

VILLAGE OF TAHSIS			
<b>Policy Title:</b>	<b>Recreation Centre Rental</b>	<b>Policy No.</b>	<b>#4018</b>
<b>Effective Date</b>	June 20, 2018	<b>Supersedes</b>	
<b>Approval</b>	<b>By Council</b>	<b>Resolution Number</b>	<b>VOT 327/2018</b>

### Section 1 – DEFINITIONS

“Applicant” - means the person or organization that seeks to rent or otherwise use the Tahsis Recreation Centre.

“Grant-in-Aid” - means financial assistance or in-kind assistance from the Village of Tahsis

“Recreation Centre” – means the Tahsis Recreation Centre located at 285 Alpine View.

“Rental Agreement” – means the document which sets out the responsibilities of the applicant and the Village.

“Village” - means the Village of Tahsis

### Section 2 - PURPOSE

The purpose of the Recreation Centre Rental policy is to provide guidelines for the rental and/or use of the Recreation Centre by third parties in accordance with the Fees and Charges Bylaw No. 594, 2017 and the Grant-in-Aid-Aid Policy #2007. The policy is intended to:

- Promote a safe and enjoyable environment for those who use this facility
- Provide clear guidelines to renters on the rules for renting the facility
- Protect Village assets, including the Recreation Centre building, equipment and property
- Ensure that rentals are provided fairly and consistently to all.

### Section 3 – GENERAL GUIDELINES

1. All applicants will complete and sign a Rental Agreement form and pay the required fee(s), maintenance/security deposit, proof of insurance and any other documentation prior to the date of the event.
2. A maintenance/security deposit of \$100, in addition to the rental fee, is required for all bookings and will be refunded if no additional maintenance or damage is caused. The deposit is forfeited if an event is cancelled with less than 72 hours’ notice.
3. The applicant is responsible for setting up and obtaining all materials and equipment for the event. Subject to availability of staff, the Director of Operations may approve using public works personnel to assist with set up or take down for events. A work order must be submitted to the Village office at least 5 days in advance. The fees for this service are found in the Fees and Charges Bylaw

4. All Recreation Centre rentals are subject to approval by the Recreation Centre Staff.
5. Recreation Centre rentals can only be made by an adult 19+ years of age. All child and youth events require adult supervision.
6. The use of Recreation Center equipment is allowed only if approved in advance on the application form. An additional rental fee may be charged for such use.

#### Section 4 – APPLICANT RESPONSIBILITIES

As per the Recreation Centre Rental Agreement, the Applicant is responsible for:

1. Setting up for the event (unless arrangements have been made with Recreation Director in advance)
2. Completing and submitting the Rental Agreement including copies of required documents
3. Paying the required fee(s) and deposit;
4. Being present at the event at all times during the event;
5. Reporting damages to Recreation Centre staff as soon as possible;
6. Returning equipment and remove personal items at the end of the event including food or beverages left in the kitchen (unless arrangements have been made with Recreation Director in advance);
7. Checking in with Recreation Centre staff after cleanup is completed before leaving.

#### Section 5 – APPLICANT PROCESS

The applicant must apply to the Village at least two (2) weeks in advance of the event, unless otherwise approved by the Recreation Director, and provide the following:

- Completed Rental Application form;
- Proof of insurance;
- Special Event Server Certificate (if applicable);
- Special Event Permit (if applicable);
- Temporary Food Service Permit (if applicable);
- Payment of Fees; and
- Payment of Damage Deposit.

#### Section 6 – LICENCES AND PERMITS

##### 1. Special Event Permit

For any event where alcohol is served, the Applicant is required to obtain a Special Event Permit. A SEP permits allows the Applicant to serve, sell and consume alcohol at its special event. The SEP must be prominently displayed, on the day of the event, in the area where liquor is served. A complete copy of the requirements that pertain to this license can be found at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licences-permits/applying-for-a-liquor-licence-or-permit/special-event-liquor-permit>

Applicants can apply for a special event permit at <https://specialevents.bcldb.com/>

## 2. Food Permit Requirements

Functions or gatherings which are limited to members of their own organization and invited guests are exempt from the *Food Premises Regulation* under the *Public Health Act*. These events do not require a food permit.

Public events, with or without a charge, lasting less than 14 days require a Temporary Food Service permit issued by a local health authority. The permit application must be submitted to the local health authority at least 14 days prior to the event.

More information can be obtained from the Temporary Event Planning Guide available at <http://www.viha.ca/mho/food/index.html>

The application for a Temporary Food Permit can be found here:

<http://www.viha.ca/NR/rdonlyres/72D59E9E-EFD1-450C-970F-3037970F35B0/0/WritableApplicationtoOperateTemporaryFoodServiceJune12017.pdf>

## 3. Insurance

All Applicants are required to acquire Comprehensive General Liability insurance in an amount of not less than \$1,000,000. If alcohol is served, a greater amount may be required. The certificate of insurance must show the Village of Tahsis named as an additional insured. It is recommended that Applicants purchase insurance from the Municipal Insurance Association of BC through its user-friendly website <https://bc.events.insure/>. Applicants requiring assistance with the accessing the portal or seeking information about insurance can contact the Recreation Director. This is a recommendation only. Applicants can purchase insurance from any broker as long as the insurance is sufficient for the event.

## 4. Fees and Deposits

Facility and equipment rental fees are charged in accordance with Fees & Charges Bylaw No.594, 2017 Schedule H. Fees and the \$100 maintenance/security deposit is due in full at the time of booking.

Applicants playing pre-recorded music at public events you may be required to pay SOCAN fees. Applicants must comply with the SOCAN rules for playing pre-recorded music and may be required to show they have paid the SOCAN fees or prove they are exempt.

Additional charges may apply to your event for use of special equipment or assistance with set up. Please refer to Fees & Charges Bylaw No. 594, 2017.

Any damaged or lost equipment will be covered by the maintenance/security deposit.

5. Grant-In-Aid

A Grant-In-Aid may be requested by non-profit and community groups. If approved by Council, a grant-in-aid may offset some or all of the fees charged by the Village for the use of the facility. Grant-in-Aid applications are available at the Village Office.