



**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](mailto:prc@revelstoke.ca)

**AGREEMENT DETAILS**

Event:	Date of Event:
Organization:	Time of Event:
Booking Contact:	Ph.
Primary Contact:	Ph.
Invoice details:	Permit #
Address:	#Attendees:
City: Province:	Postal Code:
E-mail:	
<i>For office use only</i>	
Deposit paid: Y <input type="radio"/> N <input type="radio"/>	Returned: Y <input type="radio"/> N <input type="radio"/>
Liability Insurance Required: Y <input type="radio"/> N <input type="radio"/>	Liability Received: Y <input type="radio"/> N <input type="radio"/>
Permit Complete:	Permit Closed:

**ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS**

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.2256 and any amendments for space and equipment.
2. The renter/user group agrees that all properties of any 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 premises 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 workers.
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. The renter/user group is responsible for full payment of any additional music copyright tariffs incurred by their event.

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

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative

# SCHEDULE 'A'

## Cancellation Policy

The City reserves the right to retain the deposit (if applicable) if this cancellation requirement is not followed. In order to receive a full deposit refund, a minimum of 14 days (2 weeks) notice must be provided for cancellation of any meeting room or MP room booking. For cancellations received more than 1 week before booking date but less than 2 weeks prior to the booking date, one-half of the deposit is forfeited. Cancellations with less than one week notice will forfeit the full deposit. In-kind bookings who forfeit their meeting room booking will be subject to a \$15 administration fee. A \$15 administration charge will be applied to any cancellation where less than two weeks' notice is given.

## Set-Up & Clean-Up

User groups are requested to ensure arrangements for set up and 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.

## Decorations

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 you require some.

## End Times

All functions must end by 1:00 am with last call at 12:30am otherwise an additional charge may be incurred. Clean up from any event must be completed by 3:00am. Events hosting a bar will have scheduled equipment tear down for safety reasons.

## 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. Electrical maps of the rooms are available upon request.

## Liquor License & Liability

Any user group hosting an event deemed of risk, 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 can be purchased online <https://www.eventpolicy.ca/> Due to COVID-19 concerns, we will not be hosting events serving alcohol.

## Designated Driver Program

Please ask for information on the City of Revelstoke Designated Driving Program. ICBC packages are available.

## Projector and Sound

When using our projector and sound system, we always recommend setting up a scheduled review of the equipment in advance of your booking. This will ensure proper use of our equipment and smooth operations during your event.

## Parking

Groups are requested to use the parking lot off Campbell Avenue. The back lane at the rear of the centre is 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 park in the designated parking lots once unloaded.

## Additions

**Pyrotechnics** - Smoke, fog emitting, pyrotechnic devices, open flame, shall **NOT** be used in 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 the contract. No confetti or rice is to be thrown inside or outside of facility, no confetti, glitter or feathers to be placed on tables or for decorating. Dance floor wax is not permitted.

# SCHEDULE 'B'

## Rooms, Set-up and Equipment

### ADDITIONAL FEES

There may be additional fees with your booking depending on your needs. These could include, decorating and early set up, janitorial, additional staffing and scaffolding fees. Please inquire with PRC staff on fee details.

### ROOMS BOOKED

MP 1\_\_\_ MP 2\_\_\_ MP 3\_\_\_ Macpherson Rm\_\_\_ Boulder Rm\_\_\_ Dance Studio\_\_\_

Time Booked: \_\_\_\_\_

Includes required set-up time: Y  N  N/A

### KITCHEN

Full Kitchen\_\_\_ Half Kitchen\_\_\_ Place Settings\_\_\_ Full Chaffing Set\_\_\_ Chaffing Inserts\_\_\_  
(includes 2 fuel)

Wine Glasses (By the dozen)\_\_\_ Coffee Urn\_\_\_ Kitchen Contract Required: \_\_\_\_\_

