

KENSINGTON COMMUNITY CENTER

5175 DUMFRIES ST, VANCOUVER, BC V5P 3A2



RENTAL GUIDE

P: 604-718-6200 | E: kensingtoncc@vancouver.ca

Cost

Room	Features	Maximum Capacity	Sq Ft	Cost (Rate / Hour)
Gymnasium	Perfect for sporting events and large events	200 people	3950	\$40
Multi-purpose Room	Perfect for smaller events and meetings	65 people	1000	\$45
Seniors Lounge	Accessible from 37 th Ave	65 people	985	\$45
Board Room	Natural light, fantastic view	60 people	775	\$40

Additional Charges

Room	Highlights	Cost
Rental Staffing	<ul style="list-style-type: none">Rental staff supervision is determined by the Rental Co-ordinator based on the activity type and time of the requested rental.Rentals held outside of operating hours require mandatory staff supervision. Per the BC Labour Code, a four-hour minimum shift is required.	varies
Damage Deposit	<ul style="list-style-type: none">Damage deposits vary based on requested activity and equipment.Deposit is required at the time of contract signing and payment in order to secure and confirm the rental.	\$100-\$200
Music Tariff (Resound & SOCAN)	The Federal Government requires us to collect SOCAN and ReSound fees If prerecorded music is played	Starting at \$31.30
Insurance/Documentation	<ul style="list-style-type: none">Additional documentation or certification (e.g., Certificate of Insurance, Special Event Permit) is the responsibility of the Renter.The Renter must acquire and submit the required documentation.Any associated fees must be paid by the Renter to the relevant agencies.	varies
Janitorial Fees	Janitorial fees may apply depending on scope of rental event	\$200

CONTACT

- Rental requests can be emailed to kensingtoncc@vancouver.ca
- The Rental Co-ordinator will notify you within 3-5 business days regarding the approval or denial of your request.
- If rental request approved, the Rental Co-ordinator will provide directions regarding the viewing of the room, signing of the rental contract and payment.
- A rental request is confirmed and the room reserved as a rental only once all of the following is completed:
 - Rental Co-ordinator has approved the nature of the rental and room use.
 - Rental staffing has been secured and scheduled by Rental Co-ordinator.
 - Room viewed by Renter
 - Rental payment and damage deposit paid and rental contract signed by Renter.

- Rooms with no confirmed rental reservations remain available for rent, first-come first serve. (no tentative bookings and/or room holds)

GENERAL NOTES

- All rental requests are subject to approval by the Kensington Community Centre, with a response time of 3-5 business days.
- Rooms are reserved "as is" and must be left in the same condition. Availability depends on operating hours and staffing availability.
- Centre programming takes priority over room availability. Rental requests will be considered and reviewed once seasonal programming has been completed. This varies from season to season, Rental Co-ordinator can provide further details.
- Renter cannot use community centre name in promotional material without written permission.
- Promotional material can refer to the facility as a "rented community hall at 5175 Dumfries Street"
- No admission fees or ticket sales are allowed for events held at the Centre.
- Overnight or pre-event storage is not available unless arranged in advance with the Rental Co-ordinator.
- Insurance policy holder must be present for the entire reservation time (if applicable).
- Tacking, nailing, or drilling on Centre surfaces is not allowed. Non-residue adhesive or removable hooks are permitted for decorations.
- Confetti and open flame candles are not allowed.
- Rental and Centre staff have the right to terminate an event if rental patrons or guests do not comply with the Centre's policies.

RESPONSIBILITIES AND GUIDELINES FOR FACILITY USAGE

- The Renter must inspect the rental space before use to ensure suitability.
- The Renter is responsible for ensuring the rental space are appropriate for their intended activity.
- Renter is only allowed to use the rental space for the activity provided on the rental request.
- The Renter must ensure appropriate use of rental space, conduct activities safely and orderly, restrict activities to assigned area, and avoid interfering with other users. A minimum adult-to-youth/child ratio must be maintained in the event area while guests are present.
 - A minimum of 1 adult for every 10 youth (ages 13-18yrs)
 - A minimum of 1 adult for every 10 children (under 12 yrs)
- The Renter is responsible for the behavior of their guests and any damage caused may result in punitive action or deduction from the damage deposit by the Park Board.

