



FCCA Rental Policy Reminder

Thank you for booking your event at False Creek Community Centre. Below is a summary of our Rental Policies, which all guests must adhere to during their event. If any of the policies are violated, the Rental Supervisor attending your event reserves the right to:

1. Apply additional charges after the event.
2. Retain part or all of your damage deposit (if applicable).
3. Terminate the event at any time.

The rental group is responsible for following the directions of False Creek Community Centre (FCC) staff in charge of the building. Please check with staff at the beginning of your rental. The Rental Supervisor and Centre Staff retain the right to terminate your reservation if any rental patron or their guests do not comply with these policies.

Rental Supervisors are employed at the discretion of the FCCA Rental Coordinator to oversee the event, ensure adherence to rental policies, supervise the building, and assist with emergencies.

The facility is rented on an "as-is" basis with the following regulations:

1. **Guest Behavior:** The renter is responsible for the behavior of all guests inside and outside the facility. Any excessive noise or damage may result in the partial or total loss of the damage deposit. The Rental Supervisor and Centre Staff may eject any individuals not adhering to the policies set forth.
2. **Room Usage:** The renter is restricted to using only the room(s) listed on the contract and must follow all directions from Community Centre and FCCA Staff during the reservation.
3. **Setup and Cleanup:** Setup and cleanup are included in the total rental time and must be planned in advance. The renter is responsible for the setup, take-down of tables and chairs, and decorations. Failure to clean up will result in additional charges and/or partial or total loss of the damage deposit. Cleaning includes wiping, sweeping, mopping floors, and disposing of garbage properly. The property must be left as found, including all areas used by the rental group. Rental and Centre Staff cannot assist with setup and cleanup but will provide cleaning supplies. Failure to satisfactorily clean the venue as found will result in additional charges, including a cleaning fee and staff wages for extra time required to clean on your behalf.



4. **Event End Time:** All activities must conclude by the time specified in the rental agreement, and the Centre must be vacated quietly and promptly. Any time beyond the agreed end time will incur additional charges, billed at the standard rental rate. If the event runs over, the renter will be responsible for these charges, which will be deducted from the damage deposit or invoiced separately. The renter must inform Centre Staff when vacating any areas used. If the renter leaves any area unsecured or fails to notify Staff, they will be held liable for any lost, stolen, or damaged items. Replacement costs for any such items will be invoiced separately or deducted from the damage deposit.
5. **Capacity Limits:** Room capacities are set by the Fire Marshal. The renter must ensure the number of guests stays within the limits outlined in the rental agreement. The FCCA Rental Coordinator may further limit the number of guests to ensure proper access to fire exits.
6. **Emergency Exits:** Emergency exits must remain accessible at all times and cannot be blocked by tables, chairs, walls, or other obstacles.
7. **Removal of Goods:** Storage space is not available before or after the rental. All equipment and goods must be removed by the end of the rental period. The Centre cannot store items, and will not be responsible for damage or loss of any left behind.
8. **Smoking Policy:** This is a non-smoking facility. Smoking is not permitted within 5 meters of windows or doors or in Sutcliffe Park. Please ask FCCA Rental Supervisors or Centre Staff for appropriate smoking locations.
9. **Decorations:** Decorations may be attached to vertical wooden beams but must be removed after use. No materials that damage, mar, deface or injure the walls, ceilings, or floors are allowed. Only non-residue adhesive or removable hooks are permitted. Failure to comply may result in additional charges or loss of the damage deposit. Renters must bring their own ladder; hydraulic lifts are not allowed. Please arrange storage in advance, as we do not have suitable storage for ladders.
10. **Prohibited Items:** Confetti, glitter, open flame candles, and amusement inflatables (bouncy castles) are prohibited. Propane tanks for outdoor barbecues must remain outside the facility and be supervised by a member of your party at all times.
11. **Electrical Equipment:** Alteration or tampering with electrical panels or outlets is prohibited. Any requests for additional electrical power must be approved by the FCCA Rental Coordinator in advance.
12. **Liquor License (if applicable):** The rental group must obtain a liquor permit and provide it to the Centre one month before the event. FCCA will not accept a "bring your own bottle" license. The permit cannot extend beyond 1:00 a.m. and alcohol must remain inside the reserved room. Empty bottles must be removed after the event. A "Serving it Right" certificate is required, and the Special Event permit must be posted in the rental room. Alcohol consumption is prohibited during the Centre's operating hours.



13. Music & Noise Levels: Music must be kept at a reasonable level (75 decibels before 10 PM, 70 decibels after 10 PM). Noise levels must comply with the City of Vancouver's by-laws, and the back doors and windows must remain closed after 10 PM to prevent noise from disturbing the neighbourhood. If the Centre is fined for noise violations, 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 neighbourhood or vicinity."*

14. Music Licensing Fees (if applicable): If music is performed at the event, Re:Sound and SOCAN fees will be collected.

- **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 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 for more information.*

15. Kitchen Use: Cooking is not permitted within the Centre. If the kitchen is included in the rental agreement, it is only for reheating or storing food.

16. Insurance: Weddings, special events, sporting events, and after-hour rentals require private liability insurance with a minimum of **\$2,000,000** coverage.

17. Admission Charges: Admission charges cannot be collected.

18. Promotional Materials: The rental group may not use the name "False Creek Community Centre" on promotional material without written permission from the False Creek Community Association. Directions and promotional materials should refer to the Centre as "a rented community hall at 1318 Cartwright Street."

19. Solicitation and Propaganda: Solicitation of goods or services or the propagation of political or religious beliefs is prohibited without written permission from the False Creek Community Association.



20. **Cancellation Policy:** For **small events**, cancellations require at least **14 days' notice** minus a **\$25 administration fee**. For **large events**, cancellations require **30 days' notice** and a **\$250 administration fee**. Failure to comply with these notice requirements will result in full payment of the rental fee and/or forfeiture of any payments already received.
21. **Right to Cancel:** The Association reserves the right to cancel a rental when necessary, without notice to the applicant or rental group.
22. **Payment Deadline:** If the damage deposit or rental payment is not received at least two weeks prior to the event, the False Creek Community Association reserves the right to void the rental.
23. **Misrepresentation or Violation:** If the applicant intentionally, negligently, or unintentionally provides false or misleading information, or if they violate any terms of this Agreement, the Agreement may be terminated immediately. In such cases, the rental will be canceled, and the event will not be allowed to proceed, whether before or during the event.
24. **Refusal of Use:** Centre Staff and FCCA Rental Staff reserve the right to refuse use of any room to individuals/groups who do not meet the conditions outlined in the Rental Agreement.

"False Creek Community Centre is a shared and publicly funded community asset, and its use must reflect this fact. Users must comply with all applicable City by-laws and Federal and Provincial legislation, including the British Columbia Human Rights Code, which prohibits discriminatory conduct."