

HOW TO BOOK AN ICE RINK FOR PRIVATE USE

To book an ice rink for private use, go to the Vancouver Park Board online or click on this link [registration and reservation system](#) and follow the steps below.

Step 1: First, sign into your online account, then, click on “Facility Use Request”



Already have an account?

Login

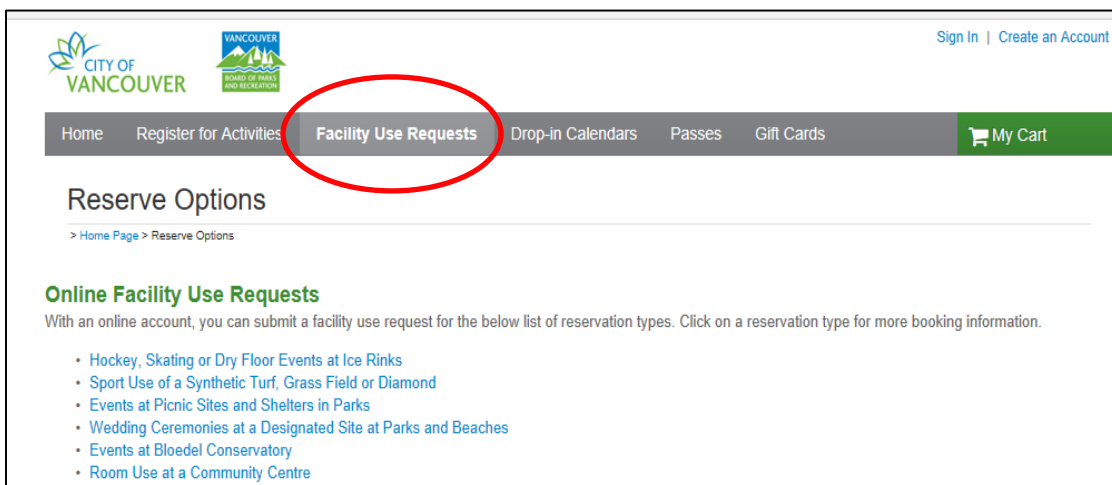
Email

Password

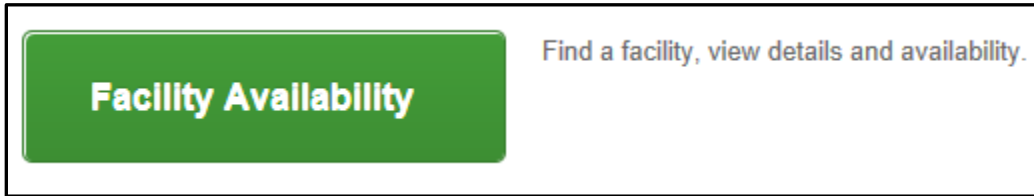
Remember me on this computer?

[Forgot your password?](#)

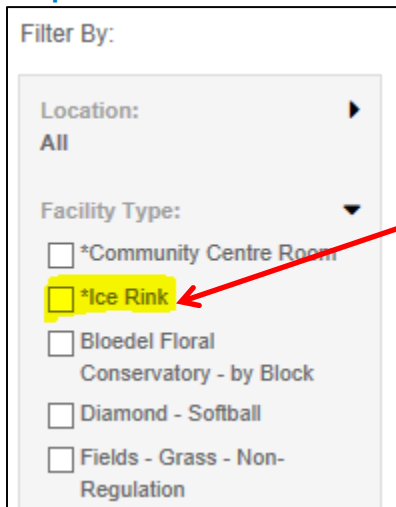
Don't have an Account?



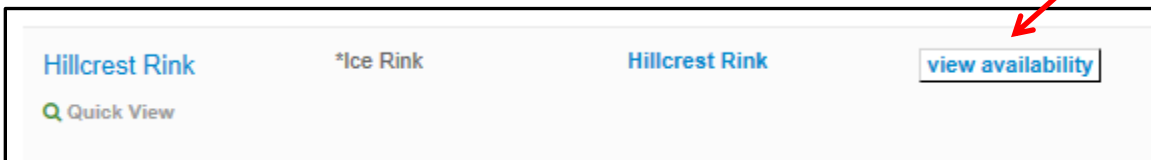
Step 2: Next, click on “Facility Availability”.



Step 3: On the left hand side, under “Facility Type”, please select the “Ice Rink box”.



Step 4: The list of all ice rinks will be displayed. On the right hand side, please click on “View Availability”.



Step 5: The calendar will display the open dates.

Facility Type: *Ice Rink
Center: *Hillcrest Rink

Today March 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11 Not Available	12 Not Available	13 Not Available	14 View Available Times	15 View Available Times	16 View Available Times
17 View Available Times	18 View Available Times	19 View Available Times	20 View Available Times	21 View Available Times	22 View Available Times	23 View Available Times
24 View Available Times	25 View Available Times	26 View Available Times	27 View Available Times	28 View Available Times	29 View Available Times	30 View Available Times
31 View Available Times	1	2	3	4	5	6

If you need to book one session of 1 hour, you need to find open at least one hour and 15 min. Click on “view available times” on each day. For example: On Sun March 17, the calendar displays that the rink is open from 10:00-11:00pm (one hour); however, because all ice rink rentals require 15 min ice cleans at the end of the reservation, this time frame will only give you a rental of 45 min.

