available to rent as well. Fees are per Session.

TVNCR.....\$25

Portable Screen.....\$10  
Piano.....\$50

## Coal Harbour Community Centre

### FAQ's

#### Who can rent rooms?

Anyone can rent rooms {based on availability) as long as no admission fee is charged. Sale or promotion of goods, services, religious beliefs or political beliefs is prohibited without written permission from the Recreation Supervisor.

#### Can I serve alcohol?

Alcohol may be served with a valid liquor license and a Serving It Right certificate.

{Visit [www.servingitright.com](http://www.servingitright.com) for more information).

#### Can I serve food?

Yes - we do not have full kitchen amenities for food preparation, but we have an onsite caterer. Ask for info

What equipment is available? Various tables, chairs, podiums, AV equipment and coffee urns are available, based on availability and room capacity. Discuss your equipment needs with the rental coordinator before booking.

#### Can I promote my event using the CHCC name?

Not without specific written permission from CHCC. Promotional material may refer to the centre as "a rented community hall at 480 Broughton St."

#### How do I rent a room?

Once you have determined your rental needs, phone, fax or email the rental coordinator with the details. We strongly recommend you see the facilities in person before entering into a rental agreement. Read all regulations on the back of the contract before signing. You may pay by Visa, MasterCard, debit card, cash or cheque {if paying by cheque, allow 10 working days for bank clearance prior to the rental). The rental is not confirmed until payment is received.

Room	Maximum Capacity	Approx. Size	Rate per Hour
Gymnasium	Gym activities	101'x65'	\$55.00
Meeting Room	20	20 X 16'	\$30.00
Activity Room	40	33x19'	\$30.00
Multi-Purpose	120	52x39'	\$60.00
Dance Studio	variable	33x29'	\$30.00
Arts & Crafts	25	29x20'	\$30.00

## Coal Harbour Community Centre (cont...)

Capacities are based on total area. They do not include table space.

All room sizes are approximate.

We recommend you assess the room in person before signing a rental agreement. Please read the regulations on the back of the contract before signing. Rentals are not confirmed until payment is received.

Rentals between 9 a.m. and 5 p.m. on weekdays are 25% off. Any extra staff costs incurred by the renter will be levied at 18.55/hr. This includes, but is not limited to:

- Building supervision beyond regular hours of operation
- Extra building supervision required during hours of operation
- Extra clean-up work required after the rental
- The minimum staff charge is four hours if you use the facility outside of regular operating hours.

A damage deposit of \$400 is required for all rentals that involve a social function.

Janitorial service is available for \$64.20. Prices are subject to change without notice.

The federal government requires us to collect Socan Fees if prerecorded music is played. Fees, including GST, are \$31.63

{no dancing} or \$63.31 {with dancing}.

## Creekside Community Recreation Centre

### RENTAL DISCLAIMER

The Vancouver Park Board hereby grants the rental group and/or representative permission to use the facilities outlined, subject to the guidelines, terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement. In consideration of this contract, the rental group and/or representatives on behalf of the rental group agrees:

- \* To comply and to cause those using the facilities under this permit to comply with all of the guidelines, terms and conditions of this contract;
- \* To inspect the premises and facilities covered by this contract prior to any use by the rental group to ensure that the facilities are suitable for the rental group's intended use;
- \* Park Board premises and facilities are accepted "as is" and are used entirely at the rental groups own risk;

Accepting this contract from the Park Board constitutes an acknowledgement by the rental group and/or representative that he/she has read and understands the conditions and undertakings contained herein and further that he/she has the authority to represent and bind the licensee on all matters pertaining to this agreement.

The licensee is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event/activities do not interfere with other facility users. A minimum of 1 adult for every 10 youth (ages 13-18 yrs) and 1 adult for every 10 children (under 12 yrs) must be maintained in the event area at all times while guests are present.

Any property damage which occurs during the permitted activity, set-up or take down, is the responsibility of the licensee. Damage to park property should be reported immediately. It will be assessed and repair costs billed to the licensee. The licensee is responsible for leaving the area clean and litter free and may be billed for any subsequent cost incurred by the Park Board for clean-up.

The Park Board is not responsible for any theft, loss or damage for any equipment, supplies or materials brought onto the premises by the licensee or a third party vendor providing event services for the licensee.

The Park Board reserves the right to cancel an activity for any reason and shall not be responsible for any associated costs or damages.

## Creekside Community Recreation Centre (cont...)

### \*\*\*\*\* RENTAL GUIDELINES \*\*\*\*\*

1. Damage deposit: The damage deposit is a refundable deposit required for most rental contracts. The deposit will be used to cover the cost of any damages and any additional fees incurred. It is required in order to confirm the reservation. Payments can be made via Mastercard, Visa, American Express, debit card or cash.
2. Refund of damage deposit: Deposits will be refunded less any outstanding charges within thirty (30) days of the end of the rental.
3. Payment schedule and contract: All estimated costs (including the damage deposit) must be paid within seven (7) days of booking confirmation unless other arrangements have been agreed upon. Without receipt of these funds the Park Board reserves the right to cancel the tentative booking. Current fees, charges and cancellation policy can be viewed by visiting: <http://creeksidecentre.ca>
4. Post event: Any additional costs of the rental and services will be calculated immediately following the reservation date and submitted to the rental group; these costs must be paid seven (7) days after respective booking.
5. Cancellations: Cancellation requests must be received in writing and require a minimum of sixty (60) days' notice to receive a refund of fees, less a \$25 administration fee. Cancellation requests received prior to thirty (30) days before respective event will receive a refund which amounts to 50% of the rental fee, less a \$25 administration fee. Please note refunds of rental fees will not be issued for event cancellations received less than thirty (30) days prior to the event.
6. Staffing: A minimum of one staff member will be present in the facility at all times while a rental group is in the building to monitor activities and if necessary, ensure that emergency procedures are followed. Additional staff costs may be required for your reservation in order to maintain customer service and safety and will be charged at the regular staff rate with a minimum 4 hour call out. Please note that community centre staff on site only provide supervision of the building, assistance with any minor cleaning (e.g. garbage removal, wet mopping) and support during an emergency situation.
  - 6a. Staff charges apply for the after hours operation of the building
  - 6b. Staffing charges apply for the set up and clean up of community centre tables and chairs by centre staff at a standard rate of \$50 + GST per event date.
7. Fire and safety: Emergency exits must remain easily accessible and require a distance of four (4) feet between set up and respective exit. Absolutely no obstruction is permitted.
  - 7a. No gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must be approved by the Canadian Standards Association (CSA).
  - 7b. No fire elements (candles/torches/butane burners/pyrotechnics) are permitted unless approved beforehand by a staff member.
8. Event marketing: If you are promoting your event to the general public, please do not list the name of our community centre on any web or print advertisement without prior permission. You may display our address (1 Athletes Way) but not the name of the community centre.

## Creekside Community Recreation Centre (cont...)

9. Event set up and equipment use: Access to the room will be provided at the start time specified on the permit. Please ask staff at the reception desk for access to the room and equipment. The permit holder is responsible for set up and clean up of all equipment and supplies within the times stated on the permit. A limited number of tables and chairs can be provided by the centre. No other equipment provided unless specified in this permit. Please ensure that you discuss and arrange any tables and chairs requirements before event. If the set up/clean up fee has been paid, centre staff will set up community centre tables and chairs required for the event. All other furniture, equipment and materials set up is the responsibility of the permit holder.

10. Clean up: Depending on the size of the event and required cleanup, additional staff and waste disposal fees may apply. At the end of your event, all furniture, supplies and equipment must be removed from the space unless otherwise arranged. Please ensure that any and all garbage and recycling is put in the appropriate receptacles. Community centre tables and chairs must be collapsed and put back in their appropriate storage areas by the rental group unless the set up/clean up fee has been paid. Centre staff will remove any garbage and recycling from the room and will dry and wet clean the room floors. The centre will not be responsible for any loss or damage to any supplies or equipment left behind after the event. The room MUST be cleaned up and vacated no later than the end time on the permit or additional fees may apply.

11. Food/Catering: All food/beverages on site must be handled in accordance with safe food handling procedures. The Park Board reserves the right to take appropriate action should food/beverages be handled in unsanitary manner and reserves the right to halt any further food preparation or service.

11a. The community centre does not provide any food or beverage services. Rental groups are permitted to arrange catering services.

11b. Cooking utensils must be provided by rental group or caterer.

12. Alcohol: In order to serve alcohol, the rental group must receive staff approval and obtain a liquor license which indicates the time and date of event and the name of the space booked. Alcohol is not permitted outside the rental space identified on the liquor license. Failure to comply will result in loss of rental privileges. For more information regarding liquor licensing and serving visit <http://www.pssg.gov.bc.ca/lclb/apply/index.htm> for more information.

12a. One copy of the liquor license must be submitted to staff seven (7) days before the rental group's respective event. In addition, a second copy of the liquor license must be provided by the rental group and must be posted by the serving area. Failure to do so may result in the loss of liquor privileges.

12b. In order to serve alcohol, an individual with a valid "Serving it Right" certificate must be present at all times.

13. Late night events: for events where guests are leaving the building after 11pm, we ask that guests please be respectful of our residential neighbours and exit the building quietly and not congregate in the outdoor areas. Guests that are waiting for a taxi are asked to wait inside the building until the taxi arrives.

14. Recorded music and dancing: SOCAN fees and ReSound fees are payable for any events that will play music to account for any copyright fees and recording fees. These fees are collected and remitted by the centre on your behalf.

15. Noise and Amplified Sound: The City of Vancouver Noise bylaw must be adhered to at all times. Amplified music cannot exceed 70 decibels before 10:00 pm and 65 decibels after 10:00 pm.

16. Parking: street parking is available in the surrounding community; however, a 2 hour limit is strictly enforced between the hours of 9:00am-8:00pm, Monday through Sunday. Additional pay parking is available in the underground parkade of the community centre. The hourly rates are \$3.50/hour or \$13.00/day from 6:30am until 6:00pm. There is a flat rate of \$6.00 in effect from 6:00pm-1:00am, Monday through Sunday. An elevator will provide access to the second floor from the parkade. If any guests wish to leave a vehicle overnight it is best for guests to park their vehicles on the street as monitoring will begin the next day at 6:30am.

17. Washroom/change room facilities: Each level of the building is equipped with both male and female public washrooms and change room facilities.



## Creekside Community Recreation Centre (cont...)

18. Accessibility: Creekside Community Recreation Centre is a fully accessible facility.

19. Wireless Internet: Public Wifi is available in the community centre: the network is called #vanwifi. Once on the network, you will need to agree to the terms and conditions. There is no password required.

20. Smoking restrictions: Creekside Community Recreation Centre is a non-smoking environment. This includes Electronic Cigarettes. Vancouver's parks, beaches and facilities are entirely smoke-free (effective September 1st 2010).

### \*\*\*\*\*INSURANCE REQUIREMENTS\*\*\*\*\*

Depending on the scope of the event and the associated risk, the permittee/licensee may be required to obtain Commercial General Liability Insurance protecting the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board against third party claims for bodily injury, death or property damage arising out of the activities conducted by or behalf of the rental group/licensee. The minimum limits shall be \$2,000,000 inclusive per occurrence with a deductible no greater than \$5,000. The policy shall contain a cross liability clause and name the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board as "additional insureds" with respect to liability arising out of the rental. Satisfactory evidence of insurance must be received by the Board of Parks and Recreation prior to use of any facilities covered under this contract.

The foregoing are minimum insurance required to be carried by the City. The City does not warrant that this insurance is adequate for the rental group/licensee's needs. The rental group/licensee is responsible for obtaining, at its own cost, any additional insurance required by law or deemed to be necessary to protect its interest.

Acceptable proof of insurance must be received by the Vancouver Board of Parks and Recreation prior to the use of any facilities covered under rental agreement.

Insurance can be obtained through any insurance broker. For your convenience, the following agencies are familiar with Vancouver Board of Parks and Recreation requirements: EventPolicy - please visit <http://eventpolicy.ca/location/the-city-of-vancouver> or call 604-737-3018.

Users must comply with all applicable 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.

Sample Charges		4 Hours (during operating hours)	8 Hours (during operating hours)	5pm- Midnight (weeken ds - after hours)
MP4 Room Charge	\$110.25/hour	\$441.00	\$882.00	\$771.75
MP3 Room Charge (optional)	\$204 (flat fee)	\$0.00	\$0.00	\$204.00
SOCAN & ReSound Fee	\$31.30-\$90.09 (flat fee)	\$0.00	\$0.00	\$31.30
Staffing (if after hours)	\$30/hour	\$0.00	\$0.00	\$210.00
Room Setup/Take Down (chairs/ tables only - optional)	\$52.50 (flat fee)	\$0.00	\$52.50	\$52.50
Total		\$441.00	\$934.50	1,269.55



## Creekside Community Recreation Centre (cont...)

### Additional Rooms Available for rent

Room	Highlights	Hourly Rate	Capacity
Meeting Room 2 (MTG 2)	Water views and lots of natural light for you event/meeting. (500 sq. ft.)	\$32.15	20
Multipurpose Room 2 (MP 2)	Great for movement activities or meetings. (750 sq. ft.)	\$53.55	35

A \$0-\$1,000 deposit may be required to secure a booking. This deposit will also serve as your damage deposit and will be returned to you after the event if there are no damages/loss or additional room or staffing charges assessed for your event.

For events expecting up to 100 guests, we recommend renting MP3 (adjacent to MP 4) as additional space for your caterer to prepare food and bus dinnerware, as well as to provide storage space for your equipment (e.g. rental equipment carts). MP3 is available on Fridays and Saturdays only at a flat rate of \$204/event date

## **Douglas Park Community Centre**

### **Facility Rentals**

We offer rental spaces for meetings, social events, birthday parties, sporting events, training sessions and so much more. A variety of different locations and facilities to suit any occasion:

#### **Gymnasium**

67ft x 36ft - seated max. capacity 100 persons

The Gymnasium is equipped for basketball (single hoop), ball hockey and indoor soccer or multi-sport games (ie) dodgeball. It is also suitable for large meetings, birthday parties, and other medium-size sporting events

Accessible Washrooms and change/shower facilities are located nearby

#### **Douglas Lounge**

33ft x 27ft - seated max. capacity 50 persons

A bright and inviting room, the Douglas Lounge is a great choice for small to medium-sized parties and meetings. It is located near the facility's kitchen, common lounge area. Suitable for: a meeting room, a training session, dance practice, health and wellness, fitness or a medium attendance social event

#### **Laurel Room**

21ft x 45ft - seated max. capacity 30 persons

Suitable for a meeting room or a small social event. Note: Room furniture may be cleared to create open space for setup.

#### **Heather Room**

13ft x 21ft - seated max. capacity 20 persons Suitable for a meeting room or a small social event

#### **Willow Room**

9ft x 14ft - seated max. capacity 5 persons

Suitable for a meeting room or a small social event.

#### **East Tapestry Room**

24ft x 34ft - seated max. capacity 40 persons

Suitable for a meeting room, workshop or training session or a small social event.

Limited availability. Note: East Tapestry Room is located at Tapestry Community Rooms at 2821 Heather St

#### **North Tapestry Room**

20ft x 50ft - seated max. capacity 20 persons

Suitable for health and wellness, yoga or pilates. The room has a soft rubber floor. No food permitted in this space.

Limited availability. Note: North Tapestry Room is located at Tapestry Community Rooms at 2821 Heather St.

## Douglas Park Community Centre (cont...)

### What IS Included

The Douglas Park Community Centre will provide the following for facility use rentals:

- Booking assistance
- Authorized permit
- Use of area specified by permit
- Tables-- 2.5ft x 6ft long, 30inches high from the ground (standard table height, non-adjustable) "Chairs - standard adult height folding chairs
- Food can only be warmed on site.
- Fridge/kitchen area may be available upon request

### What Is NOT Provided

When you host a function in one of our facilities, you are responsible for providing the following:

- Set-up & clean-up
- Table coverings
- Dishes, cutlery, coffee-maker or appliances
- Catering and/or food services
- Music/audio equipment (i.e.) cd player, portable music player, speakers, microphone, etc "Audio-visual equipment (i.e.) television, projector-, screen, laptop, etc

BCLD Special Occasion permit (for a licensed/alcohol beverage function)

Visit <http://www.bcliquorstores.com/special-occasion-licence> Bartenders (must have valid Serving-it-Right Certificate

\*\* Please do not use tape on facility walls when putting up decorations for your event

### Rates & Availability

Facility rentals are classified into weekday and weekend bookings and rates are based on the type of room required and time of day selected. Any portion of a facility rental booking past community centre normal operating hours will be subject to after-hours rates. A damage deposit may be applicable. SOCAN fees and Resound fees applicable for events with music.

	Capacity	Dimensions	Operating Hours Rate per hour	After Hours Rate Per hour
Gymnasium	100	45x65'	\$35.00	\$65.00
Douglas Lounge	50	33x27'	\$35.00	\$65.00
Laurel Room	30	22x45'	\$25.00	\$55.00
Heather Room	20	14x21'	\$15.00	\$45.00
Willow Room	5	9x14'	\$10.00	\$40.00
North Tapestry Room	20	24x34'	\$65.00	
East Tapestry Room	30	20x50'	\$65.00	

Note: weddings/celebrations, alcohol-served events or large capacity events may be subject to additional start cost of \$30.00 per event hour.

Rentals during facility operation hours must conclude within 30 minutes of facility closure time, or may be subject to after hours rate. After hours rentals may be subject to 2 hour minimum bookings.

Rentals during facility operation hours must conclude within 30 minutes of facility closure time, or may be subject to after hours rate. After hours rentals may be subject to 2 hour minimum bookings.

You must be 21 years of age or older in order to rent a facility.

## **Douglas Park Community Centre (cont...)**

### **Standard Rental Disclaimer and Agreement**

#### **Question**

What is the nature of your event?

Specify:

Is your event religious or political in nature or hosted by a religious or political organization?

Will your event be advertised and open for the public at large to attend or is the event by private invitation only (no public advertising).

Will the media be present at your event?

Do you intend to sell tickets or charge admission for your event?

Will you be serving alcohol at your event?

Will you be serving food and/or beverages at your event?

How many people will be at the event?

Will you be playing recorded/copyrighted music at your event? If so, will there be dancing as well?

#### **Terms of Agreement:**

"Douglas Park 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."

1. Groups renting will be responsible for setting up, cleaning up, taking down all chairs and tables used within the rented time. Groups renting will be responsible to return rental space to its original condition and order (i.e. furniture layout). Garbage is to be bagged and placed in the parking lot container.
2. Groups using the kitchen must leave the kitchen in a clean and tidy condition or a penalty will be assessed. Rental fee includes use of the fridge, stove and coffee urns. Health Act prohibits the use of Centre dishes, cutlery and other utensils.
3. Gym rental groups with children may use the cosom hockey sticks and hockey nets. Renter is responsible to bring their own hockey ball/puck and goalie equipment.
4. No peanut products allowed for rentals in the Unicorn and Orca Rooms (preschool rooms).
5. Groups renting the premises will be held responsible for any breakages or damage found, and the damage deposit will be forfeited.
6. Confetti - MUST NOT be used inside or outside the building at any time, as it causes difficult cleaning problems. If confetti is used, the damage deposit will be forfeited.
7. Douglas Park Community Association will not be responsible for clothing, personal belongings, etc. lost during the rental period. Groups must handle their own coat and hat checking.

## **Douglas Park Community Centre (cont...)**

8. Groups are expected to maintain noise and music levels at a reasonable level and all music must end at 1:00 a.m.

9.

a) If liquor is to be served, a representative of the group must be familiar with the "Serve it Right" program and possess and post all necessary licensing.

b) If food is to be served, the renter must inform the Vancouver Health Department at 736-2866.

c) For all groups serving liquor, the bar must shut at 12:30 a.m., and ALL participants must be out of the building by 2:00 a.m.. If there are any persons on the premises after 2:00 a.m., the damage deposit will be forfeited.

d) For all other groups, all rentals must end by 1:00 a.m., and the building cleared by 2:00 a.m. (Late departures will be charged a late staff fee).

e) During operating hours, all rental groups must clear the building 15 minutes prior to closing time, or be subject to a late charge.

f) All tickets sold for an event must be sold in advance only. NO TICKET SALES AT THE DOOR.

g) Under no circumstances are electrical panels to be removed or circuits bypassed.

10. A \$200.00 damage deposit must be made to secure all bookings in the gymnasium and Douglas Lounge. A

\$50.00 deposit is necessary for all other rooms; the balance of fees owing must be paid 3 weeks prior to the booked date. The damage deposit will be returned to the renter by cheque through the mail or can be picked up, provided all is left in proper order. Deposits are not refundable for cancellations, unless two weeks notice is given to the centre.

11.

"Renter: agrees to ensure that activities are conducted in the community centre facilities so as not to endanger any person; and to indemnify and save harmless the City of Vancouver, the Board of Parks and Recreation, the Douglas Park Community Association, and any of their perspective employees, officers, volunteers, or agents against any and all claims for injury to persons or property, however caused, and arising out of the activities of the rental group or out of the occupation or possession of premises by the rental group. The undersigned agrees to carry adequate public liability and property damage insurance to cover such risk and shall, at the request of the Community Association Representative furnish proof of such coverage, satisfactory to the Community Association Representative." the Rental Committee of Douglas Park Community Association reserve the right to alter fees.

## **Dunbar Community Centre**

Use of the Dunbar Community Centre facilities is subject to the following terms and conditions between the Rental Group and the Dunbar Community Centre Association (hereinafter referred to as DCCA), acting under a joint operating agreement with the Vancouver Board of Parks and Recreation.

Dunbar 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.

### **PAYMENT**

The Applicant must pay the total rental charge to the Dunbar Community Centre Association at the centre at least 7 days before the rental date.

In addition to the rental charge, the Applicant must pay a security deposit at the time the rental charge is paid. The DCCA will refund this deposit to the Applicant within 30 days after the rental date if the Applicant has fulfilled all the terms of the agreement to the satisfaction of the DCCA.

If the applicant fails to pay the rental charge and the security deposit by the required time, the DCCA will cancel this agreement.

### **CANCELLATION**

The Applicant may cancel this agreement by notifying the DCCA at least 3 days before the rental date.

If the Applicant cancels this agreement by or before the stated time, the DCCA will refund to the Applicant all monies paid by the Applicant to the DCCA.

If the Applicant does not cancel this agreement by or before the stated time, the Applicant will forfeit all monies already paid to the Association.

If the Applicant deliberately, negligently, or innocently misrepresents any information required by him or her by this agreement, the agreement will be immediately cancelled.

The DCCA reserves the right to cancel a rental when necessary without notice to the Applicant or the Rental Group. In the event, the DCCA will refund all monies paid in respect of that rental.

The DCCA reserves the right to place your activity in equal or better facilities.

The Applicant must report to the DCCA Rental Supervisor at the start and conclusion of the rental period. All participants in the rental must obey the direction of the Rental Supervisor, who is in charge of the building. The number of staff required to supervise the rental will be at the discretion of the Centre Staff.

The Rental Supervisor is empowered by the DCCA to terminate the rental if unsafe or illegal acts are

committed by the group.

## **Dunbar Community Centre (cont...)**

### **ENTRY SETUP and CLEANUP**

The Rental Group may not enter the rental space before the time specified on the rental agreement. If another group is in possession of the rental space at the start of a rental, it is the responsibility of the Centre Staff to clear the rental space. Under no circumstances may a rental group enter the rental space while another program is still in progress.

The Rental Group is responsible for set up and put away, in its original place, of all equipment used during the rental, and for ensuring the rental space used is left clean and tidy (must dust mop floor following use).

The Rental Group may decorate the floors, wall and ceilings of the rental space provided the decorations do not mark or damage those surfaces. Tacks, nails, scotch tape or adhesive tape are NOT to be used on the walls or ceilings for any purpose. The Rental Group must remove all decorations at the end of the rental.