Kitchen Review Booked: Y  N  N/A  Time: \_\_\_\_\_ Staff: \_\_\_\_\_

### SET-UP REQUIREMENTS

Theatre Style\_\_\_ Classroom style\_\_\_ Banquet Style\_\_\_ 6pm Evening Prior Set-up\_\_\_

Janitor Set-Up\_\_\_ Janitor Tear Down\_\_\_ Self Set-up\_\_\_ Self Tear-down\_\_\_ Scaffolding\_\_\_

#### *For office use only*

Staff required outside operating hours: Y N Time requested \_\_\_\_\_

Staff scheduled & time: \_\_\_\_\_

### Tables & Chairs

Lg round table 60" (seats 6-8) # \_\_\_\_\_  
Sm round table 48" (seats 4-6) # \_\_\_\_\_  
8ft banquet table - plastic # \_\_\_\_\_  
8ft banquet table - wood # \_\_\_\_\_  
Plastic Chairs # \_\_\_\_\_  
Banquet Chairs # \_\_\_\_\_

### EQUIPMENT

White Round # \_\_\_\_\_  
White Banquet # \_\_\_\_\_  
Red Round # \_\_\_\_\_  
Red Banquet # \_\_\_\_\_  
Black Banquet # \_\_\_\_\_  
Black Rounds # \_\_\_\_\_  
Napkins # \_\_\_\_\_

### Linens

**Additional Equipment:** Reception Desk\_\_\_ Podium\_\_\_ Risers\_\_\_ White Board\_\_\_

### ELECTRICAL / AV & SOUND

Extension Cords\_\_\_ Power Bars\_\_\_ Screen (MP1)\_\_\_ Screen (MP3)\_\_\_ Projector\_\_\_

TV/DVD\_\_\_ Wireless Mic\_\_\_ Media Cart\_\_\_ Bluetooth Speaker\_\_\_ Resound Fee\_\_\_

#### *For office use only*

AV / Sound review required YES  No  Date/Time: \_\_\_\_\_ Staff: \_\_\_\_\_

# SCHEDULE 'C'

## Kitchen, Caterer and Bar

### CATERER INFORMATION

Name of caterer: \_\_\_\_\_

Kitchen contract required: YES      NO                      Contract filled out: YES      NO      N/A

IH Temporary Food Service Permit Required: YES      NO      N/A

### BAR INFORMATION

Organization/Group: \_\_\_\_\_

Serving it Right #: \_\_\_\_\_

Alcohol service: YES      NO                      Liquor license received YES      NO

*Please include bartenders name on SIR#* \_\_\_\_\_

*Additional Notes:*

### KITCHEN REVIEW

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

**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. Users are responsible to take out all garbage, compost & recycling.

**DISHWASHER** - Make sure you turn off, drain and clean out the dishwasher - last one out of the kitchen should always check this. The water should be drained and refilled often to ensure clean dishes. Leave the clean dishes out for inspection, our janitorial staff will put it away.

**DOORS** - The doors are to be kept closed to the kitchen, except for loading purposes.

**EQUIPMENT** - We require all equipment to be booked in advance. We will have it checked out for you and ready for your use. Any equipment not requested in advance may not be available. All reserved equipment will go through a check out and check in procedure. Anything not accounted for will be billed to the user at replacement cost plus and administration fee.

**IN CASE OF FIRE** - Know where the fire extinguisher is and how it works. Staff are available for review of safety procedures.

**JANITORIAL** - Janitorial staff will be on site during large events in the evening to assist with management of the kitchen and equipment and to ensure proper procedures are followed.

**KITCHEN POLICY** - It is mandatory that all public events serving food must have a Temporary Food Service Permit through Interior Health with at least one person have a Foodsafe Certificate.

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

**SINKS** - DO NOT put coffee grounds down the drains.

**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. Groups are responsible for completing the checklist the kitchen kits provided.

**PLEASE LOCK KITCHEN DOOR BEFORE LEAVING - Thank You!**