

# **Rental Guide for Multipurpose Rooms**



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# Overview For Multipurpose Room 4

Multipurpose Room 4 (MP4) is located on the second level of our building. The room has spectacular views of False Creek, Science World, the North Shore Mountains and Downtown Vancouver which are often utilized as the main back drop for the space. Use of the kitchen connected to MP4 is included in the room rental fee. Our kitchen facility is small, but includes a full-size refrigerator, stove/oven, sink and microwave.

- Seated capacity is 100 people
- Standing capacity is 150 people

As a Community Centre, we are a multi-use facility, with a commitment to offer a variety of programs and services; consequently, there may be additional rental groups utilizing other spaces within the building. In addition, the Tap & Barrel restaurant's patio is adjacent to the MP4 balcony. This pub-style restaurant is open daily until midnight (balcony is licensed until 11:00pm). The MP4 balcony and restaurant patio is divided with a glass panel wall.



## Standard Room Rental Times\*

Creekside Public Hours of Operation	
Mon-Thu	6:30am-10:00pm
Fri	6:30am-8:30pm
Sat-Sun	9:00am-5:00pm

*\* Rental requests outside of these times will incur staffing charges in addition to room rental fees*

## Charges

Sample Charges *prices include tax		4 Hours (during operating hours)	8 Hours (during operating hours)	5pm-Midnight (weekends – after hours)
MP4 Room Charge	\$147/hour	\$588	\$1176	\$1247.47
MP3 Room Charge (optional)	\$210 (flat fee)	\$0.00	\$0.00	\$210.00
SOCAN & ReSound Fee *Fees based on 100 people	\$32.90-\$65.80 (flat fee)	\$32.90	\$65.80	\$65.80
Staffing (if after hours)	\$33.08/hour	\$0.00	\$252.14	\$306.17
Room Setup/Take Down (chairs/ tables only)	\$105 (flat fee)	\$105.00	\$105.00	\$105.00
	<b>Total</b>	<b>\$725.90</b>	<b>\$1533.14</b>	<b>\$2450.97</b>

## Additional Rooms Available for rent

Room	Highlights	Hourly Rate	Capacity
Multipurpose Room 1 (MP 1)	Perfect for smaller events and meetings. Views of the seawall/water/mountains (600 sq. ft.)	\$48.30	25
Multipurpose Room 2 (MP 2)	Views of the seawall/water/mountains. Sink and counter space (600 sq. ft.)	\$45.15	30
Dance Studio	Views of the seawall/water/mountains	\$57.75	50

Please note an additional damage deposit (up to \$1000) is generally required to secure a booking. When there are no damages/loss incurred or additional room or staffing charges assessed for your rental, this deposit will be returned to you within 30 days of your event.

For events expecting up to 100 guests, we highly 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 \$210/event date.

## Setup & Clean Up

**Most events require approximately 1-2 hours of setup**, which may be booked at the standard room rental rate (*with additional staffing charges, if setup is occurring outside of regular facility hours*). User groups are expected to setup and put away all tables, chairs, and equipment used for their event within the timeframe that has been rented.

Community Centre staff on site will provide supervision of the building, assistance with any minor cleaning (e.g. garbage removal, wet mopping) and support during an emergency situation; however, for your convenience, our staff may be reserved to set up and put away all Community Center tables, chairs, and equipment. This service may be added for \$105.00 and covers initial set up only, which will be completed prior to your rental start time. Any transition of tables and chairs during the event are the responsibility of the rental group. Please note that you would like this service added to your rental, and our staff will contact you 1-2 weeks prior to your event date to discuss table and chair layout for the space. Keep in mind that the set up and cleanup of any external furniture brought in, including rentals will remain the responsibility of the permit holder and should be accounted for within your rented time. All items rented from outside companies are required to be removed from MP4 at the end of the evening.

**Most events require approximately 1 hour of clean up time**, with all supplies and equipment removed from the room, garbage and recycling placed in the appropriate receptacles, and the building vacated by the end time of your booking. Remaining in the space outside of your permitted time will result in a deduction of a minimum of \$219.03/hour from your damage deposit.