The Rental Group may not use dance wax on any floors of the rental space.

If the rental space is deemed unsuitable for use by any Staff or other user groups, the responsible party will be charged a fee of \$100.00 per hour for cleaning crew to come in and return the said space to an acceptable state of safety and sanitary standard.

The rental ends at the contracted times.

In accordance with City of Vancouver By-Law #4810, the Rental Group must not place any signs on City property in or around the Centre. Violations of the By-Law may result in charges to the Rental Group to cover the cost of removal by the City of Vancouver.

### **LIQUOR**

The Rental Group may not serve or consume liquor on any part of the Centre's property without obtaining permission of the DCCA and a liquor permit.

The Applicant is responsible for obtaining a liquor permit and delivering a copy of the liquor permit to the DCCA at least 7 days before the rental date. During the rental, the Applicant must post the liquor permit in the rental space.

### **FOOD**

If the Rental Group uses a kitchen, it must supply its own small appliance, housewares, utensils, soap, dish towels and cloths.

The Rental Group may heat pre-cooked food. If the Rental Group itself wants to cook food, it must inform the Public Health Department of the City of Vancouver and have its cooking set-up inspected by the Public Health Department. The Rental Group may not cook food on the Centre's property without this inspection.

The Rental Group may hire caterers to serve food on the Centre's property during the rental, provided it gives the name of the caterer to the Centre at least 7 days before the Rental Date.

### **DAMAGE AND LIABILITY**



The RENTAL GROUP IS RESPONSIBLE FOR OBTAINING ITS OWN LIABILITY INSURANCE. The DCCA will not be liable for any loss of or damage to any property of any participant in the rental, or for any injury to such participant, resulting from any cause whatsoever except the wilful misconduct or negligence of representatives, agents or employees of the DCCA.

## **Dunbar Community Centre (cont...)**

Without limiting the right of the DCCA to collect full cost for repairs or cleaning, cost of repairing any damage to the Centre caused by any participants in the rental, including cost of extra cleaning, will be deducted from the security deposit or a deposit held by the DCCA in respect of a future rental date.

### **OTHER TERMS**

A Rental Group which stays longer than the agreed time will be charged \$30.00 for each additional hour or part thereof.

The Applicant is responsible to see that attendance of the Rental Group does not exceed the number of people allowed by the City of Vancouver Fire and Safety rules. Violations of this limit will result in the immediate cancellation of this agreement.

Music must be stopped by 12:30am.

In this Agreement, payment of money or delivery of any document to the DCCA, will be deemed to be paid or delivered to the DCCA, when it is paid or delivered to the Rental Co-ordinator of the Centre.

The Rental Group 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.

City By-law prohibits smoking in the rental facilities.

Proper running shoes must be worn when renting the gymnasium.

Failure on the part of the Rental Group to comply with the terms listed above will be considered a breach of this Agreement. In such cases, the Centre Supervisor will notify the Rental Group regarding action taken to rectify the situation.

The Rental Group may not use the name "Dunbar Community Centre" on any promotional material without the written permission from the Dunbar Community Centre. For directions to the event, promotional material may refer to the Centre as "a rented community facility at 4747 Dunbar Street".

No admission may be charged at the door for events held in the rented space. All fees/charges must be paid in advance of the event.

The undersigned renter agrees to ensure that activities are conducted in the Community Centre Facilities so as not to endanger any person; and to indemnify and hold harmless the City of Vancouver, the Board of Parks and Recreation of the City of Vancouver, the Dunbar Community Centre Association, and any of their respective employees, officers, volunteers, or agents against any and all claims for injury to person and property, however caused, and arising out of the activities of the rental group or out of the occupation or possession of the premises by the rental group. The undersigned agrees to carry adequate public liability and property damage insurance to cover such risk and shall, at the request of the Community Association Representative, furnish proof of such coverage, satisfactory to the Community Association Representative.

The undersigned hereby agrees to abide by the terms of this agreement and to comply with all the policies of the DCCA and the Vancouver Board of Parks and Recreation.

### **False Creek Community Centre**

#### *Rental Policies*

The rental group is responsible for following directions from the False Creek Community Centre Staff in charge of the building. Please check 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 required to be adhered to:

1. The Renter is responsible for the behavior of all guests while they are inside or outside the facility. Any excessive noise or damage will result in partial or total loss of the damage deposit. FCCA Rental Supervisors and Community Centre Staff retain the right to eject any person or persons that are not in adherence to any policy set forth within this document.
2. Renter is restricted to use of the room or rooms listed on the front of the contract. Renter is responsible for following directions from Community Centre Staff and FCCA Staff/Rental Supervisors on duty during the reservation.
3. Set up and clean up times are included in the total time reserved and must be arranged well in advance of the event. Set up and take down of the tables, chairs and decorations are the responsibility of the renter. Failure to clean up will result in further charges and/or partial or total loss of damage deposit. Clean up includes all necessary wiping, sweeping and mopping of floors and tables, in addition to depositing all waste in appropriate receptacles. The property must be left exactly as found; this includes all areas that were used by the rental group. Rental and Centre Staff are not able to assist with set up and clean up but will provide appropriate cleaning supplies. Failure to satisfactorily clean the venue as found will result in additional charges of a \$100 cleaning fee and applicable staff wages for extra time required to clean on your behalf.
4. 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 a partial or total loss of the damage deposit and/or additional charges invoiced afterwards. Charges will be as follows:  
\$100 charge for each 15 minute interval beyond specified time. Renter must notify Centre Staff prior to vacating any area used. If the renter vacates a room/area without notification and doesn't properly secure the area used, he/she will be held liable for any items that are lost, stolen or damaged. Replacement costs of these items will be charged by invoice and/or deducted from the damage deposit.
5. Capacity limits for the rooms are set by the Fire Marshall. The Renter must

ensure that the number of guests are within the limits stated within the Rental Agreement. FCCA Rental Coordinator may further restrict the number of people to enforce clear access to specific spaces such as fire exits.

6. Emergency exits must remain easily accessible and under no circumstances can they be blocked by tables, chairs, walls, stages, people, etc.

## False Creek Community Centre (cont...)

7. All equipment and goods must be removed at the end of the evening. The Centre cannot accommodate any storage whatsoever. The Centre will remove anything left behind and will not be responsible for damage or loss.
8. Storage space is not available before or after rental. Should you require additional overnight storage contact the Rental Coordinator to reserve additional meeting rooms if available for next day pick up. Please note, additional fees are applicable and arrangements must be made in advance.
9. This is a non-smoking facility. Please note that smoking is not permitted within 5 meters of windows and doors or in Sutcliffe Park. Please ask FCCA Rental Supervisors or Community Centre Staff to help identify possible appropriate locations.
10. Decorations may be attached to the vertical wooden beams and must be removed after use. No decorations or application of material to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces. Non-residue adhesive or removable hooks are permitted. Failure to oblige may result in additional charges and/or partial or total loss the damage deposit.
11. Confetti, open flame candles and amusement inflatables (bouncy castles) from outsourced vendors are not allowed inside or in the vicinity of the building.
12. Alteration or tampering with any electrical panel or outlet is strictly prohibited. Any request for additional electrical power must be approved by the FCCA Rental Coordinator in advance of the rental date and noted within the rental contract.
13. (If Applicable) The rental group must obtain its own liquor permit and present it to the Centre one month prior to the event. FCCA will not accept a "bring your own bottle" license. The permit cannot extend beyond 1:00 a.m.; liquor must be kept inside the room reserved. All empty bottles must be removed once the reservation is finished. "Serving it Right" certificate is required and posting of the Special Event permit within the rental room is mandatory. Alcohol consumption is not permitted during the Centre's operating hours.
14. Music must be kept at a reasonable level (75 decibels before 10PM, 70 decibels after 10PM). Noise levels must be in accordance with the by-laws stated by the City of Vancouver and the back doors and windows MUST remain closed after 10PM so that sound does not travel. 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.*

## False Creek Community Centre (cont...)

15. If music is played performed at rental functions, we are required to collect and remit Re:Sound & SOCAN fees which are applied to your rental contract.

*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.*

*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.*

16. No cooking of food is permitted within the Centre. If the use of Kitchen is included in the agreement as a reserved space; the rental patron is permitted only to reheat and/or store food.
17. Weddings, special events and sporting events require private liability insurance with minimum \$2,000,000 coverage.
18. Admission charges are not permitted to be collected at the door.
19. 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 to the event, promotional material may refer to the Centre as "a rented community hall at 1318 Cartwright Street".
20. Solicitation of goods or services, or propagation of political or religious beliefs, is prohibited without written permission from the False Creek Community Association.
21. Cancellation of your rental will require a minimum of three month's notice. Failure to comply will result in full payment of the rental and/or in forfeiture of any payments received for the rental.
22. The Association reserves the right to cancel a rental when necessary without notice to the applicant or the Rental Group.
23. If the damage deposit or room rental payment is not received in advance of the reservation date (minimum of two weeks), the False Creek Community Association has the right to void the rental.
24. If the applicant deliberately, negligently, or innocently misrepresents any information required of him or her by this Agreement, or is determined to be in violation of the terms of this Agreement, then this Agreement will be cancelled with immediate effect and the rental will not be allowed to commence or continue if the event is already in progress.

25. Community Centre Staff and FCCA Rental Staff reserve the right to refuse the use of any

room to individuals/groups who do not meet with all the conditions outlined in the Rental Agreement.

***"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 (cont...)

Meeting Rooms	Highlights	Square footage	Capacity	Hourly rate (inc
Board Room	<ul style="list-style-type: none"> <li>• Park view</li> </ul> Regular \$31.50 <ul style="list-style-type: none"> <li>• White Board</li> </ul> Affiliate \$21.00	400	10-15 people	
Chinook Room	<ul style="list-style-type: none"> <li>• Skylight</li> </ul> Regular \$31.50 <ul style="list-style-type: none"> <li>• White Board</li> </ul> Affiliate \$21.00	500	10-15 people	
Fairview Room	<ul style="list-style-type: none"> <li>• Chalkboard</li> </ul> Regular \$26.25 <ul style="list-style-type: none"> <li>• Small hand washing sink</li> </ul> Affiliate \$15.75	420	15-20 people	
Granville Island casual	<ul style="list-style-type: none"> <li>• Small hand washing sink</li> </ul> Regular \$31.50 Room people seating	640	15-20 Various couches and	Affiliate \$21.00
Special Event Rooms	Highlights	Square footage	Capacity	Hourly rate (inclusive to 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 seated	Regular \$105.00 Affiliate \$78.75  <b>After Hour Flat Rates:</b> Regular \$840.00 Affiliate \$708.75  <b>July + August Flat Rate:</b> \$950.00
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> </ul>	1050	60 people seated	Regular \$63.00 Affiliate \$47.25  <b>After Hour Flat Rates:</b> Regular \$603.75 Affiliate \$472.50
Mini Gym	<ul style="list-style-type: none"> <li>• Suitable for performance rehearsal or dance space</li> <li>• Ideal for sport bookings and trade shows</li> </ul>	1000	100 people	Regular \$63.00 Affiliate \$47.25
	Front entrance of the building,			

## **False Creek Community Centre (cont...)**

In order to rent space at False Creek Community Centre; please be advised of the following regarding reservation eligibility:

We cannot host events that:

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

### **Non-profit Organization Discount**

Events that are booked by a registered provincial or federal non-profit society are eligible for discounted rates. Please inquire directly by providing your non-profit society number for verification. Discount will be applied once non-profit has been verified by Rental Coordinator.

*\*\*\*Affiliate and non-profit rates listed above. Discounts or exemption will not be applied and/or eligible for refund for past rentals.*



## **Hastings Community Centre (Cont...)**

### **Rental, Clubs and Group Policy**

#### **1.0 OVERVIEW**

The Hastings Community Association (HCA) works in partnership with the Vancouver Board of Parks and Recreation (VPB) in order to provide recreation, sporting, social, educational and cultural opportunities for the Hastings-Sunrise community. Anyone who uses the space must abide by HCA and VPB policies, code of conduct, and must be open to accessible.

The philosophy of the Hastings Community Centre is to offer a great diversity of recreational activities for all ages at a minimal fee. Many programs are subsidized by the association and Park Board in order to achieve this goal.

On an on-going basis, the VPB continuously, proactively and systematically identifies, evaluates and assesses the hazards and exposures associated with each activity within the Community Centre. By doing so, the VPB develops and implements the appropriate strategies to minimize and control the adverse effects of an incident by managing the risk.

#### **2.0 PRIORITY OF USE / DEFINITION/ TERMS OF CONDITION**

##### **2.1 Priority #1: HCA programing (Recreation, Sporting, Social, Educational and Cultural)**

2.1.1 Programs offered by the HCA directly

##### **2.2 Priority #2: Community Groups & Service Providers:**

2.2.1 Any groups who are deemed not-for-profit organizations and work in direct partnership with the community centre to provide a service.

##### **2.3 Priority #3: Community Clubs:**

2.3.1 Must meet an identified community need

2.3.2 Have an open and inclusive membership policy

2.3.3 Does not duplicate an existing HCA group or activities

2.3.4 Each club group is responsible for the management of their own affairs. It is required that each group develops and upholds their own Constitution and bylaw.

2.3.5 Request must be submitted by Support Form Application which can be obtained at the front office

2.3.6 Board Approval required.

## Hastings Community Centre (Cont...)

### 2.4 Priority #4: Private Rentals:

- 2.4.1 Room usage for private engagements (eg. birthday parties, meetings)
  - 2.4.1.1 No program based rentals will be permitted. Programs are offered under 2.1 HCA programs.
  - 2.4.1.2 Self-defence sparring events and any related activity are not permitted
- 2.4.2 Request can only be made after all HCA programs have been confirmed and entered
- 2.4.3 Bookings can only be made for a season at a time: Winter, Spring, Summer, Fall
- 2.4.4 Rental conditions will be outlined in agreement
- 2.4.5 All rental inquiries/request email at [raymond.eng@vancouver.ca](mailto:raymond.eng@vancouver.ca)
- 2.4.6 Room must be returned to its original set up, ie tables & chairs put away, floor swept and garbage taken out after the rental.

### RENTAL FEES

- Basic rate: staffing costs are mandatory for all after hour rentals (see current program guide)
- Subsidized rate (Society/Charitable number is required) – please contact Rental Coordinator for rates

### 2.5 Priority #5: Casual Users:

- 2.5.1 Up to 2 members of the Hastings Community Association can have limited access to available rooms .
- 2.5.2 Must adhere to the conditions
  - 2.5.2.1 Members must have a valid HCA membership
  - 2.5.2.2 Instruction for fee or not during casual room usage is prohibited
  - 2.5.2.3 We reserve the right to program or rent rooms at any time, therefore members cannot assume availability is provided on an ongoing basis.
  - 2.5.2.4 Space availability refer to 2.0 Priority of Use
  - 2.5.2.5 Members must leave the room clean and restored to the original condition before the rental
  - 2.5.2.6 Membership privilege will be revoked if found in violation to listed conditions

## **Hillcrest Community Centre**

### **HILLCREST CENTRE**

#### **TERMS OF RENTAL AGREEMENT**

#### **PAYMENT:**

1. The applicant must pay the total Rental charge to **HILLCREST CENTRE** at the time of booking. Payment may be cash, cheque, debit, Visa or Mastercard.
2. Rental may be waived at discretion of the Rental Coordinator at **HILLCREST CENTRE** upon written request from the Applicant.
3. In addition to the rental charge, the Applicant may be required to pay a damage deposit. The deposit will be refunded to the Applicant within 30 days after the rental date if the Applicant has fulfilled all the Terms of Rental Agreement
4. If the rental requires services in addition to what is normally provided they may be required to pay for additional staff at the cost of a four hour call-out. Large parties may also require the services of the Vancouver Police Department to provide security at extra cost or a larger deposit may be required.
5. Rentals group playing music may also be subject to **SOCAN** fees.

#### **CANCELLATIONS:**

6. The Applicant may cancel this agreement by notifying the **HILLCREST CENTRE** at least 14 days before the Rental Date. If the Applicant cancels this agreement by the stated time, the Applicant will be refunded all monies less a \$25 cancellation fee. If the Applicant does not cancel this agreement by or before the stated time, the Applicant will forfeit all or some of the monies already paid for the rental.
7. The **HILLCREST CENTRE** reserves the right to cancel a rental, when necessary, with 72 hours prior notice to the Applicant. In this event, all monies paid towards the rental will be refunded to the Applicant.

#### **LIQUOR:**

8. **NO LIQUOR** may be brought into or consumed on the premise during regular operating hours.

#### **FOOD:**

9. The rental group may heat precooked food only and if preparing and serving food, at least one member of the rental group must have a current "Food Safe" certificate. If the rental group wishes to cook food, it must get permission of the rental coordinator and inform the Public Health Department of the City of Vancouver and have it's cooking set up inspected. The Rental Group may not cook food on the premises without this permission.
10. The Rental Group may hire outside caterers to serve food on the **HILLCREST CENTRE** property during the rental provided it gives the

name of the caterer to the staff one week prior to the rental date.

**SET UP AND CLEAN UP:**

11. The Rental Group may not enter the rental space before the agreed upon time. They should take into consideration the time they require for set up and clean up and include this in the rental time.

## **Hillcrest Community Centre (cont...)**

12. The Rental Group must report to reception at the start and end of rental period. All participants in the rental must obey the directions of the supervisor on shift, who is in charge of the building. If a participant fails to obey any of the supervisor's instructions, part or all of the damage deposit may be forfeited to the HILLCREST CENTRE or the Agreement may be cancelled immediately, at the discretion of the supervisor.
  13. The Rental Group must set up and put away, in its original place, all furniture or equipment used during the rental and leave the rented space clean and tidy. If the Rental Group fails to leave the rental space clean and tidy, part or all of the security deposit may be retained by the HILLCREST CENTRE.
  14. The Rental Group may decorate the floors, walls and ceilings of the rental space, provided the decorations do not mark or damage those surfaces. The Rental Group must remove all decorations at the end of rental.
  15. All garbage must be placed in the containers provided in the room. If the renter has more garbage than the container can hold, they must ask for additional garbage bags, or take away with them when they leave. Recyclable drink cans and bottles must be placed in the recycling containers provided. If the room does not have a bin for recyclables, please take to a bin in the front lobby, or if this is full, please take home. Other recyclable materials such as paper, cardboard, etc. must be packed out by the renter.
  16. In accordance with City of Vancouver By-Law 4810 the Rental Group must not place any signs on city property in or around the HILLCREST CENTRE. Violation of this By-Law may result in fines to the Rental Group.
- OTHER TERMS:
17. NO ADMISSION OR OTHER FEES MAY BE CHARGED for events held in a rented space. A rental group found to be charging admission will be considered to be in breach of this contract which may result in the cancellation of this agreement. A rental group found to be in breach of this contract may be asked to leave the premises and may have all or a portion of their deposit withheld.
  18. A Rental Group that stays longer than the agreed upon time will be charged the applicable room rental fee for each additional hour or portion.
  19. The Applicant is responsible to see that the attendance at the rental does not exceed the maximum
  20. If the Applicant deliberately, or innocently misrepresents any information required of him or her by the Agreement, this Agreement will immediately be cancelled.

21. For this Agreement, payment of money or delivery of any document to the HILLCREST CENTRE, will be deemed to be paid or delivered when it is paid or delivered to the Rental Coordinator, and a receipt has been created.
22. HILLCREST CENTRE is a shared and publicly funded community asset and use of the facilities must reflect this fact. Users must comply with all applicable City By-Laws and Federal and Provincial legislation, including the B.C. Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.

## **Hillcrest Community Centre (cont...)**

### **DAMAGE AND LIABILITY:**

23. THE RENTAL GROUP IS RESPONSIBLE FOR OBTAINING ITS OWN LIABILITY INSURANCE. Unless specifically waived by the Operator, the Licensee agrees to provide to the Operator proof of \$ 2 million comprehensive liability insurance covering the activities of the Licensee with licensed premises. Such insurance shall name the City of Vancouver and the Operator as additional insureds and shall contain a cross liability clause.
24. THE LICENSEE hereby releases, indemnifies and holds harmless, the Operator and the City of Vancouver from and against all claims for injury, including death, and damage to or loss of property, relating to the use and occupation of the licensed premises, howsoever caused, including but not limited to damage to the facilities, fixtures and equipment. However, this clause applies only to the extent that such injury, death, damage or loss is not caused by the negligence of the City or its employees.
25. Without limiting the right of the HILLCREST CENTRE to collect full cost for repairs or cleaning, cost of repairing any damage to the facilities caused by any participant in the rental, including the cost of extra janitorial services, will be deducted from the security deposit or a deposit held in respect of a future rental date.
26. UNDER NO CIRCUMSTANCES should a rental group or any other user group be allowed to remove electrical panel covers & connect sound &/ or lighting equipment directly into the panel in order to by pass local circuit breakers.
27. SMOKING is NOT permitted anywhere in the HILLCREST CENTRE.

## Kensington Community Centre

Facility use is considered in the following order of priority:

1. **Association Programs**, events and services.
  - a. Programs: All Fee for service programs are operated by the Association and supervised by staff (i.e. Preschool, Badminton, Line Dancing). Room space use for Association's programs and activities takes priority. Allocation of space for programs is based on what is of greatest benefit to the community (i.e. more popular activities may get better space and times and youth programs will get priority in the gym.)
2. **Affiliate Groups** of the Association, their programs, events and services
  - a. The clubs: Pottery; Badminton; and Chinese Seniors' have agreements that are renewed annually, and are guaranteed their regular times seasonally depending on space availability.
  - b. Requests for more program space must be submitted to staff two months before a program would start and be approved by the Program Committee/Committee Chair.
  - c. Affiliate Group's rental agreement, for the coming year, is required before the start of the Association's next fiscal year, due the beginning June.
3. Other **Not-for-Profit Organizations** that provide programs, services and events for the community
  - a. To further the Association's Purpose, as specified in their Constitution, and Park Board's Mission Statement, we offer free space, pending availability, for: staff meetings, community development and community service activities like Block Watch meetings, City of Vancouver Engineering, Planning, and Health department, Open Houses, Community Police Office meetings and local sports groups such as S.V.L.L. and KLM soccer (see KCCA Constitution).
  - b. In House Groups: Scouts, Cubs and Girl Guides, pay for membership fees per member and need to request space annually.
  - c. The Centre benefits:
    - i. Many of these groups are important for the development of recreational, educational, cultural, and social activities in the Kensington area.
    - ii. Many of these groups are informal; they have little or no monies.
    - iii. It is an opportunity to introduce the Centre to residents who might not otherwise visit the Centre.
    - iv. Activities or services of these groups generally improve the quality of life for residents of Kensington.
  - d. Requests for room space must be submitted and approved by the Program Committee/Committee Chair and the Community Recreation Supervisor (CRS).
  - e. If a group would like to secure additional space season-to-season, or ongoing dates, a request in writing to the Program Committee/Committee Chair is required. Requests must be approved by the Program Committee/Committee Chair and the CRS.
  - f. Requests that compete with service provided by the Association or Parks Board must be approved by the Program Committee/Committee Chair and the CRS.



## **Kensington Community Centre (cont...)**

4. **Private or Individual Rentals** (e.g. birthday parties, weddings, private parties, private school rentals)
  - a. Rentals examples: after hours sports gym rentals, social and cultural meetings and events, birthday parties, weddings, strata council meetings.
  - b. Rentals that take place during the Centre's regular operating hours will not be confirmed until after Association's seasonal programming has been completed.
  - c. Rentals requests that compete with service provided by the Association or Parks Board must be approved by Building & Rental Committee/Committee Chair and the CRS.
  - d. Rental requests for ongoing rental dates must be approved by the Building & Rental Committee/Committee Chair and the CRS.
  - e. Rental request for business, commercial, religious and political party meetings or events must be approved by the Building & Rental committee/Committee Chair and the CRS.