Facility Availability Information ×

Sunday, March 17, 2019

Facility	Availability	Book
Hillcrest Rink	6:00am to 7:15am 10:00pm to 11:00pm	Book

For example: On Mon March 18 at Sunset Arena, the rink is open from 1:30 to 2:45pm this time (1.25 hours in duration), will give you one hour rental.

Monday, March 18, 2019		
Facility	Availability	Book
Sunset Rink	12:00am to 12:45am 6:00am to 11:45am 1:30pm to 2:45pm 11:00pm to midnight	Book

Make a note of this date and time before you proceed with the reservation and click on “Book”.

Step 6: The next step is to select the “Event Type”, please click on the right drop down arrow and select.

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

* Event Type (Required)

* Description (Required) (e.g., Johnson Wedding)

* Number of Guests (Required)

If skate rentals are required, please select “Ice Rental - General - Skate Rentals Required” from the “Event Type” drop down.

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type	CC Room Rental - Hillcrest CC Room Rental - Moberly Arts and Culture CC Room Rental - Thunderbird CC Room Rental - West Point Grey: Jericho Hill Ice - General - No Skate Rentals Ice Rental - Adult Hockey Ice Rental - General - No Skate Rentals Required Ice Rental - General - Skate Rentals Required Ice Rental - School (Preschool & K-12 Only)
Description	<input type="text"/>
Maximum Number of Guests	<input type="text"/>

Then, add a brief description and the number of participants in the following fields. Click “Continue”.

Step 7: On the next step, please **only** select your chosen rink from the “Choose the facility for your event” box and click “Continue”.

Please use the fields below to find facilities/equipment for your event.

▶ Choose the location or area for your event

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
*Ice Rink

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Killarney Rink
Kitsilano Rink
Sunset Rink
Trout Lake Rink
West End Rink

▶ Specify facility appropriate uses or special features your event requires

When you have selected your requirements, click **Continue**

Step 8: The system will display the facility’s name you want to book. On the left hand side, please check the box below “Select” and click “Continue”.

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step.
Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	25	0	Sunset Rink	Facility	Minute	*Sunset Rink 390 East 51st Avenue Vancouver, BC, CA V5X 1C7 (604) 718-6505

When you have selected the facilities/equipment to try to reserve, click **Continue**

Step 9: Based on the availability found, (e.g. Mon Mar 18 from 1:30-2:45pm) you can enter one session of one hour in duration. When entering the time, please add the start time and duration of the session. Then, click “Continue”

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2019 Mar 18

-- AND --

Number of Weeks:

-- OR --

End Date: 2019 Mar 18

Specify when the event starts

Start at: Exact Time

Exact Time: 1:30 am pm

Specify how long the event lasts

Duration: 1 (hours) 0 (minutes)

To review your event dates, click [Continue](#)

Step 10: The system will display the requested schedule. If the schedule is correct, click “Continue”.

March, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 1:30 pm 1 hour	19	20	21	22	23
24	25	26	27	28	29	30
31						

Step 12: In the next step, the system will display the facility booked and the estimated cost. If the information is correct, click “Continue”. Please note that payment will not be required before submitting the request and the amount is only estimated. The request will be assessed by a staff person.

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Sunset Rink	Facility	*Sunset Rink 390 East 51st Avenue Vancouver, BC, CA V5X 1C7 (604) 718-6505	–	Charge : \$115.26 GST PB : \$5.76	0	Review selected time.
Select All Deselect All							

When you have selected the facilities/equipment to reserve, click **Continue**

Step 13: In the next step, please read the “Terms and Conditions” and the “Recreation Facility Use Agreement”. Your initials are mandatory.

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	>Ice Rental Terms and Conditions	--
Initials: <input type="text"/>	Yes	*Recreation Facility Use Agreement	--

The answers to the questions that follow are also required, Click “Continue”.

Questions

Request Submission Acknowledgements

*The start and end time I am requesting includes any set up and clean up time required for my event. Yes, I have accounted (Required) for set up and clean up time

*Please note that this a REQUEST for use of space only and is NOT AN APPROVED/CONFIRMED RESERVATION. Requests will be reviewed by staff and follow up will be provided to you. (Required) I understand

*Based on your event details, there may be additional charges for damage deposits, music licensing fees (SOCAN & ReSound), equipment and staffing that are applied to your final rental charges. (Required) I understand

*Event insurance and/or a Special Event Permit (Liquor License) may be required. Please do not obtain event insurance and/or a Special Event Permit until your rental has been formally approved by a staff person at the rental location. (Required) I understand

*Pre-payment of any rental fees does not imply that your rental is approved. Please do not proceed with event planning until you have received a formal response from a staff person at the rental location. (Required) I understand

*I am aware that this is a community centre and from time to time there may be peripheral noise from the other programs, fitness centre, and rentals, that may be heard during my event in my rental space. (Required) I understand

Adult Hockey Reservation Requests

*I do not require skate rentals for my booking. There will be no skate shop staff on available to provide skate rentals. (Required) I understand

Additional comments:

When you are done, click **Continue**

Step 14: Please review the schedule of you request before clicking “Submit”.

Reservation Review

This is the final step in requesting your reservation!

Review the information carefully.
When you click on the Submit button below, your request will be sent for confirmation.
Our staff will contact you to confirm your request and obtain payment.

Sunset Rink at *Sunset Rink

#	Day	Date	Time
1	Monday	Mar 18, 2019	1:30pm to 2:30pm

If the above dates and times are correct, click **Submit**

Please note that online rental requests submitted Monday to Thursday between 8:30am and 4:30pm may take up to 48 hours to process. All other requests may take up to 72 hours to process.