## Furniture & Equipment

The following are available for your use at no additional charge:

- Up to twelve 60" diameter round tables (seats 8 people per table)
- Up to sixteen 6 ft. x 2.5 ft. plastic rectangular tables (e.g. head table, gifts, food & beverage services, etc.)
- Up to three 6.5 ft. x 3.5 ft. wooden tables (e.g. buffet-style dinner service)
- Up to 120 white folding resin chairs
- Zero waste station and recycling receptacles
- Two coat racks and coat hangers
- A 135" projector screen and a LCD projector
- A podium
- A wireless microphone & portable sound system (for speeches and ambient music only – external audio equipment should be brought in for dancing)



Any other supplies and equipment including chair coverings, linens, dinnerware, glassware, furniture and audio/visual equipment must be rented from external companies. Rental equipment and supplies deliveries will only be accepted on the day of the event and must be removed at the end of the event. Single, overnight storage can sometimes be provided for limited equipment and supplies, but **MUST** be pre-arranged.

The loading zone along Athletes Way (in front of the community centre) may be utilized for temporary parking for commercial vehicles when loading and unloading items. Any late night loading of equipment at the end of your event must be done in the underground parkade to minimize noise in the streets.

When arranging rental equipment requiring power, please be mindful of the limitations of 15 amp circuits, some which power multiple outlets. Plugging in too many items at one time may trip the breaker.

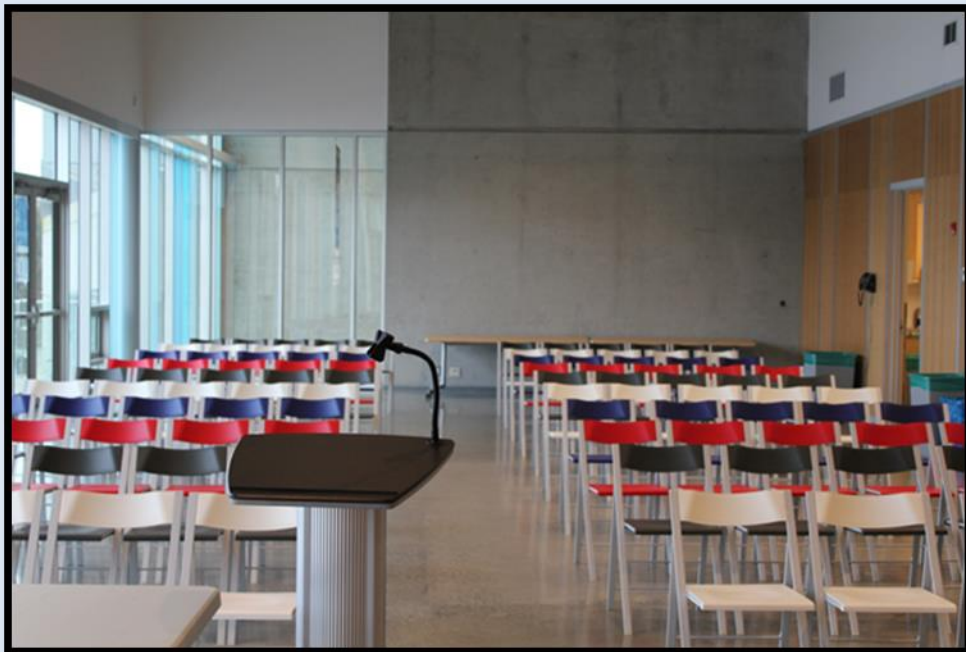
## SOCAN & ReSound

The SOCAN and ReSound fees are Government of Canada tariffs that we are required to charge rental that plan to use live or recorded music as part of the entertainment for an event. The revenue from these two tariffs is used to support performers, song writers and music copyrighters involved in the Canadian music industry. These fees are collected and remitted by the Centre on your behalf.

Activity	SOCAN & ReSound Fees
Music Only	\$31.30
Music & Dancing	\$62.62

## Space Planning & Room Décor

MP4 is a 1950 square foot, rectangular space that is approximately 63.5 ft. by 31 ft. The ceiling height slopes from approximately 21 ft. on the West side to 16 feet on the East side of the room. A floor plan can be provided to assist you with your space planning.



Often, food and beverage is set up on the east side of the room closer to the kitchen and audio/visual equipment is set up on the west side of the room where there are more power outlets. Patio space may be used for your event; however, please keep in mind that there is no awning for weather protection. Temporary awnings and tents may be set up on the patio, when anchored with sand bags.

Smoking is not permitted on the exterior deck or anywhere on Creekside Community Recreation Centre property. Please ensure that your guests adhere to City of Vancouver No Smoking by-laws. Failure to comply may result in a portion of your damage deposit being forfeited.

