



Room Rental Agreement

Parks, Recreation & Culture Department
 Box 170 Revelstoke, BC, V0E 2S0
 Phone: (250) 837-9351 Fax: (250) 837-9355
 Email: prc@revelstoke.ca

Event:		Date of Event:	
Primary Contact:		Phone #:	
Secondary Contact:		Phone #:	
Invoice Address:		ACTIVENET PERMIT #	
City:		Province/Postal Code: /	
E-Mail Address:		#Attendees:	
Deposit Paid:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Deposit Payment Method:
OK to Return Deposit:	<input type="checkbox"/>	Deposit Returned:	<input type="checkbox"/>
		Permit Closed:	<input type="checkbox"/>

ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS

Subjects:

1. The renter/user group agrees to pay the City of Revelstoke the stated fee as per the City of Revelstoke's Fees & Charges Bylaw No.2008 for space and equipment as identified in **Schedule A** :
2. The renter/user group expressly agrees that all properties of whatever nature or kind brought onto the said premises are at the sole and exclusive risk of the renter/user group. The City is not responsible for any property brought onto the premise by renter.
3. The renter/user group shall pay to the City for any property of the City that is damaged or destroyed during its use but fair wear and tear to the same is accepted by the City.
4. The renter/user groups agrees that it will indemnify and save harmless the City from and against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the said premises or by reason of or as a result of the acts of it or its servants, agents, employees or workmen.
5. The renter/user group agrees that the premises will be left in the same condition and repair, than existed at the time the renter/user group entered the premises. **PROVIDED FURTHER HOWEVER** that the City retains the exclusive right to designate those places where decorations, posters, streamers and lights may be affixed placed or erected.
6. This contract does not include the use of the kitchen. An additional kitchen fee will be incurred for kitchen usage the day before the event. Do not put any decorations on curtains or room dividers. Do not drill any screws, nails, staples, or use any tape of any type on any of the walls or floors or deface in any way. Sticky tack is available for your use, check with office staff should your require some.
7. The renter/user group is responsible for full payment of any additional SOCAN or copyright fees incurred by their event.

INITIAL: _____

I have read and agreed to the Terms & Conditions in the following Schedules, and agree to abide by them.

 Signature of Renter:

 Date:

 City of Revelstoke Representative:

Terms & Conditions

Cancellation Policy: A minimum of 14 day notice must be provided for cancellation any booking. The City reserves the right to retain the deposit if this cancellation requirement is not followed. A \$15.00 administration charge will apply with any cancellation. If cancellation is received more than 1 week before booking date - half of deposit is forfeited. Less than one week - full deposit is forfeited.

Set-Up/Clean-Up: User groups are requested to ensure arrangements for Set up & Clean up are made at time of booking. Groups will be charged an additional fee for take down of all tables & chairs and/or equipment used. User groups are requested to ensure all decorations, centre pieces, cutlery and linens are removed from the tables. All Community Centre linens are to be piled up and placed in the kitchen on one of the large counters.

End Times: All functions must end by 1:00 am otherwise an additional charge will be incurred. Should clean up from any event not be completed by 6:00am of the following day, an additional \$200.00 fee will be incurred, unless otherwise approved by management.

Electrical: The Community Centre is equipped with 20 amp receptacle service in the Multi Purpose rooms and main hallway, with 15 amp service throughout the remainder of the building. There is 220 amp is available on the stage area. If additional service is required please notify staff.

Liquor Licence & Liability: Any user group hosting an event deemed of risk, and those involving the consumption of alcohol must purchase Liability insurance and name the City of Revelstoke as additional insured, at a minimum value of \$3,000,000. Copies must be submitted with contract. Municipal insurance for events: <https://bc.events.insure/> **All Alcohol and bar drinks must stay in the MP rooms with Liquor License posted at all times.** The process calls for the applicant to get a form from the liquor Store, meet with the RCMP to review their plans and obtain their signature and then return to the liquor store for issuing the permit.