### **Process for other requests:**

In terms of process, 99% of room usage requests will fall into one of these categories, and all other requests for space will be brought to the Program Committee and/or Building & Rental Committee/Committee Chair and the CRS.

## **Kerrisdale Community Centre**

### **THE KERRISDALE COMMUNITY CENTRE SOCIETY USE OF KCC FACILITIES BY EXTERNAL GROUPS POLICY**

#### **PURPOSE**

The policy for the use of Centre facilities by external groups is designed to achieve the following:

- encourage use of the facilities by the Kerrisdale community,
- give external users of the Centre a positive impression of its operation, permit analysis of use of Centre facilities by external groups,

foster effective communication between external user groups and Centre staff,

- generate revenue, and

ensure that complimentary use of the facilities is awarded in a fair and equitable fashion.

#### **RESPONSIBILITY**

- Rentals Committee

#### **POLICY SCOPE AND LIMITS**

1. \_Scheduled Kerrisdale Community Centresociety programs and activities will always have\_ precedence for use of facilities, supplies, and staff time. Unless there are unusual circumstances, space will not be committed to an external group on an on-going basis that limits the Society's programming flexibility each new season.
2. Any request to displace KCCS programs and activities by an external group must be approved by the Board of Directors.
3. In general, external use of Centre facilities will be limited to non-profit or charitable organizations within our community, citywide organizations with activities that directly impact Kerrisdale, or private parties. Use of space by external groups wishing to recruit business clients: e.g., realtors or financial experts, or any other commercial use will not be allowed; however, giving introductory workshops or demonstration classes deemed by the Program Committee to be of interest to Society members may be permitted.
4. To allow an informed decision about the Centre's ability to meet the request for facilities, the information listed in Appendix A must be collected, either electronically or on paper, from external groups wishing to use Centre facilities. Information must be collected as early as possible, and no less than one week before the scheduled event. External group booking of Centre facilities will not be permitted until this is done. Informal and third party facilities bookings will not be accepted.

## **Kerrisdale Community Centre (cont...)**

5. The Rentals Committee is responsible to do the following:  
set room rental rates (to be reviewed every even year) considering demand, rates at comparable facilities and other pertinent factors,  
.. review every second year the rates charged to long-term external users of Centre facilities

(Appendix B), and

report to the Board annually on rental activity for the previous period. This report will include the information drawn from the room use application form.

6. Advertised room rental charges may be reduced or waived under the following circumstances:

- The group requests a reduction or waiver.
- The external user group is a not-for-profit group based in the Kerrisdale community: e.g., Kerrisdale Little League, Kerrisdale Business Association, ARKS, or a local group without any source of income:

e.g. families with children with autism.

- The group **will not** generate revenue through its use of Centre facilities.
- The group meets the criteria set out in the Program Participation Policy.
- The event poses no potential liability nor generates substantive costs for the Society.

In ordinary circumstances if a request for a full or partial reduction of rental charges is received and the conditions are consistent with the criteria listed above, the Society delegates the authority to determine if charges may be reduced to Centre staff OR to the Society's Accountant.

For rental charges to be reduced completely, hosting the event will incur no or minimal cost to the Society: i.e., no room set up, assistance or equipment. Partial reductions must reflect any costs to the Centre and Society. The percentage of regular charges to be reduced will depend upon such factors as direct and indirect costs to the Society to host the event, perceived ability to pay, and tangible or intangible returns to the Society from having the group using Centre facilities.

Should an application for a fee reduction b\_e made in circumstances that raise any questions about the applicability of the mandatory criteria, the decision will be referred to the Rentals Committee which may also consider factors such as the likelihood that the event will further an existing or proposed KCCS program or that hosting the group is likely to generate goodwill in the community with positive consequences for the Centre and the Society.

Information about room rental charges, criteria for space use by external groups, conditions under which regular charges maybe waived, etc. will be posted on the KCCS website and in the Rental Information Brochure.

## **Kerrisdale Community Centre (cont...)**

7. The amount and conditions of a damage deposit will be set by the Rental Committee and be reviewed every second year.

### **Related documents:**

- The Board's Program Participation Policy sets out discounts\_ for Board members and staff making bookings for groups of which they are a part;

The Society's website articulates some requirements for external groups using the Centre facilities.

1) **WHAT IS THE NATURE OF THE ACTIVITY?**

**Is alcohol involved?** Recreation staff have the authority to use their discretion on rentals involving alcohol. The rental group must obtain a liquor license which must be displayed prominently on the day of the event in the area where liquor is served. This should be specified on the Rental Agreement. The Rental Supervisor will check that a valid liquor license is posted. Staff should request that a copy of the liquor license be provided prior to the day of the event. The person whose name is on the license as the Serving It Right bearer must be present at all times during the event. In general, two staff persons should be hired for any rentals involving alcohol.

**Is the client booking on behalf of an organization?** The rental group must provide a contact number for the organization and staff are to ensure the individual requesting the booking has been given permission to book on the organization's behalf. Only those 19 years and older can sign a Rental Agreement.

**What are the gym restrictions?**

We do not rent the gym for social activities (banquets, dances, parties etc) All sports activities are permitted except ball hockey with wooden sticks. Plastic or "cosom" style sticks and soft pucks are allowed. There is a \$5 fee for use of the badminton and volleyball nets. Renters must supply all other equipments (balls, birdies, etc)

**Are there any room restrictions?**

Party rentals with loud music may not be accepted during operating hours if they conflict with regular programming. **Please see room capacity on page 7.**

**Can we rent rooms or the gym to youth?**

An adult (19 yrs+) must sign the Rental Agreement and will be responsible for the rental. Staff must use extreme caution if renting for a youth party and may request special requirements in order to address security. In most cases, we should not be renting out rooms for a youth dance. A larger damage deposit may also be requested. For youth group rentals, a ratio of at least one adult to 20 youth is required. This ratio may be altered at the discretion of staff. The ratio for adult supervision should be specified on the Rental Agreement

**How many attendees are expected?**

For groups expecting more than 100, a second rental supervisor may also be advisable. This will be at the discretion of staff.

**Are there other rentals in the building at the same time?**

Multiple rentals may require multiple staff. Ensure that required equipment (such as tables & chairs) will be available.

## **Killarney Community Centre (cont...)**

**Is the organization religious or political in nature?** Individuals and their organization **cannot** "recruit" in public areas of the building. Religious or political events must be private in nature or if public, it must be an all-candidates meeting. In addition, no handouts or flyers advertising the organization or event may be posted on-site.

**Is a sound system required?** The sound system in room 205 is **not** available to rental groups. If sound systems are required by rental groups, they are required to provide their own equipment.

### **2) IS THE KITCHEN REQUIRED? IS FOOD BEING SERVED?**

Food preparation is **not** permitted on site. Reheating of food is **allowed**. Rental groups are permitted to use stove, oven, fridge, freezer and microwave oven. Kitchen must be booked separately and a cleaning deposit is required. There are no utensils or supplies provided. Renters must provide all their own utensils and supplies.

### **3) IS THE GROUP AN AFFILIATE OF THE KILLARNEY COMMUNITY CENTRE SOCIETY ?**

The following groups are considered affiliate groups:

- Killarney Community Centre Society (and all of their committees)
- Killarney Community Centre Seniors Association
- Killarney Female Ice Hockey
- Killarney Figure Skating Club
- Vancouver Minor Hockey
- Vancouver Killarney Lacrosse
- Vancouver Board of Parks and Recreation
- City Of Vancouver
- Killarney Youth Soccer Club
- Gators Swim Club

For the above groups, monthly meetings are free and no deposit is required. However affiliate group team parties or group socials are charged for at the affiliate/staff rate (see room rental fee matrix on page 8) and require damage/cleaning deposits as listed on page 6.

### **4) WHAT HOURS IS THE RENTAL TO OCCUR?**

All rentals that occur outside the regular Office operating hours require a rental supervisor. The rental supervisor's hours should be charged at \$20.00/hour to the Room Rental Agreement. Rentals (large events) requiring supervision that occur when the Centre is open but a PAII is not scheduled also requires a rental supervisor. PA II's are scheduled Monday to Friday, 4:30pm-10:15pm and 9:00am-7:45pm on Saturdays and Sundays. (**Note:** these hours are subject to change). Due to the busy nature of the office during Saturday and Sunday public skate times which require the assistance of both the PAII and

Cashier, a rental supervisor may be required for rentals which occur during this time. This will be at the discretion of Booking Clerk/Programmer.

### **Killarney Community Centre (cont...)**

#### **5) WHAT DEPOSITS ARE REQUIRED AT THE TIME OF BOOKING?**

Deposits are required as follows:

- Kitchen cleaning deposit of \$50.00
- For groups 100 or more participants - \$250.00
- For groups 30 to 100 participants - \$100.00
- For groups of 5 to 30 participants - \$50.00
- For Gym rentals - \$50.00
- For rentals with Alcohol - \$300.00

Damage deposits may be waived/adjusted at the discretion of Recreation Staff based on the type of activity that will take place during the rental. Damage deposits are

returned up to 1-2 weeks after the rental providing no damage is reported after assessment by staff.

Deposits are processed by the Office staff within 1 week of the completion of the rental. Checklist that has been signed off by the staff completing the facility permit. The staff name can be found on the facility permit in the box in the upper left corner under the heading "Date/User". All deposit refunds are returned through Credit Cards or Cheque Requests. Deductions from the deposit will occur if the room is not cleaned properly, rental exceeds the time listed on facility permit, damage has occurred, etc.

#### **6) WHEN IS FULL PAYMENT DUE?**

Full payment is due at the time of booking; space cannot be confirmed until payment is made. All bookings are subject to staff availability.

#### **) WHAT IS THE CANCELLATION/REFUND POLICY?**

When cancellation of a rental booking is done 14 or more days in advance of the booking, the rental group will receive a full refund (minus \$5 handling fee).

When cancellation of a rental booking is done between 8 and 13 days in advance of the booking, the rental group will receive a 50% refund excluding the damage deposit.

When 7 days or less notice is given for cancellation, no refund will be given, excluding the damage deposit. Any cancellation of a booking by Killarney Community Centre is fully refundable.



## **Killarney Community Centre (cont...)**

### **8) RENTAL FEES AND CONFIRMATION**

The Room Rentals Fees and Charges Matrix (page 8) outlines the fees set for each of the rentable rooms at Killarney Community Centre. We **DO NOT** rent out either of our preschool rooms or Dojo. Only **FULL** payment secures the rental space which must be made at the time of booking. Additional clean up fees may be deducted from the damage deposit if rental group does not sufficiently clean up the rented space. All rentals will be charged a room/staff over time fee when rentals exceed the time listed on the Rental Agreement which will be deducted from the damage deposit.

### **9) WHAT IS THE ROOM CAPACITY?**

Maximum limits for all rooms have been set by the Fire Marshall and listed on the fee matrix on page 8. The renter must ensure that the maximum number of people in the room is within these limits. This will be enforced by staff.

### **10) WHICH STAFF PERSON CONFIRMED THE RENTAL/COMPLETED THE FACILITY PERMIT AND WHEN?**

The name of the staff confirming the rental and the date the Rental Agreement was created is listed on the permit in the box in the upper left corner under the heading "Date/User". All other pertinent information (room(s) booked, time, charges etc) are listed on the Rental Agreement.

## **Killarney Community Centre (cont...)**

### **RENTAL NOTES FOR POTENTIAL RENTERS OF KILLARNEY COMMUNITY CENTRE**

#### **General Rental Information**

1. Groups are responsible for set up and clean up during their rental time. If there is excess clean up or any damage to rooms, Killarney Community Centre will retain a portion or full amount of the damage deposit after assessment by Recreation Staff.
2. Supervision for rentals after operating hours is an additional \$20.00 per hour.
3. Approval of Recreation Staff and a liquor license are required for the serving of alcohol.
4. SOCAN Fee will be collected for all rentals that will have music playing as part of their function: \$33.75 without dancing and \$67.55 with dancing (prices include GST)
5. Music and/or other loud noises must not be heard beyond premises.
6. Equipment such as and sports nets may be rented at an additional cost of \$5.00 per item, per rental at the request of the renter. Please make request at the time of room booking.
7. Kitchen is available by request for storing cold foods in the refrigerator and for the heating and preparing of other foods. Absolutely NO cooking of foods is allowed on the premises unless authorized by Recreation Staff.

#### **Cancellation Policy**

1. All Rentals are subject to cancellation at any time by Killarney Community Centre. Any booking cancelled by Killarney Community Centre is fully refundable.
2. When cancellation of a rental booking is done 14 or more days in advance of the booking, the rental group will receive a full refund (minus \$5 handling fee).
3. When cancellation of a rental booking is done between 8 and 13 days in advance of the booking, the rental group will receive a 50% refund excluding the damage deposit.
4. When 7 days or less notice is given for cancellation, no refund will be given, excluding the damage deposit.
5. Security/damage deposits will be automatically returned upon completion of the rental once any related costs are deducted, such as, extra clean up, missing or damaged equipment, leaving late, excessive-noise, false alarms, etc.

## **Killarney Community Centre (cont...)**

### **KILLARNEY COMMUNITY CENTRE ROOM RENTAL CATEGORIES**

Rentals are categorized at the discretion of Recreation Staff. All rentals are subject to the fees

outlined in Rental Fees & Charges Matrix (page 8)

#### **1) COMMERCIAL GROUPS**

Commercial groups are categorized as those individual or groups who have a profit-making

mandate. These include individuals and groups who are part of a business or organization whose

activities are intended for commercial purposes.

#### **2) GENERAL PUBLIC**

An individual or group who is renting the facilities for an activity that does not have a profit-making mandate. These include a variety activities such as birthday parties, socials, workshops, meetings, etc.

#### **3) NON-PROFIT INCORPORATED ORGANIZATIONS**

Groups that are registered provincially or federally as a non-profit organization. These organizations must provide proof of registration by providing a certificate of incorporation.

#### **4) AFFILIATED GROUPS/STAFF**

Formally affiliated groups of the Killarney Community Centre Society (see page 5) and staff of Killarney Community Centre who are interested in renting the facility for private functions.

**NOTES:** Groups wishing to have fees waived, to be categorized into another category, or want to set up a seasonal contract, must submit in writing, a request to the Killarney Community Centre

Program Committee with full justification for the request. The Program Committee meets the 1st Tuesday of each month and groups making requests should be advised of this timeline. In some

circumstances, the request may need to be forwarded to the Killarney Community Centre Society for final approval.

**PLEASE NOTE:**

**KCCS DOES NOT**

**rent to groups/individuals that are looking**

**to make a profit on our rental space.**

## **Killarney Community Centre (cont...)**

- 1) All rentals are subject to the fees and charges as outlined in the Room Rental Fees & Charges Matrix. All renters **must** pay designated fees and sign a Killarney Community Centre Rental Agreement acknowledging they have read the disclaimer. All rentals are subject to the approval of Recreation staff and may be cancelled at any time.
- 2) Ongoing rentals **will** only be confirmed on a seasonal basis (Fall, Winter, Spring, Summer) at the discretion of Recreation Staff. Priority of room bookings are established by the Killarney Community Centre Society as outlined in the Killarney Community Centre Room Allocation Policy.
- 3) Alcohol is **only** permitted upon approval from Booking Clerk/Programmer after rental organizers have met all Liquor Licensing requirements. Renter must obtain a liquor license which must be displayed prominently on the day of the event in the area where liquor is served. A designated person from rental group must have a "Serving it Right" certificate and be present during the entire event. No alcohol may be served after 1:00am.
- 4) Rentals to religious and political groups are accepted provided their functions are "closed door" and do not involve other users of the facility. (e.g. Public Forums, Rally Functions etc. are not acceptable). Public all-candidates meeting are allowed.
- 5) Activities that may conflict with programs currently being offered at Killarney Community Centre may not be accepted. Anyone interested in providing a recreational or social program within the facilities, should complete a "Program Proposal Form". For rentals primarily for children and youth under the age of 19 years, a ratio of 1 adult to 20 children/youth is required. Party type rentals (loud music, dances) may not be accepted during operating hours if they conflict with regular programming.
- 6) Board Room (Room 202) will only be rented to adult groups for meetings (no socials).
- 7) Those with a valid Killarney Community Centre Society membership may request to drop-in and use rooms/gym free of charge if not in use, for that day.

**Please see Killarney Community Centre Room Rental Disclaimer on page 11 for a full listing of all conditions to rent facilities.**

## Kitsilano War Memorial Community Centre

### Room Use and Rental Policy

The following Room Use and Rental Policy, defines the permitted use, priority of use, rental rates and Rental Terms and Conditions.

#### General Conditions

- Any changes to this policy must be approved through a motion by the Board of Directors.
- All conditions outlined in the Terms of Rental Agreement apply to all rentals groups and form part of this policy.
- All Rentals that are political in nature must be approved by the Board of Directors

#### Priority of Use

The mission statement of the Community Association; "an inclusive, service oriented community, which strives to provide innovative, creative, quality services that have a positive impact on our community", provides direction in determining that the priority of use of rooms shall be as follows:

**1. Recreation Programs** - offered by the Kitsilano Community Association.

**2. Affiliated Partners**

- Affiliated Partners are defined as groups or organizations that work in direct partnership with the community centre to provide a service that benefits the Kitsilano community. Examples: Vancouver School Board, Coastal Health Authority, Family Services of Greater Vancouver, Homeless Shower Program ...
- Affiliated Partners will not be charged for use of space.

**3. Rentals**

**4.**

CC Rental Non Profit	{	Non Profit/Community Prime-Time
		Non Profit/Community Non Prime-Time
CC Rental General	{	Commercial Prime-Time
		Commercial Non-Prime

## **Kitsilano War Memorial Community Centre (cont...)**

### **Previous Kitsilano CCA Board Decisions**

- Free Open Gymnasium: Some time in the past the Board decided to specifically designate a block of free open drop-in gymnasium time to promote Youth Sports & Recreation. The designated free gymnasium times are Mondays, Tuesdays, and Thursdays 3:15 – 5:00 pm and Fridays 8:00 – 10:30 pm.
- Girls Only dedicated gymnasium time: In September 2001 the after school open gymnasium time from 3:15 – 5:00 pm on Wednesdays was designated as girls only.
- Lobby Use: September 30, 2003 – A special meeting on use of new Lobby Room decided that the priority of use will be:
  1. Programs during prime time after 5:00 pm weekdays and all day weekends
  2. Dedicated Passive Use weekdays between 10:30 am – 5:00 pm with the exception of daytime special events.

\*All Rentals for the Lobby Room must be approved by the Community Recreation Coordinator.

### **Rental Rates**

- The following charge matrix shall be applied to all Rentals.
- Prime Time is defined as 5:00 pm to closing weekdays and all day weekends
- Non-Prime Time is defined as weekdays opening to 5:00 pm
- All requests for reduced rates must be approved by the Community Recreation Coordinator or Program Committee.
- Additional Staff Charges may apply to all hours outside of regular operating hours  
(Based on a minimum of four hours)

### **Rental Rate Exception**

- Filming Industry Rentals – All rental requests for Filming will be forwarded to Community Recreation Coordinator for consideration and rental fee negotiation.
- Birthday Party's - all birthday parties will be charged as non profit at the non prime time rate.

### **Charge Matrix**

Room	CC – Rental - Non Profit Non Profit/Community		CC – Rental General Commercial Rentals	
	Prime Time	Non-Prime	Prime Time	Non Prime
Snowy's Lounge	\$35/Hour	\$25/Hour	\$45/Hour	\$35/Hour
Gymnasium	\$45/Hour	\$30/Hour	\$55/Hour	\$40/Hour
Board Room	\$15/Hour	\$10/Hour	\$20/Hour	\$15/Hour
Meeting Room	\$15/Hour	\$10/Hour	\$20/Hour	\$15/Hour

Multi Purpose	\$30/Hour	\$20/Hour	\$40/Hour	\$30/Hour
*Lobby Room	\$30/Hour	\$20/Hour	\$40/Hour	\$30/Hour

### **Kitsilano War Memorial Community Centre (cont...)**

## **TERMS OF RENTAL AGREEMENT**

### **PAYMENT:**

The applicant must pay the total Rental charge in to the Kitsilano Community Centre Association at the time of booking. Payment may be cash, cheque, debit card, Visa or MasterCard.

Rental may be waived at discretion of the Rental Coordinator or Kitsilano Community Centre Association upon written request from the Applicant.

In addition to the rental charge, the Applicant may be required to pay a damage deposit. The Association will refund this deposit to the Applicant within 30 days after the rental date if the Applicant has fulfilled all the Terms of Agreement to the satisfaction of the Association.

If the rental request requires services in addition to what is normally provided they may be required to pay for additional staff at a cost of \$75.00 for a four hour call-out.

### **CANCELLATIONS:**

The Applicant may cancel this agreement by notifying the Association at least 48 hours before the Rental Date. If the Applicant cancels this agreement by the stated time, the Association will refund to the Applicant all monies paid to the Association for the Rental. If the Applicant does not cancel this agreement by or before the stated time, the Applicant will forfeit all monies already paid to the Association for the rental.

The Association reserves the right to cancel all rentals. When possible 72 hours notice will be given to the Applicant. In this event, the Association will refund all monies to the Applicant paid towards the rental.

The Association reserves the right to place your activity in equal or better facilities.

### **LIQUOR:**

NO LIQUOR will be brought into or consumed on the premise unless arranged & approved by the Association in advance. Liquor may not be served at any function in the Centre without a liquor license.

The Applicant must obtain their own liquor permit from L.C.B. & present it to the Centre Front Office, prior to the event. If permit is not available PRIOR to event, the event will not occur. Liquor is to be distributed & consumed only in the area (room) stipulated on the contract. No liquor is to be served after the time indicated on the permit. Rental group must comply with all conditions appearing on the liquor permit. During the rental, the Applicant must post the liquor permit in a conspicuous location in the rental space.

### **FOOD:**

If the rental group uses the kitchen facility, it must supply its own small appliances, housewares, utensils, soap, dish towels and cloths.

The rental group may heat precooked food. If the rental group wishes to cook food, it must inform the Public Health Department of the City of Vancouver and have it's cooking set up inspected. The Rental Group may not cook food on the premises without this inspection.

The Rental Group may hire caterers to serve food on the Centre's property during the rental provided it gives the name of the caterer to the Association one week prior to the rental date.

### **Kitsilano War Memorial Community Centre (cont...)**

#### **SET UP AND CLEAN UP:**

The Rental Group may not enter the rental space before the agreed upon time.

The Applicant must report to the rental supervisor at the start and end of rental period. All participants in the rental must obey the directions of the Rental Supervisor, who is in charge of the building. If a participant fails to obey any of the Rental Supervisor's instructions, part or all of the damage deposit may be forfeited to the Centre or the Agreement may be cancelled immediately, at the discretion of the Rental Supervisor.

The Rental Group must set up and put away, in its original place, all furniture or equipment used during the rental and leave the rented space clean and tidy. If the Rental Group fails to leave the rental space clean and tidy, part or all of the security deposit may be retained by the Association.

The Rental Group may decorate the floors, walls and ceilings of the rental space, provided the decorations do not mark or damage those surfaces. The Rental Group must remove all decorations at the end of rental.

Rental groups may not use dance wax on any floors in the Centre.

In accordance with City of Vancouver By-Law #4810 the Rental Group must not place any signs on city property in or around the Centre. Violation of this By-Law may result in fines to the Rental Group.

