



## Kitsilano Community Centre Ice Rink and Fitness Centre

2690 Larch Street, Vancouver, BC V6K 4K9|  
Telephone: 604.257.6976 Facsimile: 604.257.6996

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Jointly Operated by Vancouver Board of Parks and Recreation  
and Kitsilano War Memorial Community Centre Association

**Thank you for booking your event at Kitsilano Community Centre.**

Below is a brief outline of our Rental Policies that must be adhered to by all guests during your event. Should there be any contravention of the policies; the Rental Supervisor attending your event reserves the right to:

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

The rental group is responsible for following directions from the Kitsilano Community Centre Staff in charge of the building. Please check with staff at the beginning of the rental. Rental Supervisor and Centre Staff retain the right to terminate your reservation at any time should any rental patron or their guests not comply with rental policies set forth below. Rental Supervisors are employed at the discretion of the KCCA Rental Coordinator are to oversee the event to ensure the rental policies are adhered to, 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. The KCCA Rental Supervisor and 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 and KCCA Staff 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 garbage 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.

As the Kitsilano Community Centre is now a Zero Waste site, all event garbage must be removed from the premises by the Rental Group. The Community Centre does not have the facilities available to accommodate excess garbage and appreciates your cooperation in helping with this new initiative. 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.



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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; additional charges could apply should the rental group exceed their reservation bracket.

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, the patron 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. KCCA Rental Coordinator may further restrict the number of people to enforce clear access to specific spaces such as fire exits. Violations of the specified limit will result in immediate cancellation of the event. Emergency exits must remain easily accessible and under no circumstances can they be blocked by tables, chairs, walls, stages, people, etc.

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7. All equipment and goods must be removed at the end of the event. The Centre will remove anything left behind and will not be responsible for damage or loss.

Should there be a requirement for additional beforehand or overnight storage, please contact the Rental Coordinator to reserve additional meeting rooms if available. Please note, additional fees are applicable and arrangements must be made in advance. Items left overnight are at the risk of the rental party; the Centre and Centre Association are not liable to replace any lost items.

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 15 meters of entrances, airways and intake ventilation. Please ask KCCA Rental Supervisors or Community Centre Staff to help identify possible appropriate locations.

10. Decorations may be attached to the interior of the rented room(s) 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 comply may result in additional charges and/or partial or total loss of 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.



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12. Alteration or tampering with any electrical panel or outlet is strictly prohibited. Any request for additional electrical power must be approved by the KCCA 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. KCCA will not accept a "bring your own bottle" license. The permit cannot extend beyond midnight; 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. 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.

Music must be kept at a reasonable level (70 decibels before 10PM, 65 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.*

15. If music is performed at rental functions, we are required to collect Re:Sound & SOCAN fees.

*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 in the small kitchens within the rental rooms (except Ken's Commercial Kitchen)

17. All special events and sporting events require private liability insurance with minimum \$2,000,000 coverage.



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18. Admission charges are not permitted to be collected at the door. A rental group found to be in breach of this condition may be asked to leave the premises immediately and may have all or a portion of their deposit withheld. No refunds will be permitted.

19. The rental group may not use the name "Kitsilano Community Centre" on any promotional material without special written permission from the Kitsilano Community Association. For directions to the event, promotional material may refer to the Centre as "a rented community hall at 2690 Larch Street".

20. Solicitation of goods or services, or propagation of political or religious beliefs, is prohibited without written permission from the Kitsilano Community Association.

24. If the applicant deliberately, negligently, or innocently misrepresents any information required of him/her by their Agreement, or is determined to be in violation of the terms of the Agreement, then the 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.

Centre Staff and KCCA 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.

**"Kitsilano 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."**