Designated Driver Program: Please see the attached information on the City of Revelstoke Designated Driving Program. Packages issued by ICBC are available.

Parking: Ave. Groups are requested to use the parking lot off of Campbell Avenue. There are more parking spaces available in this area and allows for the parking lot off Connaught Ave. to be used for senior citizens. The back lane at the rear of the centre is considered a Fire lane; parking is prohibited in this area. Parking is available for unloading purposes only at side kitchen door or back lane. Vehicles are to be parked in the designated parking lots once contents are removed.

Additions: **Pyrotechnics** - Smoke or fog emitting devices, open flame, or pyrotechnic devices shall **NOT** be used in or adjacent to the facility unless otherwise authorized by the Fire Chief.
Hallway - This area is for public use and is not included as part of the rental space unless specific arrangements have been included in contract. No confetti or rice is to be thrown inside or outside of facility, no confetti or metal particles (glitter) or feathers to be placed on tables or for decorating. . No dance floor wax to be put on floor.

"Schedule A"

FEES: **Deposit** \$250.00 or \$1000.00 for High Risk Events
Decorating Fee: \$92.00 for hall set-up on evening prior to the booking date.
Janitorial Fee: \$30.00 per staff, per hour, for requested set-up & take-down by our Janitors

ROOMS: MP 1____ MP 2____ MP 3____ Macpherson Room____
 Boulder Room____ Dance Studio____ **COST:**_____

KITCHEN: FULL Kitchen____ 1/2 Kitchen____ Steam Table ____
 Place Settings # _____ Chaffing Dishes # _____
 Wine Glasses # _____ Coffee Urn # _____ **COST:**_____

SET-UP REQUIREMENTS: Theatre Style____ Classroom style____ Banquet Style____
 Janitorial Set-Up____ Janitorial Tear Down____
 Self Set Up____ Self Tear Down____ Evening prior Set Up____

Staff Required for outside operating hours (additional cost) **COST:**_____

Time /Hours Requested_____

EQUIPMENT:

Large Round Tables 60" Diameter (seats 6-8) # _____
 Small Round Tables 48" Diameter (seats 4-6) # _____
 Long Banquet Tables Grey Plastic 30"x96" # _____
 Long Banquet Tables Wooden 30"x96" # _____
 Outdoor Plastic Chairs # _____
 Banquet Chairs # _____

Registration Tent _____ Podium____ Dividers # _____ Risers # _____

Linens: White Round # _____ White Banquet # _____
 Red Round # _____ Red Banquet # _____ **COST:**_____

 Napkins # _____ Black Banquet # _____

ELECTRICAL/AUDIO VISUAL REQUIREMENT:

Extension Cords # _____ Power Bars # _____ 220 amps (stage only)____
 Pull Down Screen (MP1)____ Pull Down Screen (MP3)____
 Overhead Projector____ TV/DVD____ **COST:**_____

SOUND SYSTEM EQUIPMENT:

Cord Microphone____ Wireless Mic # _____ AV Cart _____
 Portable Bluetooth Speaker____ Resound Fee____

Sound Tech required YES NO **COST:**_____

Prices are subject to change dependent on facility usage

Total Cost: _____

"Schedule B"

CATERER:

Name of caterer: _____

Foodsafe Certificate #: _____

Serving it Right/Food Safe #: _____

Alcohol being served: YES NO

Please include Bartenders Name: - _____

KITCHEN RULES:

Please help us keep the Kitchen Clean!!!

KITCHEN POLICY:

It is mandatory that at least one person have a Foodsafe Certificate, which must be posted during rental contract. Please ensure that whoever has been hired to cater has been informed of the above Agreement.

IN CASE OF FIRE:

Know where the fire extinguisher is and how it works. Staff is available for training purposes.

DISHWASHER:

NOTE: Make sure you **turn off, drain and clean out the dishwasher** - last one out of the kitchen should always check this.