#### **OTHER TERMS:**

**NO ADMISSION MAY BE CHARGED** for events held in rented space unless operated by the Association.

A Rental Group that stays longer than the agreed upon time will be charged \$  
For each additional hour or portion

The Applicant is responsible to see that the attendance at the rental does not exceed the maximum number of people allowed in the rental space according to the City of Vancouver Fire and Safety rules, which is specified on the facility permit. Violations of this limit will result in cancellation of this Agreement.

Music must be stopped by specified time on the permit.

If the Applicant deliberately, or innocently misrepresents any information required of him or her by the Agreement, this Agreement will immediately be cancelled.



For this Agreement, payment of money or delivery of any document to the Association, will be deemed to be paid or delivered when it is paid or delivered to the Rental Coordinator of the Centre.

The Association does not have staff or facilities to permit individual persons to rehearse using musical instruments or tap shoes. Limited space makes individual use of rooms unsuitable & the lack of sound treatment between rooms makes conflict with other user groups inevitable.

Kitsilano Community Centre is a shared and publicly funded community asset and 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 B.C. Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.

#### **Kitsilano War Memorial Community Centre (cont...)**

#### **DAMAGE AND LIABILITY:**

**THE RENTAL GROUP IS RESPONSIBLE FOR OBTAINING ITS OWN LIABILITY INSURANCE.** The Kitsilano Community Centre Association will not be liable for any loss or damage to any property of any participant in the rental, or for any injury to any participant, resulting from any cause whatsoever except the willful misconduct or negligence of representatives, agents or employees of the Kitsilano Community Centre Association.

Without limiting the right of the Association to collect full cost for repairs or cleaning, cost of repairing any damage to the Centre caused by any participant in the rental, including the cost of extra cleaning will be deducted from the security deposit or a deposit held by the Association in respect of a future rental date.

Under no circumstances should a rental group or any other user group be allowed to remove electrical panel covers & connect sound &/ or lighting equipment directly into the panel in order to by pass local circuit breakers.

#### **Room Information**

<b>Room Inventory</b>	<b>Room Size</b>	<b>Max. Capacity</b>	<b>Equipment Available</b>	<b>Permitted Use</b>
Gymnasium	4930 sq ft	400	Stereo Equip. Aerobic Mats Sports Equip. Tables & Chairs	Programs Rentals
Lobby Room	875 sq ft	40	Stereo Equip.	Programs

	27' X 28ft +		Aerobic Mats Yoga Equip. Tables & Chairs Sink & Counter Coffee Maker	Passive use No rentals without CRC approval
Dance Studio	1000 sq ft	40	Stereo Equip. Aerobic Mats Yoga Equip.	Programs only No Rentals No Casual Use
Snowy's Lounge	1543 sq ft 24' X 60'	100	TV/VCR Stereo Aerobic Mats	Programs Rentals
Snowy's Lounge Kitchen				Not available due to poor condition
Multi-Purpose	2000 sq ft	40	Kitchen TV/VCR 3 Fold Mats	Programs Rentals No Casual Use
Hobby Room	216 sq ft	25	Age appropriate Furniture	Programs No Rentals No Casual Use
Tiggy Winkle	1342 sq ft		Piano	Programs (limited) No Rentals No Casual Use
Board Room	308 sq ft	18	TV/VCR White Board Tables & Chairs	Programs Meetings Rentals Casual Use
Meeting Room	216 sq ft	16	Tables & Chairs	Programs Meetings Rentals Casual Use
Maddie's Lounge	354 sq ft		TV/VCR 2 PC's Kitchenette	Programs (limited) No Rentals Casual Use (limited by age)
Youth Room	682 sq ft w/office 31' x 22'		TV/VCR	Programs (limited) No Rentals Casual Use (limited by age)

## Marpole-Oakridge Community Centre

- To book a room, let patrons know that all room rental requests are now completed through an online rental request process at [vancouver.ca](http://vancouver.ca). Requests can be submitted up to 2 months in advance and no less than 7 days prior to date of rental. Please allow 3-5 business days to process request.
- If the inquiry is in-person, present them with the "How to Submit a Room Rental Request help form" found at the front desk. It provides step-by-step instructions on how to do an online room rental request.
- IMPORTANT: If a patron wants to book a room with less than 7 days, the online process won't allow it. Instead, suggest they submit an email request to [marpole.rentals@vancouver.ca](mailto:marpole.rentals@vancouver.ca) including details such as date of request, time, nature of event, number of people, contact information and any special requests. We will get back to them whether or not we can accommodate them. (No guarantees, but we follow up with all email requests).
- We DO NOT allow use of television, projector, laptop, sport equipment, or bouncy castle for rentals. We DO NOT allow use of kitchen if booking any room other than Upper Lounge.

## Room Rates

Room (Maximum Capacity)	Non-Prime Time	Prime Time (after hours)
	Monday to Thursday (9am–10pm) Friday (9am–8pm) Saturday (9am–4pm)	Monday to Thursday (10pm–Midnight) Friday (8pm–Midnight) Saturday (4pm–Midnight) Sunday (9am–Midnight)
Gymnasium – sports only (100)	\$37/hour	\$62.50/hour
Auditorium (100)	\$37/hour	\$62.50/hour
Upper Lounge (70)	\$37/hour	\$62.50/hour
Club Room (50)	\$32/hour	\$57.50/hour
Social Room (30)	\$22/hour	\$47.50/hour
Lower Lounge (30)	\$22/hour	\$47.50/hour

All fees are subject to GST.

Additional Fees & Damage Deposit		
SOCAN and ReSound fees	With dancing	\$41.13 + \$18.51 = \$59.64 plus tax
	Without dancing	\$22.06 + \$9.25 = \$31.31 plus tax
Staffing (2 hour min. required)	Additional staff costs are applicable for after hours rentals	\$25.50/hour plus tax
Damage deposit	Damage deposit fee will be collected for all rentals at time of rental confirmation	\$25 to \$350 depending on type of rental
Insurance	Liability insurance is required for sports, high performance dance or any "high risk" activities. Insurance is to be purchased from an external source. Visit <a href="http://www.vancouver.ca">www.vancouver.ca</a> for more information.	

## **Mount Pleasant Community Centre**

### **Mount Pleasant Community Centre Association Room Use and Rental Policy**

The following Room Use and Rental Policy, defines the permitted use, priority of use, rental rates and Rental Terms and Conditions.

#### **1. Recreation Programs**

- Offered by the Mount Pleasant Community Association.

#### **2. Affiliated Partners**

- Affiliated Partners are defined as groups or organizations that work in direct partnership with the community centre to provide a service that benefits the Mount Pleasant Community. Examples: Coastal Health Authority, Family Services of Greater Vancouver.

#### **3. Rentals**

- CC Rental Non Profit -These groups are required to produce their registered non-profit number.
- CC Rental General

#### **4. Casual Users**

- Members of the Mount Pleasant Community Centre are allowed limited access to available rooms under the following conditions:

**Please note: we reserve the right to program or rent rooms at any time - therefore members cannot assume that a room will be free on an on-going basis.**

- Front desk staff may approve room use for members who are engaging in sedentary or individual activities [i.e. playing a musical instrument (piano, guitar etc.), playing cards or studying]
- Martial Arts & self-defense training (i.e. sparring/boxing) is not permitted
- All room use requires a booking in Safari under "reserve facility" and users must sign a no charge rental agreement.

#### **Casual Room Use Guidelines:**

- Members must have a valid membership Members must be 13yrs+
- Members must leave the room clean and restored to the original condition in which it was found
- Members are welcome to use the furniture in the room, however no additional furniture or equipment will be provided
- Martial Arts & self-defense training (i.e., sparring/boxing) are not permitted
- Members must follow direction of staff

## Mount Pleasant Community Centre (cont...)

### TERMS OF RENTAL AGREEMENT

#### PAYMENT:

1. The applicant must pay the total Rental charge in to the Mount Pleasant Community Centre Association at the time of booking. Payment may be cash, cheque, Debit, Visa or MasterCard.
2. Rental may be waived at discretion of the Rental Coordinator or Mount Pleasant Community Centre Association upon written request from the Applicant.
3. In addition to the rental charge, the Applicant may be required to pay a damage deposit via a pre-approved Visa or MasterCard slip. The Association will then destroy the slip with-in 7 days of the rental if the Applicant has fulfilled all the Terms of Agreement to the satisfaction of the Association.
4. The rental group is responsible for all damages up to and above the amount of the damage deposit.
5. If the rental request requires services in addition to what is normally provided they may be required to pay for additional staff. The amount of staff time will be determined by the Mount Pleasant staff.

#### CANCELLATIONS:

6. The Applicant may cancel this agreement by notifying the Association at least 48 hours before the Rental Date for sport rentals and 7 days before hall rentals. If the Applicant cancels this agreement by the stated time, the Association will refund to the Applicant all monies paid to the Association for the Rental. If the Applicant does not cancel this agreement by or before the stated time, the Applicant will forfeit all monies already paid to the Association for the rental.
7. The Association reserves the right to cancel all rentals.
8. The Association reserves the right to place your activity in equal or better facilities as determined by centre staff.

#### LIQUOR:

9. NO LIQUOR will be brought into or consumed on the premise unless arranged & approved by the Association in advance. Liquor may not be served at any function in the Centre without a liquor license.
10. The Applicant must obtain their own liquor permit from L.C.B. & present it to the Centre Front Office, prior to the event. If permit is not available PRIOR to event, the event will not occur. Liquor is to be distributed & consumed only in the area (room) stipulated on the contract. No liquor is to be served after the time indicated on the permit. The rental group must comply with all conditions appearing on the liquor permit. During the rental, the Applicant must post the liquor permit in a conspicuous location in the rental space.

#### FOOD:

11. The rental group may heat precooked food. If the rental group wishes to cook food, it must inform the Public Health Department of the City of Vancouver and have its cooking set up inspected. The Rental Group may not cook food on the premises without this inspection.
12. The Rental Group may hire caterers to serve food on the Centre's property during the rental provided it gives the name of the caterer to the Association one week prior to the rental date.

#### SET UP AND CLEAN UP:

13. The Rental Group may not enter the rental space before the agreed upon time.
14. The Applicant must report to the rental supervisor at the start and end of rental period. All participants in the rental must obey the directions of the Rental Supervisor, who is in charge of the building. If a participant fails to obey any of the Rental Supervisor's instructions, part or all of the damage deposit may be forfeited to the Centre or the Agreement may be cancelled immediately, at the discretion of the Rental Supervisor.
15. The Rental Group must set up and put away, in its original place, all furniture or equipment used during the rental and leave the rented space clean and tidy. If the Rental Group fails to leave the rental space clean and tidy, part or all of the security deposit may be retained by the Association.
16. The Rental Group may decorate the floors, walls and ceilings of the rental space, provided the decorations do not mark or damage those surfaces. The Rental Group must remove all decorations at the end of rental.
17. Rental groups may not use dance wax on any floors in the Centre.
18. In accordance with City of Vancouver By-Law #4810 the Rental Group must not place any signs on city property in or around the Centre. Violation of this By-Law may result in fines to the Rental Group.

#### OTHER TERMS:

19. NO ADMISSION MAY BE CHARGED for events held in rented space unless the event is operated by the Association.
20. A Rental Group that stays longer than the agreed upon time will be charged \$ For each additional hour or portion

21. The Applicant is responsible to ensure that the attendance at the rental does not exceed the maximum number of people allowed in the rental space according to the City of Vancouver Fire and Safety rules, which is specified on the facility permit. Violations of this limit will result in cancellation of this Agreement.
22. Music must be stopped by specified time on the permit.
23. If the Applicant deliberately, or innocently misrepresents any information required of him or her by the Agreement, this Agreement will immediately be cancelled.
24. For this Agreement, payment of money or delivery of any document to the Association, will be deemed to be paid or delivered when it is paid or delivered to the Rental Coordinator of the Centre.
25. The Association does not have staff or facilities to permit individual persons to rehearse using musical instruments or tap shoes. Limited space makes individual use of rooms unsuitable and the lack of sound treatment between rooms makes conflict with other user groups inevitable.
26. Mount Pleasant Community Centre is a shared and publicly funded community asset and 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 B.C. Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.

**DAMAGE AND LIABILITY:**

27. **THE RENTAL GROUP IS RESPONSIBLE FOR OBTAINING ITS OWN LIABILITY INSURANCE.** The Mount Pleasant Community Centre Association will not be liable for any loss or damage to any property of any participant in the rental, or for any injury to any participant, resulting from any cause whatsoever except the willful misconduct or negligence of representatives, agents or employees of the Mount Pleasant Community Centre Association.
28. Without limiting the right of the Association to collect full cost for repairs or cleaning, cost of repairing any damage to the Centre caused by any participant in the rental, including the cost of extra cleaning will be deducted from the security deposit or a deposit held by the Association in respect of a future rental date.
29. Under no circumstances should a rental group or any other user group be allowed to remove electrical panel covers and connect sound and/or lighting equipment directly into the panel in order to bypass local circuit breakers.



## Renfrew Park Community Centre

### Rentals

Any member of the community can rent a room based on its availability and as long as they are not charging individuals an admission fee. Religious, political, or commercial requests for rental space should be forwarded to the Community Recreation Supervisor. Our MLA's or elected Officials will continue to have permission to hold Information Nights and All Candidate's meetings with all Political Parties invited to attend. If any event is deemed to be in conflict with the goals and objectives of the Association, the Association reserves right to cancel any rental without notice. Renfrew Park 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.

When inquiring about room rentals please have the date, time, amount of people attending and type of event available.

Solicitation of goods, services, political beliefs or religious beliefs is prohibited without written permission from the Renfrew Park Community Association.

#### Facility Rental Enquiries

For rental requests or questions, please email [renfrew.rentals@vancouver.ca](mailto:renfrew.rentals@vancouver.ca).

For Children's Birthday Party and Family Party rentals, please see information here

Solicitation of goods, services, political beliefs or religious beliefs is prohibited without written permission from the Renfrew Park Community Association.

#### Room Rental Costs – Hourly Rates

Room	Sq. Ft.	Max Capacity	Regular Operating Hours (GST incl)	Non Operating Hours (GST incl)
Gymnasium Social Function	6,000	350	\$56	Block Rental
Gymnasium Sporting Function	6,000	350	\$33	\$54.50
Room 112	782	65	\$27	\$48.50
*Room 110	2,640	165	\$30	\$51.50
*Room 108	—	30	\$19	\$40.50
Room 010 (Meetings Only)	—	40	\$21.50	\$43.00
Room 001 Meetings Only	—	30	\$19	\$40.50

\*Kitchen- (if available) \$24/flat fee when included with a room rental.

Minimal 2 hours rental during non-operational hours.

Maximum capacity based on fire regulation on total area. This does not include table space. It is highly recommended that you come and see the room in person, in advance, to ensure it meets your needs.

#### Fire Regulations

The City of Vancouver's Fire and Safety Regulations set limits of the capacity allowed in the rooms. It is the responsibility of the renter to ensure that the limit is not exceeded (see table). Violation of the set limit will result in cancellation of the event and forfeiture of the deposit.

Maximum capacity based on fire regulation on total area. It does not include table space.

Access to all doors must be kept clear.

#### Payment

Payment must be made in full at the time of booking. Depending on the nature of the rental a damage deposit may be charged.

#### Facility

No rental group is allowed to remove electrical panel covers to gain access to circuit breakers for the connection of sound and/or lighting equipment. Nothing may be stapled, nailed or pinned to the tables, chairs, walls, floors or ceilings, masking tape can be used with exception of scotch tape on areas that are glass. **NO POWDER, WAX or ANY OTHER ITEM** is to be put on the floor.

When rented, the kitchen is primarily for use as a "serving" area. The Centre does not have a commercial kitchen facility, therefore food cannot be prepared in the Centre, but can be brought in (catering etc.). Extra costs if clean-up work is required after the rental.

#### Parking

Free Parking underneath Renfrew Library (Nootka St. & 21st Ave.) or parking lot off of Renfrew Street (Renfrew St. & 20th Ave.)

#### Setup and Cleanup

Groups are responsible for set-up and putting away all furniture and equipment used in the proper place during their rental time. The rental space must be left clean and tidy (floors swept, all garbage in the garbage can and if necessary garbage bags). The kitchen must be cleaned including washing the counters, wiping the fridge, cleaning the sinks, sweeping the floor and damp mopping if necessary. Failure to follow these procedures will result in forfeiting damage deposit. Use of tables and chairs are included in the rental price.

#### Equipment

Based on numbers needed by the renter and availability, the community centre can provide tables and chairs.

#### Smoke FREE Area

The Vancouver Park Board's smoke-free bylaw prohibits smoking in all parks, sports fields, playgrounds, beaches pathways, trails, seawall and public golf courses. It also includes parking lots, green space, access streets and sidewalks that are contained within the boundaries of a park space.

Smoking inside premises and outside buildings not located in a park are enforced through the Provincial Tobacco Control Act and regulations and the City of Vancouver Health Bylaw No. 9535.

#### Liquor



Those serving alcohol must present a liquor permit prior to the rental date. You can contact the Hospitality Industry Education Committee at (604) 298-8889. A valid Provincial liquor Permit must be presented to the rental supervisor prior to the function or the event will be cancelled and the deposit forfeited.

#### Advertisement

The rental group may not use the name: "Renfrew Park Community Centre" or its phone number on any promotional material without specific written permission from RPCC. For directions to the event, promotional material may refer to the Centre as: "a rented community centre at 2929 East 22nd Avenue".

#### Damages

The rental group will be responsible for any accidental, willful and/or malicious damage caused to the premises resulting from events immediately prior to, during or after the rental. Rental groups are responsible for their liability insurance and the Community Centre is not liable for any personal belongings, equipment etc. of the rental group which are lost or damaged. Damage deposit refunds will be issued in person by cheque 10 days after the event. If the damage deposit is paid by Visa or MasterCard and the rental is more than the damage deposit, the credit slip will be null and void. If the rental amount is less than the damage deposit the balance will be credited back 10 days after the event.

#### Cancellations/Refunds/Transfers

A \$5 administration fee will apply to all cancellations or rescheduling of your rental date or time. No refunds will be issued if less than one week notice is given. In the event of unforeseen circumstances, the Renfrew Park Community Association has the right to cancel your rental without notice. Refunds/Credits will be given for the cancelled day/s. If any event is deemed to be in conflict with the goals and objectives of the Renfrew Park Community Association/Vancouver Park Board, the Association or representatives reserves the right to cancel any rental without notice

#### Private Events (after hours)

*(Earlier Rental must be first approved by Community Recreation Supervisor)*

<b>Gymnasium</b>	<b>\$590</b>
<b>Gymnasium &amp; 110</b>	<b>\$870</b>
<b>Gymnasium, 112 &amp; 108</b>	<b>\$915</b>
<b>Gymnasium, 112, 110, 108</b>	<b>\$960</b>
<b><i>In Addition</i></b>	
<b>Damage Deposit</b>	<b>\$500</b>
<b>SOCAN FEES</b>	
<b>Background Music</b>	<b>\$64.77</b>
<b>Background Music &amp; Dancing</b>	<b>\$129.55</b>

<b>Room 110</b>	<b>\$425</b>
<b>Room 110 &amp; 108</b>	<b>\$495</b>
<b>Room 110 &amp; 112</b>	<b>\$540</b>
<b>Room 110, 112 &amp; 108</b>	<b>\$590</b>
<b><i>In Addition</i></b>	
<b>Damage Deposit</b>	<b>\$500</b>
<b>SOCAN FEES</b>	
<b>Background Music</b>	<b>\$31.04</b>
<b>Background Music &amp; Dancing</b>	<b>\$62.13</b>

Maximum capacity based on fire regulation on total area. This does not include table space. It is highly recommended that you come and see the room in person, in advance to ensure it meets your needs.

#### Payment

Minimum deposit of \$500 (damage deposit) must be paid and a written contract completed before the date is considered a confirmed booking. Also the Full Rental Fee must be given by postdated cheque, Visa or Mastercard at this time. This will be processed one month prior to the event.

#### Supervision

A rental supervisor will be on duty from 5:00pm – 2:00am.

All clean up related tasks have to be completed no later than 2:00am and the building has to be vacated by that time or the deposit will not be refunded.

#### Music

If an amusement or music fee is applicable, the rental group is responsible for the payment required. (SOCAN – Society of Composers and Music Publishers of Canada) This amount is included in your amount due. ALL music must cease at 1:00 am. Failure to do so will forfeit the security deposit.

#### Cancellations

If the centre is notified three months or more prior to the event, a \$50 administration fee will be charged. If less than three months but more than 30 days notice is given, half the damage deposit will be forfeited. No refunds will be issued with 30 or less day cancellation notice given. If any event is deemed to be in conflict with the goals and objectives of the Renfrew Park Community Association/Vancouver Park Board, the Association or representatives reserves the right to cancel any rental without notice.

#### Damages

The rental group will be responsible for any accidents, willful and/or malicious damage caused to the premises resulting from events immediately prior to, during or after the rental. Damage deposit refunds will be issued in person 10 days after the event. If the damage deposit is paid by Visa or MasterCard and the rental is more than the damage deposit, the credit slip will be

null and void. If the rental amount is less than the damage deposit the balance will be credited back 10 days after the event.

#### Checklist

Please sign off the checklist provided by the staff member at the end of your rental.

## **Roundhouse Community Arts & Recreation Centre**

### **Roundhouse Facility Rental Policy**

*Approved by the Roundhouse Community Arts and Recreation Society on  
January 12, 1999 (with amendments in 200, 2005, and 2010)*

**The Facility Rental Policy will be implemented by the Production team which consists of all Programmers, the Rental Liaison, the Technical Director, the Production Administrator, the Production Assistant and the Recreation Supervisor.**

1. Rental activities shall not conflict with the Roundhouse's mandate or current vision.
2. Priority for use of space at the Roundhouse is as follows:
  - i) Core programming designed by staff and committee, including residencies.
  - ii) Sponsored and partnership programs.
  - iii) Rentals.
3. There will be no exclusivity in the use of the Roundhouse. No club group, affiliated group or organization shall have dedicated use of any room. Facility use agreements will have a specific end date.
4. Rentals for activities generating personal profit through sales or promotion must conform with the Roundhouse's operating licenses. In general commercial activities are not permitted
5. Rental activities shall not compete or conflict with Roundhouse programming.
6. The lobby, woodworking shop and pottery studio are not to be rented.
7. Rental events shall not proselytize, or assist in any way proselytizing elsewhere or in the future, for religious or political purposes.
8. The gymnasium may be rented for the playing season of organized sports groups, subject to availability, and only during non-programmed hours.
9. Rental applications will be processed on a "first come first served" basis. Rentals in the Exhibition Hall and Performance Centre may be booked no more than one year in advance after discussions within the Production Team. Rentals will be booked once Roundhouse programming has been scheduled.

10. Advertising, including banners, outside the Roundhouse must be approved by staff. In general, any outdoor advertising is only permitted for events open to the general public, and either inexpensive or free.
11. Subject to availability, sports equipment, tables, chairs, boards, overhead projectors, and slide projectors of the community centre for fees to be determined by the Production Team.
12. Renters are required to pay all personnel costs arising from the rental.
13. Conditions of rental, the rental agreement form, public information sheets, rental rates, and facility check lists are to be approved by the Board of Directors at the time of implementation of this policy, and reviewed by the Board of Directors from time to time thereafter.
14. If in the opinion of Roundhouse staff the renter has knowingly or unknowingly failed to comply with any or all of the rental agreement, the Roundhouse Community Arts and Recreation Society authorizes staff to cancel the rental immediately.
15. Before any decision is made that does not follow the Rental Policy, it will be done after a full discussion of the relevant issues at a meeting of the full Production Team. A record of the justification for not following policy will be made and the Board of Directors will be advised of this exception and its justification. If consensus cannot be reached by the Production Team; it will be given to the Society's Board of Directors or the Board Executive for discussion and resolution.
16. The Roundhouse reserves the right to refuse rentals. (Approved Sept. 21, 2010)

## **Strathcona Community Centre**

Strathcona Community Centre, jointly operated by the Vancouver Park Board and the Strathcona Community Centre Association, is proud to provide the community with a welcoming space with competitive prices. Each room is unique and can be used for a variety of activities including, but not limited to: business meetings, strata meetings, workshops, study spaces, dance practices, birthday parties and more! Additional costs for after hours staffing.

