



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

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"/>
Applied: Y <input type="radio"/> N <input type="radio"/>	Withheld: 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

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.

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.

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.

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.

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.

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.

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



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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 12:00 am with last call at 11:30pm otherwise an additional charge may be incurred. Clean up from any event must be completed by 3:00am with a proper tear down crew. 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, 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://www.eventpolicy.ca/> Alcohol permit applications are online at <https://specialevents.bcldb.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.



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"Schedule A"

ADDITIONAL FEES

Deposit \$250.00 or \$1000.00 for higher risk events. **Decorating Fee:** \$96.00 for room set-up on evening prior (6pm) to the booking date. **Janitorial Fee:** \$30.00 /hour per staff, for scheduled set-up & tear-down. **Additional staffing:** \$38.77 per hour for facility access outside regular operating hours. **Scaffolding:** \$25.50 with signed waiver required.

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 ___

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AV / Sound review required YES No Date/Time: _____ Staff: _____



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"Schedule B"

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!