CLEAN:

Please clean stove, ovens, counters, sinks & anything else you use. Last one out of the kitchen please ensure ovens are off - **Do not turn off the pilot lights.**

CHECK:

Check the fridge before you leave, remove all your supplies.

REPORT:

Please report breakages and anything that is not working properly to the front end administrative staff.

NO Dishes, pots, pans, coffee urns, etc are to leave the kitchen, unless otherwise authorized.

NOTE: IF anything is missing or not cleaned as outlined the user group will be charged applicable fees.

SUPPLIES:

Garbage bags, soaps, & cleaners are provided. If any are missing please check at the front counter reception area or with the janitors for extra supplies.

***Please note groups will be responsible for providing tea towels & cleaning rags for use of the kitchen**

SINKS:

DO NOT put coffee grounds down the drains.

"Schedule C"

CITY OF REVELSTOKE POLICY D-2 Impaired Driving / Designated Driver Program

Prepared By: Parks & Recreation **Policy Title:** Designated Driver Program

Approval Date: November 24, 2008 **Next Review Date:**

Purpose:

The City of Revelstoke provides facilities and parks for assorted and public social and recreational functions at which alcohol is served. It is our best interest to ensure that the serving of alcohol is conducted prudently, with the highest regard given to the safety of patrons and the public at large. As the owner and / or operator of these facilities and parks, the City of Revelstoke encourages responsible attitudes towards drinking and driving.

Policy:

It is policy of the City of Revelstoke, that the organizers of events at facilities and / or parks, at which alcohol is served, to have in place a "**Designated Driver Program.**"

1.0 Definitions

- 1.1. Designated Driver Program - An awareness intended to educate the public to plan alternate means of transportation after drinking alcohol. Promotional material may be available through the Insurance Corporation of British Columbia, Drinking Driving Counter Attack programs, etc.
- 1.2. Municipal Facility - An arena, meeting centre or recreational centre, any building owned by or operated by the City of Revelstoke.
- 1.3. Municipal Park - includes all developed and undeveloped "green spaces" for which the municipality is the owner or is responsible for, including recreational parks and sports fields.
- 1.4. Class "A" Event - An event for which admission is open to the public either at no cost or for which a fee has been charged.
- 1.5. Class "B" Event - An event for which admission is closed to invited guests or members only.

2.0 Regulations

- 2.1. All sponsors of events at a City facility or Park , at which alcohol is served, are requested to ensure that a "**Designated Driver Program**" is in place.
- 2.2. A Designated Driver Program for a Class "A" event should consist of no less than the following:
 - a) A Designated Driver Program announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation for the event.
 - b) Designated Driver Program information posted prominently at each station where alcohol is served.
 - c) Designated Driver Program reminders at each table where guests are seated.
- 2.3. A Designated Driver Program for a Class "B" event should consist of no less than the following:
 - a) Designated Driver Program information posted prominently at each station where alcohol is served.
 - b) Designated Driver Program reminders at each table where guests are seated.
- 2.4. In order to ensure that event organizers provide adequate information to their guests, the City will provide organizers with a supply of Designated Driver Program promotional material subject to availability and stock on hand, for free distribution to event organizers and / or sponsors upon request. In the event sufficient supplies of Designated Driver Program materials are not available from the City, the City will provide the event organizers and / or sponsors with the names, addresses and telephone numbers of potential suppliers of Designated Driver Program promotional material. It shall be the responsibility of the event organizers and / or sponsors to determine the quantity of material needed for their event. If additional materials are needed, it will be the responsibility of the event organizers and / or sponsors to obtain sufficient quantities either from the City, when additional supplies are received, or directly from the Insurance Corporation of British Columbia and / or from others who support Designated Driver Programs.

Certified Correct:

L. Ross McPhee
Chief Administrative Officer

MICROSOFTEXCEL\RECREATION N: DRIVE\ADMINISTRATION\FORMS\CONTRACTS & AGREEMENTS\MP CONTRACT \ MP RENTAL AGREEMENT