**Please send all rental requests and inquiries to the Recreation Programmer at [jeremy.quan@vancouver.ca](mailto:jeremy.quan@vancouver.ca). We will do our best to accommodate your request.**

### **Activity Room | \$40/hour 34x28=952 sq ft**

Mid-sized room with artificial lighting and two entrances. There is a piano and a mounted pull-down screen. Tables and chairs available upon request. Ideal for meetings or workshops.

### **Seniors Room | \$45/hour 48x28=1344 sq ft**

Large room with windows, mirrors, 3 mounted ballet barres, a small counter top with a shutter that connects to the Lower Kitchen - no cooking permitted. Tables and chairs are available. Ideal for birthday parties, meetings, dance rehearsals and receptions

### **Gymnasium | \$65/hour 60 x 96= 5760 sq ft**

This space can be used as a full basketball court, volleyball court or badminton courts. Equipment is available for use with the supervision of on-site staff.

Recently renovated with hard wood floors. The renters may need to provide comprehensive liability insurance.

### **Multipurpose Room | \$35/hour 36 x 30 = 1080 sq ft**

Mid-sized room with artificial lighting and two entrances. There is a piano and a mounted pull-down screen.

Tables and chairs available upon request. Ideal for meetings or workshops.

### **Community Room | \$35/hour 34 x 28 = 952 sq ft**

Mid-sized room with artificial lighting and two entrances. There is a piano and a mounted pull-down screen.

Tables and chairs available upon request. Ideal for meetings or workshops.

## **Sunset Community Centre**

### **Practices:**

#### **1) Evaluation of Rental Requests**

- a) **The approval of a rental request in the community centre is determined by:**
  - The compatibility of the rental with the community centre mandate and the Park Board's mandate.
  - The availability and suitability of the community centre to accommodate the rental.
- While other uses may take precedence, private, commercial, political or religious organizations can rent facilities in a community centre from Community Associations for private functions such as meetings, parties, weddings and training. In keeping with the private nature of these rentals, organizers of private events are directed not to publicly advertise the community centre as the location for their meeting as this may cause increase in number of attendees beyond room capacity
- Written materials (such as flyers and posters) may be placed in the community centre provided that they are appropriate for public display, and do not cause littering or sanitation issues.

#### **2) Space Allocation Priority**

- The Park Board and Community Centre Association will allocate space within the Community Centre based on the following hierarchy of priorities:
  - a) Sunset Community Centre recreation programs
  - b) Park Board & Community Centre Association sponsored activities and events
  - c) City of Vancouver sponsored activities and events
  - d) Affiliated Groups
  - e) Facility Rentals

## Sunset Community Centre

### 3) Facility Rental Agreements

- A reservation that is made in any space within the Community Centre building that is not an activity or event sponsored by the Park Board or City of Vancouver.
  - a) Short-term - One off rental bookings.
  - b) Medium Term - Rentals on a single permit typically the length of a program season.
    - These rentals will be booked by the Program Assistant 111 seasonally once all Community Centre Programs have been booked.
  - c) Long-term - Rentals on a single permit that exceed the current season, usually 3-4 months.
    - Can only be approved by the Program Assistant III in consultation with the Recreation Supervisor. Long-term rentals are booked only if they are after operating hours.
  - d) Our facilities cannot be rented for activities that conflict with the programs and services we offer through our programming; however, exceptions can be made for one time workshops or events that have a similar nature to the programs and services we offer, but must be approved by the Rental Administrator, with consultation with the Recreation Supervisor and/or Association Board.



## Sunset Community Centre

### 4) Fees & Charges

- Fees and charges are determined by Sunset Community Association and are subject to change at any time. The current charge categories include:
  - a) **Private/Commercial:**
    - Any event or activity such as a birthday party, meeting, workshop or presentation where there is no intention to generate a revenue or charge for admission.
  - b) **Non-Profit/Community Organizations:**
    - Any event or activity that is reserved by a registered non-profit or charitable organization.
    - Non-Profits are eligible for a 25% discount on rental rates upon confirmation of a charitable registration number.
    - Reductions in charges for individuals or community organizations who do not have a registered charity number must submit a letter outlining their request and reason for rate reduction. The reduction in rate will be approved by Sunset Community Association in consultation with the Program Assistant III and the Recreation Supervisor.

Room Rental Charge Matrix					
Room Name in Safari	Maximum Capacity	Dimension (approx.)	Square Footage	Room Rate	Room Rate (After Hours)
Studio	30	26x25	650	22.50	45.00
Craft Room	30	28x18	504	22.50	45.00
Multipurpose Room	40	26x25	650	22.50	45.00
Hall	130	58x29	1682	67.50	67.50
Gym - Full	986	107x72	7704	73.00	73.00
MACC Main Hall	120	50x32	1600	*68.00	*68.00
MACC Rate for Sun-Thur				56.70	56.70

\*Rate for Fri, Sat, Holidays

Please note the following:

- Rental Supervisors are included in Gym and Hall rates
- Gymnasium is rented out for Sports activity only.

## Sunset Community Centre

### 5) Additional Fees & Charges

1. Rental Supervisor/Staffing Costs
  - For Rentals outside of regular operating hours (after hours) or special circumstances; number of staff dependant on activity, scope and size of rental.
  - \$22.50 per hour for each Rental Supervisor
2. SOCAN Fee
  - Music Royalty for rentals with music and/or dancing;
  - SOCAN + Re:Sound with dancing  $\$66.27 + 26.63 = \$92.90$
  - SOCAN + Re:Sound no dancing  $\$33.11 + \$13.30 = \$46.41$
  - For more information visit [www.socan.ca](http://www.socan.ca), [www.resound.ca](http://www.resound.ca)
3. Damage Deposit
  - \$200 refundable damage deposit, due immediately

## Sunset Community Centre

### 6) Policies

All facility rental customers must agree to and abide by the policies listed below (these policies are attached to every rental permit):

Sunset 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 the 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.

The rental group agrees to ensure that activities are conducted in the Community Centre facilities so as not to endanger any person; and to indemnify and save harmless the City of Vancouver, the Sunset Community Centre Association, and any of their respective officers, employees, volunteers or agents against any and all claims for injury to person and property, however caused, and arising out of the activities of the rental group or out of the occupation or possession of the premises by the rental group. I/we the undersigned, agree to abide by the terms of the rental agreement and ensure that the terms of the contract will be complied with by the rental participants.

## Customer Rental Guidelines

1. Damage deposit:

- The damage deposit is a refundable deposit required with all rental contracts for functions. The deposit will be used to cover the cost of any damages and cover any additional fees incurred. It is required upon acceptance of the room reservation. Payments can be made via MasterCard, Visa or debit card.

2. Refund of damage deposit:

- Deposits will be refunded less any outstanding charges within thirty (30) days of the end of the rental.

3. Payment schedule and contract

- The balance of your rental must be paid in full at the time of your booking including your damage deposit.
- For medium term or long term bookings a payment schedule can be put in place.
  - i. Payment for the upcoming months booking must be paid on the 1<sup>st</sup> of the prior month or your booking. Without receipt of these funds Sunset Community centre reserves the right to cancel your booking
  - ii. For example, April's fee's would be paid on March 1<sup>st</sup>.

4. Post Event:

- Any additional cost of the rental and services will be calculated immediately following the reservation date and submitted to the rental group; these costs must be paid one (1) week after respective booking.

5. Cancellations:

- The Sunset Community Association reserves the right to cancel this agreement in an emergency situation or due to circumstances beyond its control.
- All rentals can be cancelled at the discretion of the Rental Administrator and/or the Recreation Supervisor, if the space is needed for Special Events or Programs.
- Notice of cancellation of a rental contract MUST BE forwarded in writing or by email to [sunsetcc@vancouver.ca](mailto:sunsetcc@vancouver.ca)
- If cancelled, the refund will be pro-rated as follows:

*Notified a min of 5 weeks or more in advance - 100% refundable*

*Notified a min of 4 weeks in advance - 75% refundable*

*Notified a min of 3 weeks in advance - 50%*

*refundable Less than 3 weeks, NO REFUND.*

## **Sunset Community Centre**

### **6. Supervision:**

- Each rental group is responsible for supervising its own participants.
- The groups' representative is to report to the Rental Supervisor at the start and at the conclusion of the rental period. The Rental group is responsible for following the directions of the Rental Supervisor on duty.
- The Rental Supervisor will be available to ONLY:
  - 1) Provide direction and supervise building activities.
  - 2) Assist in any emergencies.
  - 3) Conduct an initial and final check on the facility before and after the rental.
- The renter is responsible for the behaviour of his/her guests while they are on the grounds (either inside or outside the facility). Any excessive noise, damage or late departure will result in a partial or total loss of the damage deposit and in some cases, liable for the recovery of costs of other damages that may be greater than the damage deposit.

### **7. Staffing:**

- A minimum of one staff member will be present in the facility at all times while a rental group is in the building to monitor activities and if necessary, ensure that emergency procedures are followed. Additional staff costs may be applied based on the needs of the rental. Billing for additional staff will be the room rate at a rate of \$22.50 per hour, per staff member.

### **8. Use of equipment:**

- The rental rate includes access to all the equipment featured within the desired space. Please ensure that you discuss and arrange any additional equipment needs with a staff member before the event.

### **9. Fire and Safety:**

- The number of participants must not exceed the City of Vancouver Fire and Safety Rules as indicated on the contract. Any violation of this set limit will result in the rental group forfeiting their damage deposit and rental payment and the event will be terminated.
- Emergency exits must remain easily accessible and require a distance of four (4) feet between set up and respective exit. Absolutely no obstruction is permitted, even if it is temporary.

- No Gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must be approved by the Canadian standards Association (CSA)
- No Fire elements (candles/torches/butane burners/pyrotechnics) are permitted unless approved beforehand by the Rental Administrator.
- Alteration or tampering with any electrical panel, outlet or service is strictly forbidden.
- Orientation regarding fire safety must be completed and signed by the renter on or before the day of the event.

#### 10. Set-up/Clean-up:

- Rental groups are responsible for its own set up and clean up. Ask your Supervisor for the duty list. Clean up includes:
  - 1) Removal of garbage to designated areas
  - 2) Damp mopping of floors.
  - 3) Wiping tables and chairs
  - 4) Leaving rooms (including kitchen, washrooms, and common areas) as found
- Rental groups are responsible for the set up, take down and basic cleanup of the rental space including disposing of all garbage. Depending on the size of the event and required cleanup, additional staff fees may apply.
- No helium balloons allowed in the premises.
- Nothing may be nailed, stapled, taped or pinned to the tables, walls, or ceilings.
- No dance wax, confetti or rice allowed. Violators of this condition will be levied a \$150.00 charge.
- No materials may be left behind or stored prior to rental time.

#### 11. Kitchen:

- The Kitchen is equipped with a standard oven, double sink, sanitizer, limited refrigerator and freezer space. The kitchen is primarily used as a serving area. NO COOKING IN THE KITCHEN. Should a rental group utilize the kitchen, it is the responsibility of the rental group to ensure that the kitchen be cleaned after use. If the kitchen is deemed unclean, post event, additional costs may apply and be deducted from the damage deposit.
- Kitchen clean up includes:
  - 1) Washing the counters
  - 2) Wiping stoves
  - 3) Wiping the fridge
  - 4) Cleaning the sinks

- 5) Sweeping the floor
- 6) Damp mopping

12. Food/Catering:

- All Food/beverages on site must be handled in accordance with Food Safe handling procedures. The Park Board reserves the right to take appropriate action should food/beverages be handled in unsanitary manner and reserves the right to halt any further food preparation or service. \*Please note catering materials must be removed from the facility at the specified end time of the Facility Permit.
- Rental groups are permitted to arrange catering services. Should this be the case, the name and contact information of catering service must be provided.
- Serving utensils must be provided by rental group or caterer.

13. Alcohol:

- In order to serve alcohol, the rental group must receive approval and obtain a liquor license which indicates the time and date of event and the name of the space booked. Alcohol is not permitted outside the rental space identified on the liquor license. Failure to comply will result in loss of rental privileges. For more information regarding liquor licensing and serving visit:  
<http://www.hsd.gov.bc.ca/lclb/apply/index.htm>
- A liquor license is required for any liquor service/consumption on the premises.
- The Renter is required to obtain and show proof of both a valid Liquor License and a, "Serving it Right Certificate"
- The Liquor License needs to be provided to the Sunset Community Centre at least three (3) days prior to the event.
- License must be clearly posted where alcohol is served.
- Liquor service must stop thirty (30) minutes before the end of the scheduled event time.
- Liquor may not be served when Sunset Community Centre is open to the public.
- Liquor is restricted to the room that is rented.
- Where there are discrepancies with the time on the liquor license & the rental contract, then lesser of the hours will be used.
- Failure to comply may result in the loss of liquor privileges.

14. Late Evening event:

- Permit Reservations are not permitted to extend past 12:00 am
- Rental group and all associated parties members (including caterers) must be off the premises by 1:00 am

- Storage of equipment or items is not permitted unless prior arrangements are made with the Rental Administrator.
15. Noise and Amplified Sound:
    - The City of Vancouver Noise bylaw must be adhered to at all times. Amplified music cannot exceed 50 decibels before and 45 decibels after 10:00 pm.
  16. Parking:
    - Free parking to patrons attending the Centre is available. No overnight Parking.
  17. Washroom/Change room facilities:
    - Are located on the upper and lower level of the building with both male and female washrooms and change room facilities (upper level only).
  18. Accessibility:
    - Sunset Community Centre and Moberly Arts and Cultural Centre are fully accessible facilities.
  19. Smoking Restrictions:
    - Sunset Community Centre and Moberly Arts and Cultural Centre are non-smoking environments. Vancouver's parks, beaches and facilities are entirely smoke-free (effective September 1<sup>st</sup> 2010)

## **Insurance Requirements**

The permit holder must obtain Commercial General Liability Insurance protection the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board against third party claims for bodily injury, death or property damage arising out of the activities conducted by or behalf of the rental group/licensee. The minimum limits shall be \$2,000,000 inclusive per occurrence with a deductible no greater than \$5,000. The policy shall contain a cross liability clause and name the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board as "additional insureds" with respect to liability arising out of the rental. Satisfactory evidence of insurance must be received by the Board of Parks and Recreation prior to use of any facilities covered under this contract.

The foregoing are minimums insurance required to be carried by the City. The City does not warrant that this insurance is adequate for the permit holder needs. The permit holder is responsible for obtaining, at its own cost, any additional insurance required by law or deemed to be necessary to protect its interest.

## Sunset Community Centre

April 26, 2018

### Casual Room Use Policy

This policy is in place to ensure staff can reasonably manage casual room use and that liability for use rests with the user.

---

#### Rooms available for casual room use:

- Room 105 South gym - when available
- Room 117 Hall - when available
- Room 107 Music Room
  - Sundays, Mondays when available
  - Tuesdays, Wednesday and Thursdays only after 6pm, when available
  - Friday until 1:30 pm, when available

The music room hours are as above to recognize that the Community Youth Worker requires non-disturbed office time while on shift. Only the Hall, South Gym and Music Room are available for casual room use as these spaces can best be monitored.

Casual room use requires the user books space on same day they are using the space. No payment can be exchanged between users; maximum 4 users  
One hour maximum; may extend after one hour if reflected and initialed on agreement

An adult must be present in the room.

The casual room use space is provided for free only for category one low risk activities.

A rental agreement to be signed prior to use - this ensures liability rests with user.  
Minors cannot sign the agreement.

Office staff ensures user does not exceed agreed upon time noted on rental agreement.

Keys are not to be issued to user. Staff must open the room.



## Thunderbird Community Centre

Community Centres are jointly operated by the Vancouver Park Board and a local Community Association. A Joint Operating Agreement between these two parties outlines the responsibilities for each partner. Facility rentals are the responsibility of the local Community Association, who set local rental policies, administer rental, set facility and rental rates and ensure compliance with the Park Board policies.

The Park Board priorities for facility rentals are:

1. Local community services funded or -sponsored by the Park Board or City of Vancouver (e.g. Park Board programs, public meetings)
2. Local community recreation programs operated by the Association including the full range of creative, social and physical recreation programs for all.
3. Other not-for-profit recreation programs and services.
4. Community programs funded or sponsored by the Community Association (e.g. licensed child care services, education/training programs, community internet access).
5. Other not-for-profit services (e.g. health clinics, food banks).
6. Private or commercial programs or uses (e.g. birthday parties, weddings, private school programs, personal training).

### Private Events

While other uses may take precedence, private, commercial, political or religious organizations can rent facilities in a community centre from Community Associations for private functions such as meetings, parties, weddings and training. Community Associations (including recreation staff on their behalf) must ensure that the event organizer controls the number of attendees and that the rental space is suitable in size for the event (e.g. room capacity). In addition, the Community Association is responsible to schedule the appropriate number of staff to administer the event. Generally, all costs to conduct the private events are the responsibility of the event organizer. In keeping with the private nature of these rentals, organizers of private events are directed not to publicly advertise the community centre as the location for their meeting as this may cause increase in number of attendees beyond the room capacity.

Written materials (such as flyers and posters) may be placed in the community centre provided that they are appropriate for public display, and do not cause littering or sanitation issues.

## **Thunderbird Community Centre**

### **Use of Parks**

#### **Vancouver Park Board...: Special Event Policies**

### **~~Event Approval Policies~~**

#### **Evaluation of Event Requests**

The approval of special event requests on parkland is determined by evaluating:

- the compatibility of the event with the Park Board's mandate;
- the availability and suitability of a site to accommodate the event.

Events whose primary purpose is not compatible with the Park Board's mandate are not generally approved although they may be considered by the Board on a case by case basis.

#### **Rationale:**

The key to successfully managing special events is scheduling appropriate activities in appropriate spaces. Under the Vancouver Charter, the Park Board is given the authority to manage park activities and entrusted to determine which activities are appropriate in parks. Historically, park activities include active and passive recreational activities which are physical, social, cultural; artistic or environmental in nature. Thus, priority is given to special events which are compatible with the Park Board's mandate.

#### **Guidelines for the Consideration of Non Recreation Special Events**

Examples of events which are not necessarily compatible with the Park Board's mandate include non recreation events such as press conferences, rallies, protests and events of a political or commercial nature and other gatherings to conduct activities which are not active and/or passive recreational activities. These non recreation events are not compatible with the Park Board's mandate and thus are not generally approved to be held on parkland. In addition, to safeguard public enjoyment of parks, the Park Board does not allow the distribution of written material or solicitation on parkland without permission.

However, in keeping with the public nature of our parks, protests and rallies which are generally open to the public may be approved. These events are restricted to park areas with hard surfaces. These events generally require the amplification of sound which also requires permission from the Park Board. Given the nature of protests and rallies and disruptions to park visitors and neighborhoods, permissions to use park spaces for such events are not usually granted.

## **Trout Lake Community Centre**

### **Purpose:**

To provide guidelines for staff on a consistent and efficient approach to the booking of facility rentals at Trout Lake Community Centre.

### **Scope:**

This procedure applies to all staff providing customer service in relation to the facility rentals program. The Rental Coordinator's roles and responsibilities are as follows:

- Wedding Events;
- Gym Sports;
- Events requesting multiple facilities or multiple dates;
- Children's Birthday Parties, **not including Birthday Party Packages**;
- Corporate Meetings, Workshops and Events;
- School Gym or Room bookings (except for Ice Rink);
- Follow up on all Set up/Clean up rentals;
- Rental Accounts Receivables;
- City of Vancouver Department Rental .

The front desk will support the facility rentals program by dispensing information about room availability and rental rates, accepting payments and other related rentals inquiries to customers by phone or in person

### **1) Definition:**

#### **A Rental Agreement**

- A reservation that is made 30 days prior to the activity or event in any space within the community centre building that is not an activity or event sponsored by the Park Board or City of Vancouver.
- This does not include casual use of spaces at the community centre which can be reserved for free on a first-come first-served basis on the day of and only if the space is not being utilized by an activity or event (see related Practice and Procedure – Casual Room Use).
- Grandview Community Centre Association does not rent its facilities to any persons or organizations that directly compete with the business of the Community Centre.
- Long-term rentals (rentals on a single permit that does not exceed the current season – usually 3-4 months) can only be approved by the Recreation Programmer.
- Our facilities cannot be rented for activities that conflict with the programs and services we offer through our programming; however, exceptions can be made for one time workshops or events that are similar in nature. Programs

and services we offer must be approved by the Recreation Programmer and/or the Association Board.

## **2) Space Allocation Priority**

The Park Board and Community Centre Association will allocate with the Community Centre based on the following hierarchy of priorities:

- Community recreation programs;
- Park Board & Community Centre Association sponsored activities and events; Affiliated Groups;
- Facility Rentals;
- Casual Room Use (day-of usage)

## **3) Fees & Charges**

Fee and charges are determined by administrative staff and Community Association Board at Trout Lake Community Centre and are subject to change at anytime. Reductions in charges may only be approved by the Recreation Programmer or Recreation Supervisor. The current charge categories include:

### **Private:**

- Any event or activity such as a birthday party, meeting, workshop or presentation where there is no intention to generate a revenue or charge for admission.

### **Commercial:**

- Commercial groups are categorized as those individuals or groups who have a profit-making mandate. These include individuals and groups who are part of a business organization whose activities are intended for commercial or profit-making.

### **Non-Profit/Community Organizations:**

- Any event or activity that is reserved by a registered not-for-profit or charitable organization. Some community organizations that provide a public service, and where the activity or event is for the public, may be eligible for the not-for-profit discount, if approved by the Recreation Programmer or Recreation Supervisor. Such organizations may include: Vancouver Coastal Health, Vancouver School Board, Universities and other publicly funded agencies.