PAYMENT

- Full payment, applicable deposits and signing of contract required to confirm and secure rental space.
- Payment options: phone, or in-person during operating hours.
- Accepted payment methods: Visa, MasterCard, American Express, debit, or cash.

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.
- Renter is responsible for any additional costs such as: cleanup, leaving late, excessive-noise, false alarms, damaged equipment, etc. Any additional costs will be deducted from the deposit.
- Deposits will be refunded less any outstanding charges within thirty (30) days of the end of the rental.
- If renter owes more, an invoice will be sent and renter must pay the invoice within 7 days.

CANCELLATIONS

- Park Board can cancel the rental agreement without notice if the below requirements are not met: Renter must provide the following to the Park Board at least 14 days before the event:
 - Certificate of Insurance, if required.
 - Event Permits, if required.
 - Event Licenses, if required
- Renter can cancel the agreement by notifying the Rental Coordinator in writing at least 48 hours before the rental date.

Cancellation > 48 hours before rental date	• Cancellation 24 -48 hours before rental date	• Cancellation < 24 hours before rental date
• Full Refund of payments made	• \$25 cancellation fee is charged, and all payments made are refunded.	• All payments made, excluding the damage deposit, are forfeited.

- Park Board can terminate the rental immediately if Renter or their responsible parties violate any part of the agreement, disregard staff directions, or engage in harmful, damaging, or serious misconduct not explicitly covered in the agreement.
- Park Board can cancel a rental 24 hours in advance for any reason and is not liable for associated costs or damages.
- In case of cancellation, Park Board will refund all payments made by the Renter for the specific cancelled rental.

STAFFING AND SUPERVISION

- At least one Rental Supervisor will be present in the community centre while a rental group is there.
- Rental Supervisor will provide access to rental space and equipment, provide facility supervision, compliance with the rental contract, and direction during an emergency situation.
It is not the responsibility of the Rental Supervisor to set-up and/or clean-up for the rental party.
- Depending on the nature of the rental, additional Rental Staff may be required.
- Additional staff costs are the responsibility of the Renter.
- Rentals requiring additional staff support or taking place outside regular operating hours have a minimum staff charge of four (4) hours per staff person.

HEALTH, SAFETY AND EMERGENCY PROCEDURES

- Emergency exits must be easily accessible and have a minimum distance of four (4) feet from any setup or obstruction. Obstructions are strictly prohibited in front of emergency exits.
- Maximum occupancy limits for all rooms have been determined by the VFRS. The Renter is responsible for ensuring that the number of people in the area does not exceed the maximum occupancy limits specified in the agreement.
- Fire elements such as candles, torches, butane burners, pyrotechnics, and barbeque briquettes are not allowed outside unless approved in writing by the Park Board.
- Gas or propane equipment/fixtures are prohibited indoors or within the community centre building.
- If approved, such equipment is used outside the community centre building, it must be approved by the Canadian Standards Association (CSA).
- Report immediately all accidents, first aid incidents and/or damage to property to the Rental Supervisor.

SET-UP and CLEAN UP

- Set up and clean-up times must be included in the total booked time, with access provided at the specified start time on the rental agreement.

- Renter is responsible for setting up and cleaning up all equipment and supplies for the rental, within the agreed-upon rental period.
- Limited tables and chairs can be provided. All other equipment requests must be made before the time of contract signing.
- Renter are to report to the community centre reception at the start and end of the rental period.
- No decorations that mar or damage surfaces are permitted; painter's tape is allowed, but not cellulose, duct or masking tape, nails, or other devices.
- No foreign substances on the floor (e.g., dance wax) or throwing of confetti, rice, or substances on community centre property.
- Alteration or tampering with electrical panels or outlets is strictly prohibited and may result in immediate rental termination.
- Set up, put away, and return all tables, chairs, and equipment used during the rental; leave facilities clean, including decoration removal is the responsibility of the renter.
- Request assistance with set-up or clean-up at the time of rental signing; additional staff charges may apply.
- Dispose of garbage and recycling in appropriate receptacles; additional staff and waste disposal charges may apply based on event size.
- Community centre staff will remove garbage and recycling and clean room floors.
- Room must be cleaned and vacated by the end time on the permit; additional fees may apply for exceeding the time limit.
- Park Board is not responsible for loss or damage to supplies or equipment left behind after the event.
- Late departure results in deductions from the damage deposit:
 - \$100 for 15 minutes
 - \$200 for 30 minutes
 - \$400 for 60 minutes beyond the specified time
- Renter is responsible for any property damage during the rental, set-up, or take-down; report damage to on-duty staff immediately.
- Park Board assesses damage and bills repair costs to the Renter.

