



Room Rental Terms & Conditions

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

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.

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.

Liquor License & 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 can be purchased Online <https://miabc.eventpolicy.ca>.

Permit applications are Online <https://specialevents.bclddb.com/>

All Alcohol and bar drinks must stay in the MP rooms at all times. Liquor License must be posted at all times.

Designated Driver Program

Please see the attached 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.