**Fundraiser:** Any Fundraisers must make a proposal to the Program Committee for approval. Apart of tickets for admission, no other fundraiser efforts can be made such as raffles, silent auctions, etc

## ROOM RENTAL FEE & CHARGE MATRIX

### Hourly Regular Rate

Room Name	Standing Capacity	Seated Capacity	Dimension (approx.)	Square Footage	Room Rate without GST	Room Rate With GST
GCCA Boardroom	25	14	18x10	255	20.00	21.00
Maple	30	15	26x11	285	20.00	21.00
Lakewood	65	45	34x25	1010	40.00	42.00
Grandview (Kitchen included)	125	80	46x25	1255	60.00	63.00
Grandview/Lakewood	190	125	80x25	2265	100.00	105.00
*Cedar Hall By Permission Only	50	N/A	34x29	1035	50.00	52.50
Elm	75	40	29x36	1115	50.00	52.50
Gymnasium (Full) – sport	400	N/A	104x72	7488	65.00	68.25
Gymnasium (2/3) – sport	240	N/A	57.5x72	4140	35.00	36.75
Gymnasium (1/3) – sport	160	N/A	46.5x72	3348	30.00	31.50
<b>Gymnasium Non-Prime 7am-9am &amp; 10pm-12am</b>					40.00	42.00

## ROOM RENTAL FEE & CHARGE MATRIX

### Not-for-Profit Hourly Rate

Room Name	Room Rate without GST	Room Rate With GST
GCCA Boardroom	15.00	15.75
Maple	15.00	15.75
Art Studio- <b>No longer available</b>	<b>N/A</b>	<b>N/A</b>
Lakewood	30.00	31.50
Grandview	45.00	47.25
Grandview/Lakewood	75.00	78.75
Cedar Hall	37.50	39.38
Elm	37.50	39.38

## SOCAN LICENCE FEE CHARGE MATRIX

Room Capacity Per Event	Without Dancing + GST	With Dancing + GST
1-100	20.26	41.13
101-300	29.56	59.17
301-500	61.69	123.38
Over 500	87.40	174.79

Please note the following:

- Projector can be rented out for \$30 per day or per use with a Damage Deposit of \$200
- Laptop cannot be rented out as it is a City laptop with confidential City information in it. It is for staff use only.
- Burgundy table clothes in the bins are for TLCC programs only.
- Rental groups must supply their own kitchen supplies, dishes, cutlery etc. The Community Kitchen supplies are for TLCC programs only.
- **Art Studio is no longer rented out.**

## Gym Rentals

**Full Gymnasium rentals** are only available during non-operational time and it includes the Rental Supervisor.

- **Non Profit rate does not apply to Gymnasium rental during non-operational time.**
- No floor hockey rentals are permitted.
- Gymnasium is rented out for approved sports activity only.
- All gym rentals are required to have liability insurance.
- Only 1 permit can be used for the liability insurance. If you issue another permit for the duration of a current liability insurance it will not be valid. For instance, Jonny has an on-going rental and his Liability insurance is valid for January 2015 to December 2015. A permit was issue for Winter 2015, Spring 2015, Summer 2015 and Fall 2015. Jonny's Liability Insurance is only valid for Winter 2015 and void for the rest.
  - Asking rental groups to get 4 separate liability insurance to fit our mode wasn't viable since insurance is cheaper for longer duration therefore you would need to add dates to the permit initially issues with the liability insurance.
  - Renters are not allowed to use the internal system to play their music, therefore must use the portable stereo system.
  - Scoreboard is not to be used with the exception of schools that have booked our gym to play an exhibition game.
  - No hockey rental in the gym with the exception that only Trout Lake programs with a supervisor are allowed

Payment plans can be arrange with the Rental Coordinator

## Gym Equipment

Rental equipment provided are standard equipment only such as basketball, volleyball and soccer nets, etc. Poles and nets for volleyball, badminton and pickellball can be used. **No hockey sticks or Dodgeball as they belongs to the Youth Council**

#### 4) Additional Fees & Charges

##### A. Evening Rate Discount

- GCCA members who live within the Trout Lake community are eligible for a 10% discount on bookings that exceeds 8 hours in length.

##### B. Rental Supervisor

- For Rentals outside of regular operating hours or special circumstances the number of staff is dependent on the activity, scope and size of the rental.
- Events having less than 50 attendees are required to have 1 Rental Supervisor, and over 50 people are required to have 2 Rental Supervisors.
- Staffing charges are \$25+GST per hour for each Rental Supervisor.
- Rental Supervisors are to complete and sign Section I of the Rental Supervisor Checklist and have the Rental Group Representative complete and sign Section II of the Checklist. (See Appendix A).

##### C. SOCAN Fee

- Music Royalty for rentals with music and/or dancing; dependent on rental group size and activity, ranges from \$20.56 to \$59.17.
- For more information visit [www.socan.ca](http://www.socan.ca)

##### D. Damage Deposit

- \$200 deposit for any rentals.

##### E. Not-for-Profit Discount

- Discounted room rental rates are available for Not-for-Profit organizations with documentation provided at time of booking.
- Not-for-Profit rates does not apply to Gymnasium rentals during non-operational hours.

#### Fees & Charges

All facility rental customers must agree to and abide by the policies listed below (these policies are attached to every rental permit):

The Vancouver Park Board hereby grants the rental group and/or representative permission to use the facilities outlined, subject to the guidelines, terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement. In consideration of this contract, the rental group and/or representatives on behalf of the rental group agrees:

\*To comply and to cause those using the facilities under this permit to comply with all of the guidelines, terms and conditions of this contract;

\*To inspect the premises and facilities covered by this contract prior to any use by the rental group to ensure that the facilities are suitable for the rental group's intended use;

\*Park Board premises and facilities are accepted "as is" and are used entirely at the rental groups own risk;



No monetary transactions can be taken place either onsite or through a ticket service provider;

Accepting this contract from the Park Board constitutes an acknowledgement by the rental group and/or representative that he/she has read and understands the conditions and undertakings contained herein and further that he/she has the authority to represent and bind the licensee on all matters pertaining to this agreement;

Users must comply with all applicable 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;

The Vancouver Park Board reserves the right to cancel and activity for any reason and shall not be responsible for any associated costs or damages.

## 5) Rental Guidelines

### A. Damage Deposit:

- A Damage Deposit is a refundable deposit required for many rental contracts. The deposit can be used to cover the cost of any damages and cover any additional fees incurred. It is required upon acceptance of the room reservation. Payments can be made via MasterCard, Visa, Amex, debit card or cash.
- Bookings must be made at least 4 weeks in advance.

### B. Refund of Damage Deposit:

- Damage Deposits will be refunded less any outstanding charges within thirty (30) days of the end of the rental.

### C. Payment Schedule and Contract:

- All Rental Agreements **must be completed and signed 30 days prior** to their schedule event rental;
- All **outstanding fees and charges are due 30 days prior** to their schedule event rental.

### D. Post Event:

- Any additional cost of the rental and services will be calculated immediately following the reservation date and submitted to the rental group. These costs must be paid one (1) week after respective booking.
- **Please note:** for after hour rental groups, any items left behind must be retrieved by 10am the following day unless other arrangement have been approved by the Rental Supervisor.

### Cancellations:

- Cancellation requests must be received in writing or by email to [troutlakerental@vancouver.ca](mailto:troutlakerental@vancouver.ca) and require a minimum of thirty (30) days' notice to receive a refund of fees paid,

- Cancellation requests received less than thirty (30) days' notice are not eligible for a refund

E. Staffing:

- A minimum of one staff member will be present in the facility at all times while a rental group is in the building to monitor activities and if necessary, ensure that emergency procedures are followed. Events exceeding 50 participants are required to have a minimum of 2 Rental Supervisors. Additional staffs costs may apply based on the needs of the rental. Billing for additional staff will be above the room rate and will be charge a minimum of 2 hours – regardless of duration of event. (See Section 4B).

F. Use of Equipment:

- The rental rate includes access to all the equipment featured within the desired space. Please ensure that you discuss and arrange any additional equipment needs with the Rental Coordinator before the event.

G. Fire and Safety:

- Emergency exits must remain easily accessible and require a distance of four (4) feet between set up and respective exit. Absolutely no obstruction is permitted even if it is temporary.
- No gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must be approved by the Canadian Standards Association (CSA)
- No fire elements (candles/torches/butane burners/pyrotechnics) are permitted unless approved beforehand by the Rental Coordinator.
- Orientation regarding fire safety must be completed and signed by the renter on or before the day of the event. The Rental Supervisor will offer a checklist to the renter.

H. Garbage and clean up:

- Rental group are responsible for the set up, take down and basic cleanup of the rental space including disposing of all garbage during the start and end times of the rental. Depending on the size of the event and required cleanup additional staff fees may apply.
- For after hour rental groups, any items left behind must be retrieved by 10am the following day unless other arrangements have been approved by staff. If available, items can be temporarily stored in the Spruce Room.
- Rental Groups that run past their scheduled time slots may be charged an additional staffing charge per Rental Supervisor.

I. Kitchen:

- The Kitchen is equipped with a standard oven, double sink, sanitizer, serving carts and limited refrigerator and freezer space. Should a rental group utilize the kitchen, it is the responsibility of the rental group to ensure that the kitchen be cleaned after use. If the kitchen is deemed unclean post event, additional costs may apply and be deducted from damage deposit.

- The Kitchen is to be used for reheating food only and absolutely no cooking is allowed.

J. Food/Catering:

- All Food/beverages on site must be handled in accordance with Safe Food handling procedures. The Park Board reserves the right to take appropriate action should food/beverages be handled in unsanitary manner and reserves the right to halt any further food preparation or service. \*Please note catering materials for morning or lunch meetings must be removed from the facility at the specified end time of the Facility Permit.
- Rental groups are permitted to arrange catering services. Should this be the case, the name and contact information of catering service must be provided to discuss any details.
- Pick up and drop off of equipment should also be arranged and a room (usually Spruce Room) can be used to temporarily store the equipment until it can be picked up, usually no later than 2 days after the event.
- Cooking utensils and dishes must be provided by rental group or caterer.

K. Alcohol:

- In order to serve alcohol, the rental group must receive approval and obtain a liquor license which indicates the time and date of event and the name of the space booked.
- Alcohol is not permitted outside the rental space identified on the liquor license. Failure to comply will result in loss of rental privileges. For more information regarding liquor licensing and serving visit <http://www.bcliquorstores.com/special-occasion-licence> for more information.
- One copy of the liquor license must be submitted to the Centre one (1) week before the rental group's respective event. In addition, a second copy of the liquor licence must be provided by the rental group and must be posted in the serving area. Failure to do so may result in the loss of liquor privileges.
- In order to serve alcohol, an individual with a valid "Serving it Right" certificate must be present at all times. A photocopy of this certification is required to be submitted one (1) week prior to the event.
- Liquor service must stop thirty (30) minutes before the end of the scheduled event time
- For any events serving alcohol after hours 2 Rental Supervisors are automatically hired.

L. Late Evening event:

- Permit Reservations are not permitted to extend past 1:00 am
- Rental group and all associated parties members (including caterers) must be off the premises by 2:00 am
- Storage of equipment or items is not permitted unless prior arrangements are made with the Rental Coordinator.

M. Noise and Amplified Sound:

- The City of Vancouver Noise bylaw must be adhered to at all times. Amplified music cannot exceed 70 decibels before and 65 decibels after 10:00 pm.

N. Parking:

- Free parking to patron users is available. No overnight parking is allowed.

O. Washroom/Change room facilities:

- Are located on the lower level of the building by our North entrance with both male and female washroom and change room facilities. A gender neutral washroom is located by the ice rink.

P. Accessibility:

- Trout Lake Community Centre and Rink is a fully accessible facility.

Q. Smoking Restrictions:

- Trout Lake Community Centre and Rink is a no-smoking environment. Vancouver's parks, beaches and facilities are entirely smoke-free (effective September 1<sup>st</sup> 2010).

## 6) Insurance Requirements

The Rental group must provide evidence of Commercial or Comprehensive General Liability insurance coverage. Insurance certificate must include the City of Vancouver, Vancouver Board of Parks & Recreation and Vancouver Police Board as additional insured. This protects aforementioned parties against 3<sup>rd</sup> party claims for bodily injury, death, or property damage arising out of its operation. Minimum liabilities of either 2 million or 5 million will be required. Limits vary depending on the specifics of the rental request.

Acceptable proof of insurance must be received by the Vancouver Board of Parks and Recreation prior to the use of any facilities covered under the rental agreement. Insurance can be obtained through any insurance broker. For your convenience, the following agency is familiar with Vancouver Board of Parks and Recreation requirements;

### Insurance Requirements for Rental

"The permittee/licensee must obtain Commercial General Liability Insurance protection the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board against third party claims for bodily injury, death or property damage arising out of the activities conducted by or behalf of the rental group/licensee. The minimum limits shall be \$2,000,000 inclusive per occurrence with a deductible no greater than \$5,000. The policy shall contain a cross liability clause and name the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board as "additional insureds" with respect to liability arising out of the rental. Satisfactory evidence of insurance must be received by the Board of Parks and Recreation prior to use of any facilities covered under this contract.

The foregoing are minimums insurance required to be carried by the City. The City does not warrant that this insurance is adequate for the rental group/licensee's needs. The rental



group/licensee is responsible for obtaining, at its own cost, any additional insurance required by law or deemed to be necessary to protect its interest”.

Parks Board recommends Lloyds of London through SBC Insurance Agencies Ltd. (All Sport Insurance Marketing Ltd.) - Liability insurance can be purchased by phone; and Game Day Insurance/Aviva Canada through Shephard Ashmore (Vancouver) Insurance Inc. - Liability insurance can be purchased online through <http://eventpolicy.ca> or by phone.

Usually refer renters to [www.eventpolicy.ca](http://www.eventpolicy.ca) since they can fill out the form online. Certificate of Insurance form must be submitted at least 1 week prior to their Rental Agreement may be revoked with no refund.

## **7) Reservation Requests and Initial Intake**

If a potential customer is interested in making a rental request, check in Activenet for availability. Whenever possible, ask the customer to e-mail their rental request to [troutlakerental@vancouver.ca](mailto:troutlakerental@vancouver.ca) or have the renter fill out a Facility Rental Request form which is to be handed to the Rental Coordinator and provide the following information (See Appendix B):

- Full name, mailing address, email, and contact phone number;
- Purpose or nature of the rental and expected number of guests;
- Date(s) and Time(s) frames of rental. Set up and take down must be included in the time frame of the rental;
- Equipment and room requirement (tables, chairs, projector, screen, flip charts, podium, etc.)

If the customer requires more assistance or information, forward them to the Rental Coordinator.

- All staff shall provide information on our facility rental program to customers including rental rates, room sizes, facility tours, general rental policies and guidelines and room availability. Some key messages and reminders include:
  - Always ask the nature of the event, what kinds of activities will be conducted (e.g. work meeting, wedding, birthday party), event attendance, number of attendees, and types of equipment required.
  - All interested renters are encouraged to come in person to view the space prior to requesting a reservation.
  - Room availability can only be communicated for the current programming season once recreation programs bookings have been completed. Any advance rental requests can only be approved by a full-time staff person (mainly the Recreation Programmer).
  - We provide meeting and presentation services on a first-come-first-served basis and have the following equipment that can be booked:
    - Projector Screen
    - Portable Sound System with wireless microphone

- Podium
  - Flip charts
  - Coffee and hot water urns
- We can provide limited **set up and take down of tables and chairs ONLY** for a large event with appropriate notice and if layout plans are provided in advance for an additional flat fee of \$50 plus GST per event date.
  - Our Community Kitchen is booked exclusively when the Grandview Room is booked. However, if other groups are renting our facility they may store items in the fridge/freezer if there is room and not in use by other programs or rentals unless prior arrangements made with the Rental Coordinator.
  - For people interested in booking our facilities after operating time there is an addition charge for a Rental Supervisor Fee of \$25 + GST per hour with a minimum 2 hour charge. Operation hours may change without notice.

## 8) Transfers and Cancellations

- All transfers and cancellations requests **MUST** be in person, over the phone or delivered in writing to [troutlakerental@vancouver.ca](mailto:troutlakerental@vancouver.ca) and are only approved by the Recreation Programmer and/or Community Recreation Supervisor. Our official refund practice is that 30 days' notice is required for (See Section 6E)

See Rental Guideline Section 5 for full details of Cancellations Schedule.

## 9) Rental Supervisor

- Rentals during non-operational time are required to pay for a Rental Supervisor.
- Minimum call out for a Rental Supervisor is 2 hours.
  - For instance, a rental from 2-6pm on Saturday will be charged for a rental supervisor for 2 hours even though the rental goes 1 hour after the Centre is closed.
- Each individual Rental Agreement requires a Rental Supervisor. For instance, the Grandview Room and Lakewood Room each have an event rental from 5-11pm, and therefore 1 or 2 depending on event Rental Supervisor(s) is need for each rental.
- For summer and Christmas holidays, it may be challenging to secure a Rental Supervisor and therefore the rental would only be approved if a Rental Supervisor is confirmed.

## 10) Birthday Party rental and Bouncy Castle

- Trout Lake Bouncy Castle can be rented out only if a room, staff and the gym are available.
- Bouncy Castle rental with includes the South Gym rate is \$60 per 45 minutes.
  - Minimum call out for Bouncy Castle attendant is 2 hours.
  - If you have an Association Staff already working that day and can work the bouncy castle than the cost can be reduced.

- Must ensure the staff knows how to set up and take down the bouncy castle.
- Bouncy castle check list must also be done.
- The gym is booked 30 minutes on either end (if only 1 person is doing the bouncy castle setup and takedown).
- Bouncy Castles from an established company can only be used. Privately owned bouncy castle does not meet our standards.

#### **11) Entertainers or Special Rental**

- Rental groups must provide liability insurance for entertainer(s).
  - Note: All entertainment would need liability insurance. You would need to do a risk assessment and use your judgment. A magician does not need to have a liability insurance unless his act involves knives or fire ( would need a permit for fire and only outside since it can set off the sprinklers).
  - Some of these groups are on the approved vendors lists. Will need to check the list each time they are booked since their insurance may expire or have changed.

#### **12) Weddings**

- An evening rate discount of 10% is applied for rentals that are 8 hours or more. For instance 5pm-2am.
- Any large parties such as weddings with the consumption of alcohol 2 Rental Supervisors should be hired.
- In the summer months the Centre is closed early at 4pm. In June & July birthday party packages are still in effect so bookings starting at 4pm. In August, there are no birthday party packages and therefore bookings can be taken as early as the room is available.
- Normally, rental bookings can only be made during the existing season ie. Winter, Spring, etc. Only certain event exceptions such as weddings can a booking be taken as far as 1 year in advance. The appropriate Damage Deposit must be paid to secure the booking.
- \*Note: All renters will be provided an information Questions and Answers Information Sheet (See Appendix C).

## West End Community Centre

### *Who can rent rooms?*

Anyone can rent rooms (based on availability) as long as no admission fee is charged, and no programs, private or public, is offered. Sales or promotion of goods, services, religious or political beliefs are prohibited without written permission from the Recreation Supervisor.

### *Can I serve alcohol?*

Alcohol may be served with a valid liquor license and a Serving it Right certificate (Visit [www.servingitright.com](http://www.servingitright.com) for more information.)

### *Can I serve food?*

Yes, but we do not have any kitchen amenities for food preparations, but caterers are welcome.

### *What equipment is available?*

Various tables, chairs, podiums, etc. are available, based on availability and room capacity. Discuss your equipment needs with the staff before booking.

### *Can I promote my event using the WECC/Barclay Manor name?*

No. Promotional material may refer to the centre as a "rented community hall at 870 Denman St./1447 Barclay St."

Auditorium	200	\$60/hr	Board Room	15	\$22/hr
Barclay Room	60	\$32/hr	Multipurpose - Main	20	\$22/hr
Bidwell Room	60	\$32/hr	Fireplace	15	\$22/hr
Denman Room	60	\$42/hr	Piano	15	\$22/hr
English Bay Room	so	\$32/hr	Multipurpose - Bsmt	40	\$32/hr
Meeting Rooms	15	\$32/hr	Kitchen	8	\$32/hr
Stanley Court	20	\$32/hr	All Rooms	80	\$500/Hours



**September 2018 Room Rental Rates**  
**WE/CH/BM**

ROOM	ROOM RATE (/hr) Weekdays (9am-5pm)	Room Rate (/hr) Weeknights (5pm-1am) & Weekends (9am-1am)
<b>West End Community Centre</b>		
Auditorium	\$65	\$65
Barclay	\$33	\$35
Bidwell	\$35	\$37
Denman	\$45	\$45
English Bay	\$33	\$35
Meeting Room	\$33	\$35
Stanley Court	\$33	\$35
<b>Barclay Manor</b>		
Board Room	\$22	\$25
Multipurpose M	\$22	\$30
Fireplace	\$22	\$30
Piano	\$22	\$30
Multipurpose B	\$22	\$40
Kitchen	\$22	\$25
Entire Manor	N/A	\$600
<b>Coal Harbour Community Centre</b>		
Multipurpose	\$70	\$90
Activity	\$33	\$45
Arts & Crafts	\$33	\$40
Meeting	\$25	\$35
Gymnasium	\$65	\$75

## West Point Grey Community Centre

To provide guidelines to staff for a consistent and efficient approach to booking facility rentals at West Point Grey Community Centre.

### Roles and Responsibilities:

Aberthau Mansion Rental Liaison	Jericho Hill / Aberthau Gym Liaison
<ul style="list-style-type: none"><li>• All Aberthau Mansion events</li><li>• Damage deposit returns</li><li>• Maintain and update wedding website information (weddingwire.ca, eventective.com, etc.)</li><li>• Hire, train and schedule staff as required</li><li>• Payroll entry and submission</li></ul>	<ul style="list-style-type: none"><li>• All Jericho Hill rentals, Aberthau Gym sports activities, and rentals</li><li>• All school gym bookings</li><li>• Damage deposit returns</li><li>• Liaise with West Point Grey Academy</li><li>• Liaise with Park Board tenants</li><li>• Liaise with WSI</li></ul>

### 1) Evaluation of Rental Requests

**a) The approval of a rental request in the community centre is determined by:**

- The compatibility of the rental with the community centre mandate and the Park Board's mandate.
- The availability and suitability of the community centre to accommodate the rental.
- While other uses may take precedence, private, commercial, political or religious organizations can rent facilities in a community centre from Community Centre Associations for private functions such as meetings, parties, weddings and training. In keeping with the private nature of these rentals, organizers of private events are directed not to publicly advertise the community centre as the location for their meeting as this may cause an increase in number of attendees beyond the room capacity.
- Solicitation of goods, services, political beliefs or religious beliefs is prohibited without written permission from the West Point Grey Community Centre Association.
- Written materials (such as flyers and posters) may be placed in the community centre provided that they are appropriate for public display and do not cause littering or sanitation issues.

### 2) Space Allocation Priority

- The Park Board and Community Centre Association will allocate space within the Community Centre based on the following hierarchy of priorities:
  - a) Association offered programming and services as a first priority;

- b) Use by not-for-profit community organizations for the purposes of physical, recreational, cultural, educational, social and capacity-building programs as a second priority;
- c) Use by other not-for-profit community organizations for purposes other than recreation, culture or arts as a third priority; and
- d) Private rentals as a fourth priority

### 3) Initial Intake and Customer Service:

- Forward all initial requests to the Rental Liaison first.
- All staff shall provide information on our facility rentals to customers including rental rates, room sizes, facility tours, general rental policies and guidelines and room availability. Some key messages and reminders include:

- ☐ Always ask the nature of the event, what kinds of activities will be conducted (e.g. work meeting, wedding, birthday party), event attendance and types of equipment required.
- ☐ All interested renters should view the space prior to requesting a reservation
- ☐ Room availability can only be communicated for the current programming season once recreation program bookings have been completed. Any advance rental requests can only be approved by the Rental Liaison, in consultation with the Recreation Programmer or Recreation Supervisor.
- ☐ We allow tentative reservations for up to 3 days unless approved by the Rental Liaison, in consultation with the Recreation Programmer or Recreation Supervisor. All reservations are on a first-come-first-served basis and are only confirmed when a deposit or full payment is received.
- ☐ For people interested in booking our facilities after operating hours, there is an additional charge of \$25.00 per hour for Staff Supervision costs. Operating hours may change without notice.

### 4) Reservation Requests:

- If a potential customer is interested in making a rental request, check in ActiveNet for availability. Whenever possible, ask the customer to e-mail their rental request to [wpgcc@vancouver.ca](mailto:wpgcc@vancouver.ca) and provide the following information:
  - ☐ Name and contact phone number
  - Include person(s) to be named on the rental contract
  - If applicable,
    - ☐ Nature of the rental
    - ☐ Date(s) and time(s) of the rental
  - Include the duration of the rental
  - Set-up and clean-up must be included in the time frame of the rental booking
  - ☐ Expected number of attendees
  - ☐ Do you plan to serve alcohol? If yes, a Special Event Permit, a valid Special Event Server or Serving It Right certificate, and liability insurance is required.
  - ☐ Do you plan to play copyrighted/recorded music? If yes, will dancing be involved?
  - ☐ Equipment requirement
- If the customer requires more assistance or information, forward him/her/they to the Rental Liaison.

### 5) Facility Rental Agreements

- A reservation that is made in any space within the Community Centre building that is not an activity or event sponsored by the Park Board or City of Vancouver.
  - a) Short Term – One-off rental bookings.