FOOD

- Renter can only heat precooked food; cooking of food is not allowed.
- All on-site food must be handled following FoodSafe BC procedures.
- Park Board has the right to take action if food is handled unsanitary and can stop further food service.
- Renter must bring their own small appliances, housewares, utensils, dish towels, and cloths. (no equipment/supplies provided)
- The Community Centre does not offer food or beverage services.
- Renter is allowed to arrange catering services.

ALCOHOL

- Renters must obtain Park Board approval and a BC Liquor Distribution Branch (BCLDB) Special Event Permit to serve alcohol.
- The Special Event Permit specifies the date, time, and booked space for the event. Alcohol is only allowed within the designated rental space.
- An individual with a valid "Serving it Right" certificate must be present at all times if alcohol is being served.
- Non-compliance with alcohol regulations will result in the loss of rental privileges.
- One week before the event, the Renter must submit one copy of the BCLDB Special Events Permit to staff.
- Additionally, a second copy of the Special Event Permit must be posted at the serving area.
- Failure to comply may result in the loss of liquor or rental privileges.
- Insurance coverage is required as per the specified insurance requirements.

NOISE POLICY

- Noise levels must adhere to City By-Law #6555:
 - Prior to 10 pm: Maximum 58 decibels.
 - After 10 pm: Maximum 53 decibels.
- Music must be stopped 30 minutes before the rental period ends.
- Guests leaving the building after 11 pm should respect residential neighbors:
 - Exit the building quietly.
 - Avoid congregating in outdoor areas.
 - Guests waiting for a taxi may be asked to wait inside until the taxi arrives.

SOCAN AND RESOUND TARRIF

- Renter is responsible for paying SOCAN and ReSound fees, if applicable.
- These fees are in addition to the rental fee for the facilities.
- The Park Board collects and remits these fees on the Renter's behalf.
- The Copyright Board of Canada mandates the collection of SOCAN and ReSound tariffs for public facilities hosting functions or services where copyrighted music is listened to or danced to.

SOCAN (Society of Composers, Authors and Music Publishers of Canada) is a collective society that represents the rights of music creators and publishers in Canada. They collect royalties on behalf of songwriters, composers, and music publishers for the public performance and communication of their music.

SMOKING

- Vancouver parks and buildings are completely smoke-free. This policy applies to traditional cigarettes, electronic cigarettes, and vaping.
- Smoking is strictly prohibited at the Facilities and on all Park Board property.

LIABILITY INSURANCE

- Depending on the risk level assessed for your event, a minimum of \$2 million liability with the City of Vancouver and the Vancouver Park Board named as additional insurers may be required. Higher risk events include receptions, adult parties, tradeshow, etc. In most cases, we do not require insurance for group meetings or workshops where no high risk activities are involved.
- If insurance is required, Renter must provide satisfactory evidence of insurance to the Park Board at least 14 days before the event.
- Minimum insurance limits should be \$2,000,000 per occurrence, inclusive, with a deductible not exceeding \$2,500.
- The policy should include a cross liability clause and name the City, Park Board, and Police Board as additional insureds for liability arising from the rental.
- The City's insurance requirements are minimum, and Renter is responsible for obtaining any additional insurance deemed necessary by law or to protect their own interests.
- All sports activities in our gymnasiums are required to have liability insurance. You may wish to use your own broker and ask your broker to complete [our insurance form](#) (please check in with the front desk for a copy of the insurance form) or you can use one of the companies listed below that regularly issue insurance for events at our facility:
 - Event Policy