To mount signs, please ensure that you use non-marking tape (e.g. painter's tape) and do not use any scotch, masking or duct tape anywhere in the room. Mounting fixtures (e.g. hooks, clips, etc.) may not be applied to any of the walls within the space.

The overhead fluorescent lights in MP4 have a dimming function to create different lighting effects. Candles may be used as table top décor, but must be in a container. Up-lighting can be used around the perimeter of the space to provide additional lighting ambience; however, please consider power requirements and the placement of power cords. No décor can be hung from the ceiling lighting. Helium balloons must be grounded with a sandbag or tied down. Confetti of any type (rice, flower petals, paper products, and glitter) is not permitted.

## Food & Beverage Services

The Community Centre does not provide any food or beverage services, and renters are responsible for arranging any desired catering services through an external company of their choice. Many catering companies will also provide services that include renting linens, dinnerware and glassware and may provide staff for beverage service. Please ensure that your caterer conducts a site visit to the facility so that they are aware of the kitchen facilities and can let you know if additional space is required for their needs (e.g. MP3).

The Community Centre does not have a health permit to allow cooking on site. Most caterers will cook food off-site and use the kitchen amenities for re-heating food. If you would like to have your caterer cook on site, proof of a valid health permit from the Vancouver Coastal Health Authority must be provided. Please visit <http://www.vch.ca/your-environment/food-safety/permits/> for more information. Barbequing on the patio is permitted; however, we do not provide equipment. Please ensure that your caterer accounts for any equipment that will require power and pre-determines which outlets in the space will be utilized.

Alcohol may be served at your event if a special occasion liquor license is obtained from a BC Liquor Store. A copy of the liquor license must be provided to the centre 2 weeks prior to the event and displayed in the liquor service area during the event. Please note that alcohol MUST be contained within MP4 and MP4 patio. Please visit <https://specialevents.bcladb.com/> for more information.



## Load In & Load Out

There is a temporary commercial loading zone at the main lobby entrance of the Community Centre. Any vehicle parked in the commercial loading zone without commercial decals may be subject to ticketing/towing (they check VERY frequently). Alternatively, personal vehicles can park in our pay underground parking lot and load in/load out. An elevator provides access directly from the Parkade to the second floor where MP4 is located. The maximum height clearance for our underground Parkade is 7ft 6" (6ft 8" in some areas of due to pipes).

## Parking

Paid street parking is available in the surrounding community; however, a 2 hour limit is strictly enforced between the hours of 9am-6pm, Monday through Sunday. Additional pay parking is available in the underground Parkade of the Community Centre. The hourly rate is \$3.75/hour or \$13.75/day from 6:30am until 6pm. There is a flat rate of \$7.25 in effect from 6pm-1am, Monday through Sunday. An elevator will provide access to the second floor from the Parkade once you have checked in with the reception desk on the main floor. 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.

## Taxi Pick Up

For guests that will be leaving by taxi, please ensure that your guests wait inside the building. We ask that you and your guests respect our residential neighbors when vacating the building by minimizing outdoor noise.



## Insurance

Special Event Insurance is required for most events at the centre. We will require that you purchase a minimum of \$2 million general liability insurance with the "City of Vancouver and its Board of Parks & Recreation" named as additional insured. We refer all clients to Event Policy Special Event Liability Insurance as they provide reasonable premium rates and are familiar with the certificate language we require. Please visit [www.eventpolicy.ca/location/the-city-of-vancouver](http://www.eventpolicy.ca/location/the-city-of-vancouver) for more information. You are welcome to engage your own insurance broker. A copy of the insurance certificate must be provided to the centre 2 weeks prior to your event.

## Cancellation

Cancellation requests must be received in writing and require a minimum of 60 days' notice to receive a refund of fees paid, less a \$25 administration fee. Cancellation requests received prior to 30 days before respective event will receive a refund which amounts to 50% of the rental fee paid, less a \$25 administration fee. Please note refunds of rental fees will not be issued for event cancellations received less than 30 days prior to the event. Please ensure that you review your reservation permit and the attached disclaimer carefully.

## Making a Reservation

Please go online and visit our Rental Request booking System at [www.creeksidecentre.ca](http://www.creeksidecentre.ca) where you will scroll three quarters down the page and see a box to your very right that says "room rentals."



***Thank you for your interest in booking our facility for your event.  
We hope this information will help contribute to your event's success!***