- Hourly room rental bookings are accepted up to eight (8) weeks in advance.
- Entire facility bookings are accepted up to one (1) year in advance.
- b) Medium Term – Rentals on a single permit typically the length of a program season.
  - These rentals will be booked by the Rental Liaison seasonally once all Community Centre Programs have been booked.
- c) Long Term – Rentals on a single permit that exceed the current season, usually 3-4 months.
  - Can only be approved by the Rental Liaison in consultation with the Recreation Supervisor. Long term rentals are only booked if they are after operating hours.
- d) Our facilities cannot be rented for activities that conflict with the programs and services we offer through our programming; however, exceptions can be made for one time workshops or events that have a similar nature to the programs and services we offer, but must be approved by the Rental Liaison in consultation with the Recreation Supervisor and/or Association Board.

## 6) Fees & Charges

- Fees and charges are determined by West Point Grey Community Centre Association and are subject to change at any time. The current charge categories include:
  - a) Filming:
    - Any event or activity that is produced for filming profit.
  - b) Commercial:
    - Any event or activity that is produced for commercial profit such as trade shows, conferences, etc. where there is an intention to generate a revenue or charge for admission.
  - c) Private:
    - Any event or activity such as a birthday party, meeting, workshop or presentation where there is no intention to generate a revenue or charge for admission.
  - d) Non-Profit/Community Organizations:
    - Any event or activity that is reserved by a registered non-profit or charitable organization.
- Non-profits are eligible for a discount on rental room rates only upon receiving a non-profit society certificate or government certificate.
- Reductions in charges for individuals or community organizations who do not have a registered charity number must submit a letter outlining their request and reason for a rate reduction. The reduction in rate will be approved by West Point Grey Community Centre Association in consultation with the Rental Liaison and the Recreation Supervisor.

**Filming Room Rental Charge Matrix**

Room Name	Entire Facility (Flat Rate)	Per Room (Per Hour)
Oak Room	\$2,200.00 Prep / Wrap Day(s) \$4,400.00 Film Day(s)	\$200.00
Dining Room		\$200.00
Lounge		\$150.00
Library		\$150.00
Gardens		\$150.00
Kitchen		\$150.00
Gymnasium	N/A	\$200.00

Please note the following:

- Additional fees may apply. Rates are subject to change without notice.
- A \$250.00-\$1,000.00 damage deposit will be added to the contract.

- Film companies must source out replacements of light fixtures in the event an item goes missing or is broken.

### Commercial / Non-Profit / Community Room Rental Charge Matrix

Room Name	Community (Per Hour)	Non-Profit (Per Hour)	Commercial (Per Hour)
Oak Room	\$13.00	\$15.00	\$56.00
Dining Room	\$13.00	\$15.00	\$56.00
Lounge	\$13.00	\$15.00	\$56.00
Library	\$7.00	\$10.00	\$46.00
Gardens	\$7.00	\$10.00	\$46.00
Craft Room	\$5.00	\$8.00	\$35.00
Gymnasium (Sports)	\$17.00	\$25.00	\$75.00

Please note the following:

- Additional fees may apply. Rates are subject to change without notice.
- Hourly rentals only accepted up to eight (8) weeks in advance.

### Private Room Rental Charge Matrix

Room Name	Maximum Capacity	Square Footage	Room Rate (Per Hour)
Oak Room	60	874	\$46.00
Dining Room	60	845	\$46.00
Lounge	30	500	\$46.00
Library	25	500	\$36.00
Gardens	125	3,800	\$36.00
Craft Room	12	260	\$25.00
Meeting Room	12	229	\$25.00
Gymnasium (Sports)	300	5,700	\$55.00

Please note the following:

- Additional fees may apply. Rates are subject to change without notice.
- Hourly rentals only accepted up to eight (8) weeks in advance.

### Package Room Rental Charge Matrix

Room Name	Maximum Capacity	Room Rate (Per Hour)
Lounge, Dining Room, Oak Room, Gardens & Kitchen	90 sit down dinner 125 buffet/cocktail	\$1,115.00 Low Season* \$1,315.00 High Season**
Lounge, Dining Room & Kitchen	90	\$128.00
Oak Room & Kitchen	60	\$80.00

Dining Room & Kitchen	60	\$80.00
-----------------------	----	---------

\*Low Season: January 1 to May 31 and post Labour Day to December 31.

\*\*High Season: June 1 to Labour Day.

Please note the following:

- Package Room Rates are per hour (excluding Low Season and High Season).
- Additional fees may apply. Rates are subject to change without notice.
- Low Season and High Season rentals are accepted up to one (1) year in advance.

### 3) Additional Fees & Charges

#### 1. Rental Supervision/Staffing Costs:

- For rental bookings outside of regular operating hours (after hours) or special circumstances, the number of staff is dependent on the activity, scope and size of the event
- \$25.00 per hour for each Rental Supervisor

#### 2. SOCAN + Re:Sound Music Royalty Fees:

- SOCAN + Re:Sound with dancing (101-300): \$63.49 + \$26.63 = \$90.12
- SOCAN + Re:Sound without dancing (101-300): \$31.72 + \$13.30 = \$45.02
- For more information, visit [www.socan.ca](http://www.socan.ca), [www.resound.ca](http://www.resound.ca)

#### 3. Damage Deposit

- \$50.00-\$250.00 refundable damage deposit, due immediately (small to medium functions)
- \$500.00-\$1,000.00 refundable damage deposit, due twenty-eight (28) days prior to event date (large functions)

#### 4. Set-Up and Clean-Up Package:

- All large rental bookings are charged \$250.00 for a Set-Up and Clean-Up Package.
- This package is optional for small to medium rental bookings.

### 4) Policies

All facility rental customers must agree to and abide by the policies listed below.

West Point Grey 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.

I/we, the undersigned renter hereby agree to abide by the terms of the rental agreement and ensure that the terms of the contract will be complied with by the rental group. The rental group agrees to ensure that activities are conducted in the Community Centre facilities so as not to endanger any person; and to indemnify and save harmless the City of Vancouver, the West Point Grey Community Centre Association, the Board of Parks and Recreation of the City of Vancouver and any of their respective employees, officers, volunteers or agents against any and all claims for injury to person and property, however caused, and arising out of the activities of the rental group or out of the occupation or possession of the premises by the rental group. The undersigned is advised to

carry adequate public liability and proper damage insurance to cover such risks.



## 5) Customer Rental Guidelines

### 1. Damage Deposit:

- The damage deposit is a refundable deposit required with all rental contracts for functions. The deposit will be used to cover the cost of any damages and cover any additional fees incurred. It is required upon acceptance of the room reservation. Payments can be made via MasterCard, Visa, American Express, Debit Card, Cheque or Cash.

### 2. Refund of Damage Deposit:

- The damage deposit will be refunded less any outstanding charges within thirty (30) days of the end of the rental.
- If the damage deposit was paid by credit card, the refund will be automatically processed back onto the credit card.
- If the damage deposit was paid by cash or cheque, the refund will be mailed by cheque - allow up to four (4) weeks for the refund to be processed.
- If the damage deposit was paid by debit card, the renter has 3 options for the refund; in-person, mailed by cheque or credit on his/her account.

### 3. Payment Schedule and Contract:

- For large bookings, the contract must be signed in-person and a \$400.00 deposit is required to confirm the booking; \$100.00 is non-refundable. Payment of the balance is required at least twenty-eight (28) days prior to the event date including the damage deposit.
- For small to medium bookings, the balance of your rental must be paid in full at the time of your booking including the damage deposit.

### 4. Cancellations, Refunds and Transfers:

- The West Point Grey Community Centre Association reserves the right to cancel your rental in an emergency situation or due to circumstances beyond its control.
- If your event is deemed to be in conflict with the goals and objectives of the West Point Grey Community Centre Association, Vancouver Board of Parks and Recreation, the West Point Grey Community Centre Association reserves the right to cancel your rental without notice.
- All rentals can be cancelled at the discretion of the Rental Liaison and/or the Recreation Supervisor, if the space is needed for Special Events or Programs.
- Notice of cancellation of a rental contract MUST be forwarded in writing or by e-mail to [wpgcc@vancouver.ca](mailto:wpgcc@vancouver.ca).
- If cancelled, the refund will be pro-rated as follows:

#### **Small to Medium Rental Bookings**

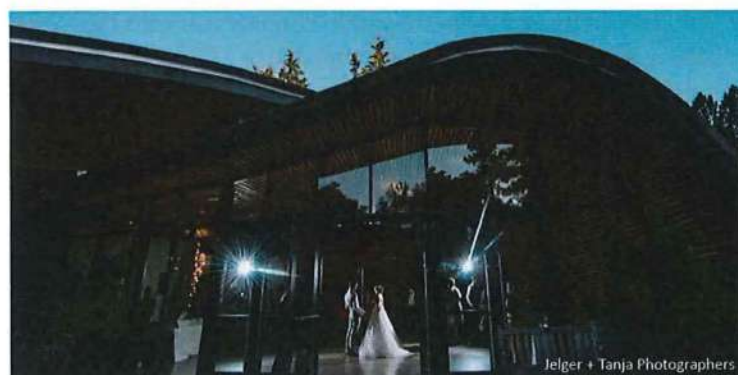
Notification a minimum of 30 days in advance – 75% refundable  
Notification less than 30 days – No Refund

## **Large Rental Bookings**

Notification a minimum of 5 months' in advance – \$300.00 refundable Notification a minimum of 4 months' in advance – \$250.00 refundable Notification a minimum of 3 months' in advance – \$200.00 refundable Notification less than 3 months' – No Refund



## Indoor Rental Halls



Thank you for your interest in booking at VanDusen Botanical Garden. Please review the information below to gain a better understanding of what is involved in renting our facilities for your event.

### Facility Overview:

The Visitor Centre is comprised of 3 rental halls. The BMO Great Hall and Peggy Gunn Woodland Hall A & B. These rooms can be rented as one large space or separated into 3 smaller rooms depending on the needs of your event. The Floral Hall Pavilion has 2 rooms which are located in our older building. Our halls can be booked from 8:00am - 5:00pm, 5:00pm - midnight, or for a full day from 8am to midnight (or until 1am on Saturdays only).

This unique garden setting is wheelchair accessible and has ample free parking. The Visitor Centre Halls look directly onto the garden with a stunning view of Livingston Lake. We also have a lovely Garden Shop and Truffles Fine Foods café and catering located on site. Shaughnessy Restaurant is also a short walk away at the north west side of the parking lot.

All events require liability insurance with the "City of Vancouver and its Board of Parks & Recreation" named as additional insured. If alcohol is being served at your event, \$5 million in liability coverage is required. If you will not be serving alcohol \$2 million in liability coverage is required. A special occasion license is also required for any events serving alcohol.

A Reservation Deposit is required upon booking and a \$10.00 SOCAN fee is charged if music is played. Please note that Renters are responsible for set up and take down, and garbage is to be taken to the garbage bins located outside of the building. When using the Visitor Centre Halls, a 12% catering fee applies on the food and beverage costs. If you use Truffles Fine Foods who are located on site, the 12% does not apply.



# 2018 Rental Rates (all rates subject to change)

For any 2019 bookings - if you wish to keep the 2018 rate, full payment is due by December 7, 2018.

**VanDusen Visitor Centre** - The BMO Great Hall and Peggy Gunn Woodland Hall A & B are located in our new Visitor Centre building. These halls are a picturesque location for business meetings, conferences, wedding ceremonies & receptions, memorials, seminars, banquets, Christmas parties or for special office functions.

These halls have free WiFi accessibility, however it is not strong enough for video conferencing style events. The WiFi can be accessed on the VanWiFi network and no password is required.

Please note: To receive the non-profit rates, we must receive a copy of your non-profit certification prior to booking

## BMO Great Hall - \*All prices below subject to GST\*

The BMO Great Hall is a spacious room situated in the new Visitor Centre in our beautiful garden setting. It can accommodate 70-90 for a lecture-style presentation, 40 around workshop tables, or 60 for a seated reception.

Maximum Capacity: 70-80 lecture, 40 workshop, 60 reception

8am-5pm or 5pm-midnight	Standard rate: \$910.00	Non-Profit rate: \$594.00
8am-midnight	Standard rate: \$1,490.00	Non-Profit rate: \$975.00

## Peggy Gunn Woodland Hall (A & B combined)

The Peggy Gunn Woodland Hall is located beside the Great Hall (can be rented separately or in conjunction with the Great Hall). These halls have a beautiful view of Livingston Lake and the garden. It can accommodate 100 for a lecture-style presentation, 40 around workshop tables, or 60 for a seated reception.

Maximum Capacity: 100 lecture, 40 workshop, 60 reception

8am-5pm or 5pm-midnight	Standard rate: \$910.00	Non-Profit rate: \$594.00
8am-midnight	Standard rate: \$1,490.00	Non-Profit rate: \$975.00

## Peggy Gunn Woodland Hall A or B

The Peggy Gunn Woodland Hall can be separated into 2 smaller rooms:

Maximum Capacity of each, A or B: 50 lecture, 20 workshop, 30 reception

8am-5pm or 5pm-midnight	Standard rate: \$455.00	Non-Profit rate: \$297.00
8am-midnight	Standard rate: \$745.00	Non-Profit rate: \$488.00

## Room Combinations

### BMO Great Hall and Peggy Gunn Woodland Hall A

Maximum Capacity: 130 lecture, 60 workshop, 90 reception

8am-5pm or 5pm-midnight	Standard rate: \$1,365.00	Non-Profit rate: \$891.00
8am-midnight	Standard rate: \$2,235.00	Non-Profit rate: \$1,463.00

### BMO Great Hall and Peggy Gunn Woodland Hall A&B

Maximum Capacity: 200 lecture, 80 workshop, 120 seated reception or 150 stand up cocktail-style reception

8am-5pm or 5pm-midnight	Standard rate: \$1,820.00	Non-Profit rate: \$1,188.00
8am-midnight	Standard rate: \$2,980.00	Non-Profit rate: \$1,950.00

Available for use as requested:

- |                           |                |  |
|---------------------------|----------------|--|
| • 2.5' x 6' tables        | • Sound System | • 8' x 6' Portable Projector Screen                      |
| • Black padded chairs     | • Podium       | • LCD projector (available for rent)                     |
| • Coffee & Hot Water Urns | • Microphone   | • Servery Kitchen (access to be discussed with Truffles) |

## Visitor Centre Halls Admission Packages (For Private Events Only - Excludes Festival of Lights)

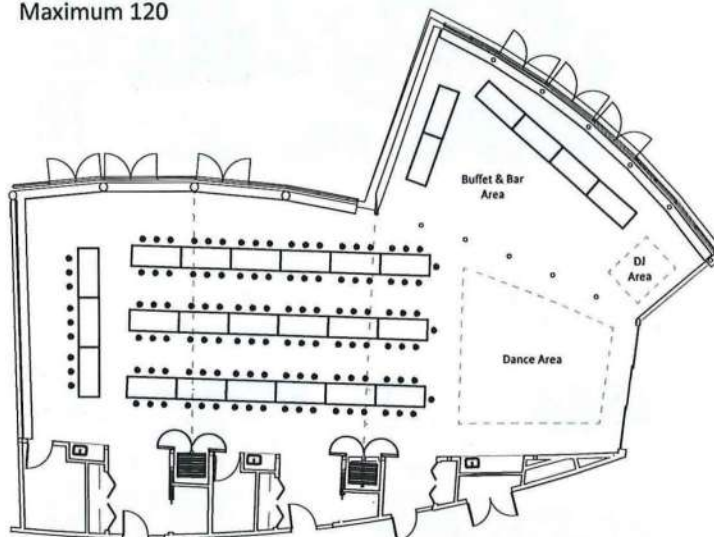
Package covers all of your guests garden entry on the day of your event (during garden hours), with entry through the hall doors - no guest list required. For Public events, guests must pay for entry at the admission desk.

Woodland Hall A <u>or</u> B	\$100.00+GST/day
Woodland Hall A & B	\$200.00+GST/day
BMO Great Hall	\$150.00+GST/day
BMO Great Hall & Woodland Hall A	\$250.00+GST/day
BMO Great Hall & Woodland Hall A & B	\$400.00+GST/day

## Sample Floor Plans

### Reception Style

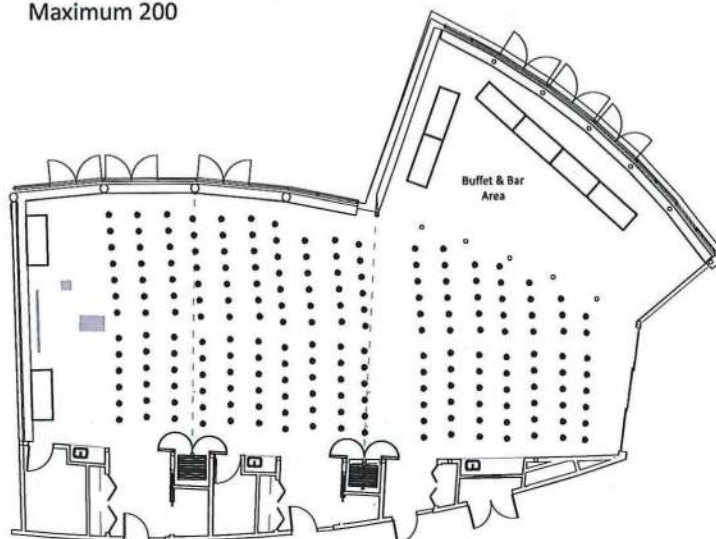
BMO Great Hall and Peggy Gunn Woodland Hall A & B  
Maximum 120



Pipe & Drape/Décor not included

### Lecture Style

BMO Great Hall and Peggy Gunn Woodland Hall A & B  
Maximum 200

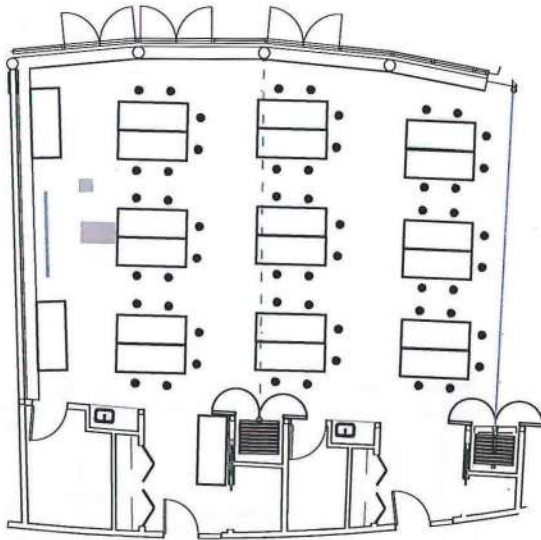




# Sample Floor Plans

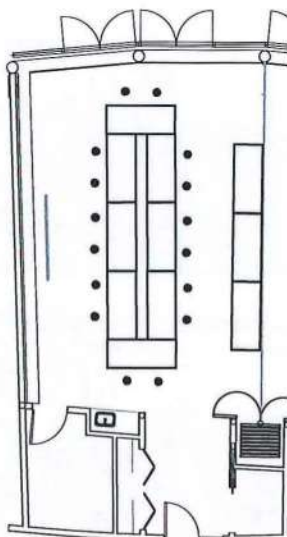
## Pod Style

Peggy Gunn Woodland Hall A & B  
Maximum 54



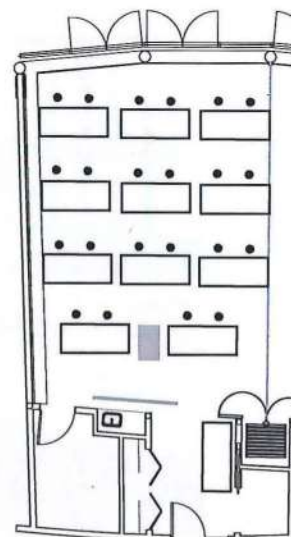
## Boardroom Style

Woodland Hall B  
Maximum 20



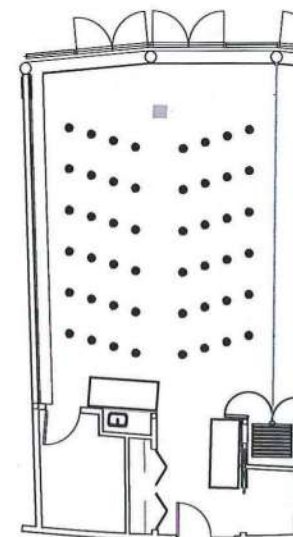
## Classroom Style

Woodland Hall B  
Maximum 22



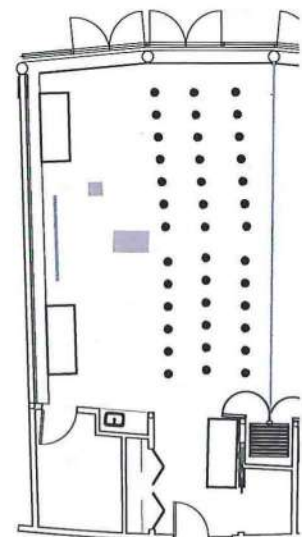
## Ceremony Style

Woodland Hall B  
Maximum 50



## Lecture Style

Woodland Hall B  
Maximum 40



# 2018 Rental Rates (all rates subject to change)

## Floral Hall Pavilion - The Floral Hall and Cedar Room are located in one of our original VanDusen buildings.

These halls have free WiFi accessibility, however it is not strong enough for video conferencing style events. The WiFi can be accessed on the VanDusen network and no password is required.

Please note: To receive the non-profit rates, we must receive a copy of your non-profit certification prior to booking

### Floral Hall - *\*All prices below subject to GST\**

The Floral Hall at VanDusen Botanical Garden also has a beautiful garden setting. The Floral Hall will accommodate up to 150 for a lecture-style presentation, 60 around workshop tables, or 120 for a reception. This is a unique location for business meetings, conferences, seminars, memorials, wedding receptions, banquets, Christmas parties or for special office functions.

Maximum Capacity: 150 lecture, 60 workshop, 120 reception

8am-5pm or 5pm-midnight	Standard rate: \$805.00	Non-Profit rate: \$525.00
8am-midnight	Standard rate: \$1,310.00	Non-Profit rate: \$860.00

### Cedar Room

The Cedar Room is a conveniently located, moderate sized room capable of accommodating 50 for a lecture-style presentation or 20 people around workshop tables.

Maximum Capacity: 50 lecture, 20 workshop

8am-5pm or 5pm-midnight	Standard rate: \$265.00	Non-Profit rate: \$175.00
8am-midnight	Standard rate: \$440.00	Non-Profit rate: \$286.00

Available for use as requested:

- 2.5' x 6' tables
- Black leather chairs
- Coffee & Hot Water urns
- Sound System (Floral Hall only)
- Podium (Floral Hall only)
- Microphone (Floral Hall only)
- Projector Screen
- LCD projector (available for rent)
- Kitchen (Floral Hall only)

## Floral Hall/Cedar Room Garden Admission Packages (For Private Events Only - Excludes Festival of Lights)

Package covers all of your guests garden entry on the day of your event (during garden hours). A guest list is required. All attendees will need to have their names checked off at the admission desk prior to entering the garden.	
Floral Hall (up to 75 guests)	\$200.00+GST/day
Floral Hall (over 76 guests)	\$400.00+GST/day
Cedar Room (up to 20 guests)	\$60.00+GST/day
Cedar Room (over 21 guests)	\$120.00+GST/day

### Facility Viewings

If you would like to arrange a time to view our location, the rentals office is open 9 - 4pm weekdays; tours available based on availability.

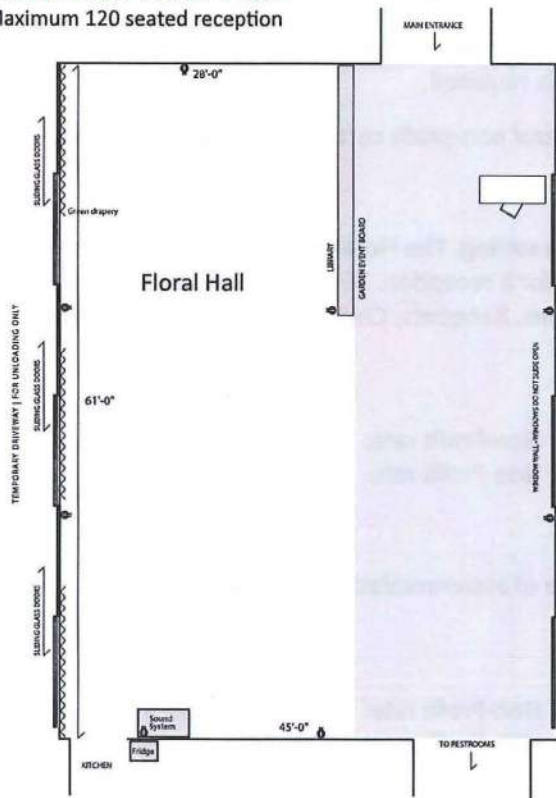
For viewing the garden locations, please contact us and we will be pleased to give you a tour of the garden venues. Should an evening or weekend be more convenient, we will make arrangements for you to have garden access (during hours of operation) to view the garden and you can contact us thereafter with your questions. Please note that for any garden events, your function must end by 10pm and everything must be cleaned up and everyone off the site by 11pm.



# Floral Hall & Cedar Room Floor Plans/Images

## Floral Hall Floor Plan

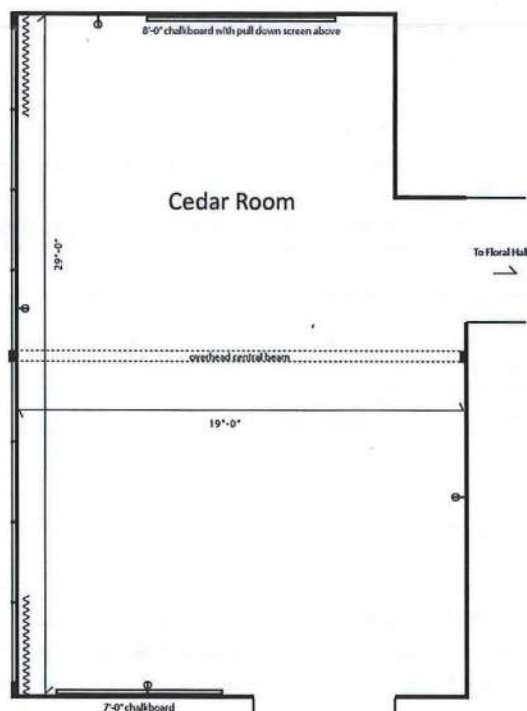
Maximum 120 seated reception



Please note: Floral Hall no longer has a stage. All décor, linens and chair covers rented separately.

## Cedar Room Floor Plan

Maximum 50 lecture style





## Outdoor Wedding Rentals



We'd like to start by congratulating you on your upcoming nuptials and want to thank you for considering VanDusen Botanical Garden as your wedding venue. We offer three beautiful outdoor wedding locations to choose from. Please read through the options available to determine which space would best suit your needs. With an outdoor wedding rental, you and your guests have the opportunity to explore all 55 acres of VanDusen Garden.

### Reception Venue/Rain Backup

Since our wedding venues are outdoors and Vancouver has been known to rain - we encourage renting one of our indoor halls as your ceremony rain backup and for your evening reception. Alternately, you may wish to rent a tent depending on which location you choose.

Hall/Capacity - All rates subject to GST	Standard Rate (full day booking)	Special Rate if Halls Booked with an Outdoor Venue
<b>BMO Great Hall</b> 100 ceremony/60 seated reception	\$1,490.00	\$910.00
<b>Peggy Gunn Woodland Hall (A&amp;B)</b> 100 ceremony/60 seated reception	\$1,490.00	\$910.00
<b>BMO Great Hall &amp; Peggy Gunn Woodland Hall A &amp; B</b> 200 ceremony/120 seated reception	\$2,980.00	\$1,820.00
<b>Floral Hall</b> 150 ceremony/120 seated reception	\$1,310.00	\$805.00



# Outdoor Venue - 2018 Rental Rates (all rates subject to change)

## The Great Lawn

For any 2019 bookings - if you wish to keep the 2018 rate, full payment is due by December 7, 2018.



This location can accommodate everything from small intimate ceremonies all the way up to large tented receptions.

### The Great Lawn (Ceremonies & Receptions) - All rates subject to GST

#### Ceremony Only

Capacity: 40 - 800 for a ceremony  
Rates: \$1,895.00 rent, includes admission up to 120, \$6.75/person after 120  
Entrance: Guests enter through Gate 2 (West side of the parking lot off 37th Avenue)  
Vendors, bridal party & guests with mobility issues, enter through Gate 3 (37<sup>th</sup> & Hudson)

Additional Costs: \$35.00/hour for Security at the service entrance (Gate 3), minimum 4-hour call out  
\$10.00 SOCAN fee if music is played (non-taxable)  
\$42.00/hour for Event Liaison if event is over 4 hours, or more than 200 people

Please note:

- It is the responsibility of the renter to supply tent, chairs and décor
- All tents 20'x 40' and under must be weighted.
- One power outlet available by request
- no food or beverages allowed unless booked as a reception (see pricing below)

#### Ceremony and/or Reception (luncheon or dinner)

All receptions must be finished by 10pm and cleaned up & out by 11pm as we are located in a residential area

Capacity: 40 - 800 for a reception  
Rates: \$3,690.00 rent, includes admission up to 120, \$6.75/person after 120  
\$1,845.00 rent – if tent set up the day before or move out the day after  
Entrance: All guests, vendors and bridal party enter through Gate 3 (37<sup>th</sup> & Hudson)

Additional Costs: \$1,000 Reservation/Damage deposit - *non-refundable until after your event*  
\$35.00/hour for Security at the service entrance (Gate 3), minimum 4-hour call out  
\$35.00/hour Additional Security on site during reception hours  
\$42.00/hour Additional Liaison required for any event with over 200 people  
\$42.00/hour Additional Liaison required over 8 hrs (initial 8 hours included)  
\$625.00 power, water access & garbage bins  
\$10.00 SOCAN fee if music is played (non-taxable)

Please note:

- It is the responsibility of the renter to supply tent, chairs and décor etc.
- All tents 20'x 40' and under must be weighted. Should you have larger tents, we will need to arrange a meeting with our garden superintendent to discuss placement. This can be done at the production meeting\*
- Catering, portable washroom trailer, lighting (for an evening reception) are required
- You must have a wedding planner



## Outdoor Venue - 2018 Rental Rates (all rates subject to change)

---

### Heron Lake



This wedding location offers a lovely mix of both garden and lake setting. Our large willow tree overlooking Heron Lake makes this the perfect backdrop for a stunning wedding ceremony.

#### Heron Lake (Ceremonies only) - *All rates subject to GST*

Capacity: 120 maximum for a ceremony (including bridal party and vendors staying on site)  
Rates: \$1,895.00 rent for the garden, includes admission to the garden  
Entrance: Guests enter through the Visitor Centre  
Vendors, Bridal Party & Guests with mobility issues, enter through Gate 6 (33<sup>rd</sup> & Osler)

Additional Costs: \$35.00/hour for Security at the service entrance (Gate 6), minimum 4-hour call out  
\$42.00/hour for a Liaison should you require more than 4 hours (initial 4 hours included)  
\$10.00 SOCAN fee if music is played (non-taxable)

Please note:

- it is the responsibility of the renter to supply tent, chairs and décor
- maximum tent size 20' x 40' and must be weighted not staked
- one power outlet available by request
- no food or beverages allowed

### Meadow Pond



This beautiful stand up wedding ceremony location is the perfect spot for a small intimate gathering.

#### Meadow Pond (Ceremonies only) - *All rates subject to GST*

Capacity: 30 maximum for a ceremony (including bridal party)  
Rates: \$675.00 rent for the garden, includes admission to the garden  
Entrance: Gate 4 (37<sup>th</sup> & Cartier)

Please note:

- no food/beverage, chairs, tent, décor allowed
- no power outlet available



# VanDusen Garden Map & Additional Information



## Additional Outdoor Booking Information

It is a 4-hour rental for ceremonies. All rentals must be in and out of the site within that time frame. If you require additional time, you will need to inform the facility rentals staff, and additional security and liaison charges will apply. Wedding Party and guests may remain on the site after the ceremony to enjoy the garden (during garden hours).

A **Reservation Deposit** of \$500 is required upon booking for all wedding ceremonies, or \$1,000 deposit for all outdoor receptions. The renter will also obtain **liability insurance** for rental of indoor or outdoor venues to indemnify and save harmless the City of Vancouver, as represented by its Board of Parks & Recreation any claims or charges arising from the renter's use of the facility. A \$10 **SOCAN** fee is charged if music is played.

## Wedding Rehearsals

With every wedding booking, you may schedule a rehearsal at no additional charge. Please note: We cannot guarantee the date since we may get a booking for your rehearsal location. We will give as much advance notice as possible in the event that the rehearsal needs to be re-scheduled. We recommend choosing a weekday evening since there is less chance that the outdoor locations will be booked.

## Wedding Photographs/Small Wedding Ceremony of 20 or Less

The Garden is an exceptional setting for wedding photographs. Group rates for Wedding Photos are as follows:

Up to 4 people: \$ 88.00  
5 to 8 people: \$170.00  
9 to 15 people: \$241.00

- Free admission fee for the wedding photographer
- If there are more than 15 people, each additional person receives 10% off his/her regular admission price
- No reservation required, one person pays for the group

For a small wedding ceremony of 20 or less, the wedding photograph rates above apply. One person pays for the group, no chairs, etc., allowed. The ceremony cannot obstruct any main attractions in the garden.



## Bloedel Wedding Rentals



Thank you for considering Bloedel Conservatory for your upcoming special event!

Bloedel Conservatory is an exotic setting for a wedding ceremony, cocktail party, anniversary celebration, fundraiser, or birthday party, and can be booked for a reasonable fee seven days a week! Please read through the information below for more details on what we have available to offer.

### Wedding Package:

Ceremonies can be held before the conservatory opens, or after we have closed to the public.

Wedding Package Cost:	Includes:
\$484.00+GST \$10 SOCAN fee if music is played (optional)	<ul style="list-style-type: none"> <li>- 2 hours exclusive use of the conservatory (outside of regular operating hours)</li> <li>- liaison for 2 hours</li> <li>- admission for up to 30 guests included*</li> <li>- signing table &amp; chair</li> <li>- power outlet available</li> <li>- site is fully wheelchair accessible</li> </ul>

### Larger Events:

For any event over 30 guests, please contact us to discuss your event in more detail so we can help figure out whether Bloedel Conservatory is a suitable location for your event.

*\*Additional \$5.85+GST applies per person - maximum 150 in the conservatory*



# Bloedel Wedding & Event Rentals Continued

## Rental Timeslots:

Times Available: (Excluding November 15-January 15)		
<b>February &amp; March</b> 8am-10am or 5pm-7pm (with possible extension to 11pm)	<b>April, September, &amp; October</b> 8am-10am or 6pm-8pm (with possible extension to 11pm)	<b>May - August</b> 8am-10am or 8pm-10pm (with possible extension to 11pm)
<b>Please note:</b> <ul style="list-style-type: none"><li>- Maximum 2 hours in the morning</li><li>- Evening - Additional hour is \$200+GST/hour</li><li>- Additional liaison time is \$42+GST/hour</li><li>- Latest finish time is 11pm</li></ul>		<b>Top 3 ceremony locations:</b> <i>We recommend calling to arrange a viewing to pick your perfect ceremony spot</i> <ul style="list-style-type: none"><li>1) Banyan Fig</li><li>2) Bridge</li><li>3) Bird Feeders</li></ul>

## Important information:

1. Minimum 2 weeks advance booking required
2. Liability insurance certificate required (\$2 million standard, or \$5 million in coverage if alcohol is served)
3. Copy of special occasion liquor license required if serving alcohol
4. Renters responsible for arranging the rental of any additional tables and chairs
5. In the event of a cancellation, there is a \$100 non-refundable fee. No refunds within 30 days of the event
6. No candles, bubbles, confetti, rice, balloons, or avocado (toxic to birds), inside or outside the conservatory
7. No animals allowed, with the exception of registered guide/assistance dogs
8. No smoking permitted on premises
9. Should you wish to serve light refreshments or have caterers on site, there is an additional \$50 fee, and someone must supervise the food at all times (to avoid the birds eating it).

## For more information please contact:

Mia Mar

Phone: 604.257.8584

E-mail: [mia.mar@vancouver.ca](mailto:mia.mar@vancouver.ca)

Or check venue availability at:

[www.bloedelconservatory.ca](http://www.bloedelconservatory.ca)



## **Public Space Policy [BD-L-2006]**

## **Appendix C (i) Public Space Policy Vancouver Public Library**

### **Introduction**

The Library's public space is an important part of our overall vision to enrich the human spirit and strengthen our commitment to democratic participation. Our public space contributes to community building by providing an opportunity for diverse cultures and socio-economic groups to express opinions and perspectives through personal interaction, planned assemblies and celebrations. It is an expression of our commitment to collective values, free and open access and public deliberations. It also provides opportunities for solitude and reflection. Active use of our public space places the Library at the centre of public life and supports life-long learning.

### **General Guidelines**

The Library encourages the general public and community organizations to make use of its space for activities compatible with the Library's goals and objectives. There are different types of public space throughout the Library system. The Central Library has the greatest variety of public space including 3 distinct rental space categories: the North and South Plazas, the Promenade, and a range of meeting rooms throughout the building. Rental space at the branches is limited to those branches with meeting rooms. Given the varying types and visibility of the rental spaces at Central, different rental guidelines apply to different areas. These guidelines recognize that commercial activity, through space rentals, contributes to library revenue and supports library programs and further recognize that commercial and non-commercial activities are often intertwined. Decisions regarding space rentals will often require weighing policy with the pragmatic issues which arise in handling day to day requests for space. The Library recognizes the right of citizens to free assembly and protest and will not unduly restrict access to the exterior public space for these purposes. Prior permission, which will not be unreasonably withheld, is required for all organized group activity on Library public space. Distribution of commercial information on Library property will only be allowed in conjunction with rentals. No commercial activity aimed at users is permitted within the Library. Any Library space may be rented for filming as long as the activities of users and/or staff are not unduly impeded.

### **Meeting Rooms**

There are no restrictions on who may rent meeting rooms as long as activities conform to operational requirements for the use of facilities and do not contravene the Criminal Code and BC Human Rights legislation. [see the Board Policy "Meeting Rooms & Facilities"]

### **North and South Plaza**

Given their high visibility to the street and people entering the Library, displays on the Plazas may give the appearance of Library endorsement of the display. In order to maintain the image of the Library as an inclusive community agency, the standards applied to displays on the Plazas are different than those in other rental spaces. Except for filming, the Plazas will not be available for booking by for profit entities, or by not for profit entities wishing to use the space for a commercial promotion, unless it is part of a library sponsored event or program. Given its popularity as an individual gathering place and the availability of the North Plaza, the South Plaza will only be booked for Library and cosponsored events. Events on the Plazas should take

into consideration sound volume and duration given adjacent residential highrises and hotels. Petitioning and seeking donations for registered charities will be permitted on the Plazas as long as pedestrians are not harassed and the petitioners are not present more than seven consecutive days. Excluding filming, Plaza will not be rented for more than seven consecutive days.

### **Promenade**

The Promenade's integrated commercial activity makes it a unique Library space, in effect an extension of the sidewalk. As a result, for-profit and not-for-profit rental of display space in the Promenade is permitted as long as pedestrian traffic is not impeded and fire regulations are observed. Petitioning and seeking donations from library users is not permitted in the Promenade unless it is linked to a rental of display space.

Approved by: Library Board  
Date: December 14, 2005  
Revised: June 28, 2006





<b>SUBJECT:</b> Political Use of Library Space	
<b>CATEGORY:</b> Community Relations	<b>POLICY CODE:</b> VPL-BD-CR-003-2017

**Background**

The public library is a foundational institution for informed and inclusive democracies and plays an important role in civic dialogue and debate, ensuring that everyone has access to the information and wide range of opinions on social and economic matters they need to make informed decisions. In playing this role, it is essential that the public library be viewed and experienced as neutral toward political parties at all times. This commitment to political neutrality does not preclude the library from taking positions on and issuing statements in support of core library values and in protection of Human, Charter, and other legislated rights.

As active and trusted public institutions, public libraries are often approached by politicians or political parties to use public library spaces or to have access to patrons. Such requests vary broadly and have included, for example, requests for permission to host press conferences or announcements, permission to leaflet in the library, or permission to leave campaign materials in the library during election periods.

Requests for use of public library space or access to public library patrons have the potential to impact a public library in several ways, including:

- Engagement of library financial and personnel resources
- Potential risks to or enhancement of the library's reputation
- Effect on the patron experience

**Objective**

To provide guidance to staff in responding to requests from political parties or individual politicians seeking to use VPL space or to have access to VPL patrons in support of the political party's objectives or during an election period.

**Scope**

This policy applies to any requests for use of Library space, access to patrons, or participation in events that are related to a political party or during an election period.

"Election period" is broadly defined as the time during which parties, candidates, or supporters are seeking to promote their political platforms leading up to the writ or announcement or during the actual campaign period until the election itself.

Requests can come from anyone, including politicians, political staff, party volunteers, community organizations, and governments. Library use requests covered by this policy include, but are not limited to, requests related to the following activities:

- Use of library space to hold an announcement or press conference
- Display or distribution of campaign materials in the library
- Interaction with patrons inside or outside of the library
- Participation in events at the library
- Posting of candidate information on the library website

## **Policy Statements**

### **1. The Library does not endorse political parties or candidates**

### **2. Use of Library space to hold an announcement or press conference**

As a general guideline, public library service spaces are not to be used by political candidates or parties to make policy announcements or hold press conferences. While such events may be space rentals, there is a high risk that the library will be seen to be endorsing the candidate or political party.

Exceptions may be made on occasion for rentals of meeting rooms provided that there are no identifying library logos or features in the meeting room, there is no attempt to engage library users in the event, and the event would not disrupt library services or operations. In such cases, the market rental rate will apply. Additional security charges may apply. The renter's media advisory must clearly state that the siting of the announcement or press event at the library does not signify endorsement by VPL.

During the election period, no press conferences or announcements by political parties or candidates will be permitted in the library, library meeting rooms, or on library grounds.

### **3. Participation in library events**

The library supports democratic dialogue and is welcoming of candidate participation in all candidates meetings to discuss issues of importance to the community. These all candidates meetings may be organized by the library or sited at the library by library partner or renting organizations.

During a government's term, Councillors, MLAs, and MPs are often invited to library events as active participants or to bring greetings from the government. The library welcomes and appreciates this participation from government elected officials. Once a writ is dropped – or the equivalent signal in provincial or municipal elections – no elected official or candidate from that level of government will be invited to speak or present at library events, with the exception of all candidates meetings, until after the election has concluded.

#### **4. Distribution of campaign materials**

The Library will create a web resource that links visitors to information about local candidates in Local, Provincial, and Federal elections.

Some library branches may have the space to display materials about the candidates. Discretion as to availability of space is assigned to the Branch Head, with the provision that the library will not display the materials of only one party. The display must include materials from at least two parties at all times and must include a list of all candidates from that riding with links to their websites if available, with an invitation to candidates to display their material.

#### **5. Active campaigning in the library**

The library does not permit solicitation of any kind in its service areas as it interrupts their use of the space and library resources.

During elections, candidates are welcome to interact with patrons outside of the library's exterior doors and – in non-co-located facilities – in an atrium or lobby area, excluding vestibules, outside of library security gates – provided such interaction does not impede access to the library, does not unduly disrupt people entering or exiting the library, and does not impact safe entrance or exit to the library. No furniture may be set-up in support of this activity.

#### **Policy Administration Roles and Responsibilities**

<b>Community Relations Committee</b>	Oversees and updates the policy as required.
<b>Community Relations Committee</b>	Reviews policy as required and recommends changes to the Board
<b>Board</b>	Approves policy and revisions to the policy
<b>Chief Librarian</b>	Administers the policy
<b>Management and Supervisory Staff</b>	Responsible for administration and implementation of this policy, and responsible for ensuring that staff review the policy and are trained to ensure ongoing understanding in administering the policy within the scope of their duties.
<b>Staff</b>	Must fully comply with the policy within the scope of their duties.
<b>Volunteers</b>	Must fully comply with the policy within the scope of their volunteer duties.

### **Related Board Policies**

- Code of Conduct
- Endorsement Policy
- Meeting Rooms and Facilities Policy
- Public Space Policy

### **Approval History**

ISSUED BY:	CRPD	APPROVED BY:	Library Board	DATE:	2017-02-22	NEW POLICY
---------------	------	-----------------	------------------	-------	------------	---------------

DATE OF NEXT REVIEW	2022-02-22	REVIEW CYCLE	5 Years
---------------------	------------	--------------	---------

### **Related Procedures**

- Requests for the library to hold an all candidates meeting may be directed to the Programming and Learning Department or to a local Branch Head.
- Requests to physically display campaign materials may be directed to the Branch Head of the branch or to the Manager of Information Services in the case of Central Library.
- Requests to leaflet or distribute campaign materials in person must be presented to the Director of Neighbourhood and Youth Services or the Director of Library Experience.
- Requests to rent a library meeting room for the purposes of a campaign announcement must be presented to the Chief Librarian or delegate.

## Meeting Rooms & Facilities [BD-L-2008]

Meeting rooms at VPL facilitate the provision of programs as an integral part of library service. Meeting rooms are also rented to third parties.

### Use of Meeting Rooms and Facilities:

1. Disclaimer Statement will be posted outside all meeting rooms regardless of occupant.
2. "Statements being made or positions being taken during meetings do not necessarily reflect the opinions or values of the Vancouver Public Library Board."
3. All activities and programs conducted in Library buildings and all persons using the meeting rooms are subject to the general rules and regulations of the Vancouver Public Library Board.
4. Groups and organizations using the meeting rooms must not interfere with the regular on-going function of the Library service.
5. Where the Chief Librarian has reason to believe that a meeting booking will result in a 'disruption of the public peace', the Chief Librarian may require the booking to start not earlier than thirty minutes after the closing time of the library.
6. The Library reserves the right to refuse bookings at the discretion of the Chief Librarian.
7. The Library reserves the right to cancel bookings.
8. The renter and/or the program presenter will agree not to contravene the Criminal Code of Canada and the Human Rights Act of British Columbia during the course of their rental/program, and this statement will be included in any rental contract.
9. No smoking is allowed within any library building including the Promenade or in any of the Conference Level meeting rooms at Library Square.
10. A damage deposit will be required as determined by the Director, Corporate Services & Facilities.
11. No special privileges are extended to organizations to which a staff member belongs.
12. Charging for Library Facilities:
  - Facility rental rates are set by the Director, Corporate Services & Facilities. Reduced rental rates are set for not for profit organizations. When a not for profit charges an admission fee or requires a donation for entry, the for profit room rental rate will be applied.
  - Upon request from the not for profit organization, the Chief Librarian may waive the rental fee when an admission fee is charged: e.g. a fund raiser for an organization which supports the Library, or where the organization provides significant in-kind services for VPL. In such instances, the Library will recover its

costs associated with providing the space.

Approved by: Library Board

Date: March 22, 1995

Revised: February 27, 2008

Related Policies:

[Library Square meeting room regulations](#)

[Branch Meeting Room Regulations and Application Form](#)

[Occupancy Levels/Audience Size](#)