



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 N	Returned: Y N	Applied: Y N	Withheld: Y N
Liability Insurance Required: Y N <input type="radio"/>	Liability Received: Y 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.
7. Schedule 'A' - COVID-19 Terms and Conditions
8. Schedule 'B' - Room Rental Policies
9. COVID-19 Addendum to Facility Use Agreement / License

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'

COVID-19 Terms and Conditions

The following required terms and conditions, as applicable, require user compliance and become part of the Rental Agreement.

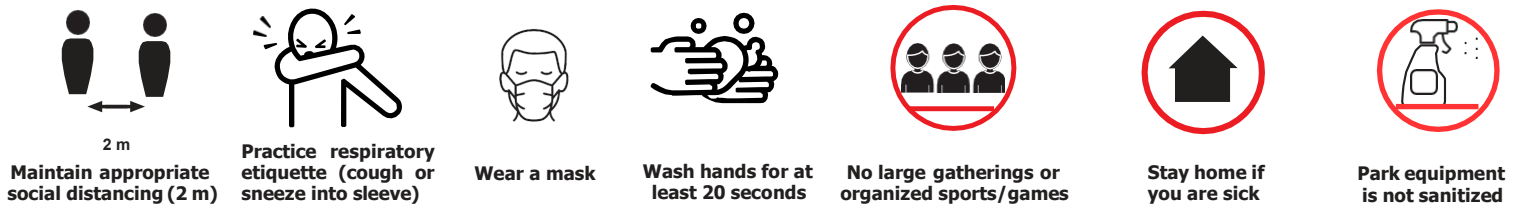
SECTION #1: Term

SPACE	MAXIMUM USER GROUP PARTICIPATION CAPACITY	PERMITTED FUNCTIONS OR ACTIVITIES
Boulder Room	6	Meetings, conference calls
Dance Studio	8 (dependent on activity)	Programming
Fitness Centre	4	Programming
Kitchen	5	Food security, prep, and commercial service
MacPherson Room	8-10 (classroom) 15 (theatre) dependent on activity	Meeting, trainings, workshops, conference calls
Multi-Purpose 1 Section	18 (Classroom) / 35 (theatre style set-up)	Meetings, workshops, training
Multi-Purpose 2 Sections	30 (Classroom) / 50 (theatre style set-up)	Meetings, workshops, training
Multi-Purpose 3 Sections	50 (Classroom) / 50 (theatre style set-up)	Meetings, workshops, training

SECTION #2: Covid-19 Public Health Requirements - Applicable to all Rental Agreements

It is the renter's responsibility to comply with all rules and regulations from the Provincial Health Officer, Interior Health Authority, Provincial/National Sport Organizations, WorkSafeBC and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. Further, it is the renters responsibility to meet changing or new COVID-19 regulations as the regulations are subject to change from the date of the rental booking and the date of the rental occurring.

Common COVID-19 measures to reduce the potential of contracting or spreading this virus include:



- Self-assessment health check
- Comply with all sign requirements as posted at or around the rental spaces

In accordance with the Public Health Order for Gathering (this includes meetings), the meeting organizer is responsible for collecting names, telephone numbers, or email addresses of every patron who attends an meeting and retaining the information for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.

SECTION #3: Informed Consent

I declare that I understand and will communicate the following to all rental participants as follows:

By participating in your services and facilities, I will be at risk of contracting Covid-19, in spite of any precautions taken by me or by City staff.

Covid-19 is a highly infectious disease with a latent period of transmissibility during which time apparently healthy people can be infectious. Covid-19 is a potentially fatal disease-affecting people of all ages. Covid-19 can be significantly more dangerous in people of already compromised health, and it is my responsibility - not that of program or facility staff - to understand my current health and limitations and to take appropriate additional precautions as required. I understand that if infected, I could be at risk of transmitting the disease to other family members, including those with high risk, pre-existing conditions, and that this might occur before my own sickness has become evident.

All rental participants must follow all Parks, Recreation & Culture rules, conditions and requirements, written, signed or verbal, designed to ensure the safety of rental participants, members of the public and City staff.

I have read and understand the above information and willingly accept the above risks and share the risks with all rental participants.

Initial _____

SCHEDULE 'B'

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

Due to COVID-19 concerns, the facility is currently operating at reduced hours. Please check with the front desk regarding end times.

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 for events 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 'C'

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

EQUIPMENT

Linens

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 # _____

White Round # _____

White Banquet # _____

Red Round # _____

Red Banquet # _____

Black Banquet # _____

Black Rounds # _____

Napkins # _____

Additional Equipment: Reception Desk _ _ Podium _ _ Risers _____ White Board _____

ELECTRICAL / AV & SOUND

Extension Cords 0 _____ Power Bars 0 _____ Screen (MP1) _____ Screen (MP3) _____ Projector _____

TV/DVD _____ Wireless Mic _____ Media Car _____ Bluetooth Speaker _____ Resound Fee _____

For office use only

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

SCHEDULE 'D'

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!



COVID-19 Addendum to Facility Use Agreement / License

PLEASE READ CAREFULLY!

Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at the City of Revelstoke responded to the direction from our public health officials to first close our facilities and cease offering services, and we are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event, as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safety Plan, which is available for your review at <https://bc-revelstoke2.civicplus.com/1841/COVID-19>. We have also developed COVID-19 policies and procedures, which are available for your review <https://bc-revelstoke2.civicplus.com/1841/COVID-19>. We have implemented our COVID-19 Safety Plan and will be applying our policies and procedures, but **the risk remains that a COVID 19 outbreak could occur despite our efforts.**

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and COVID-19 policies and procedures. You are required to circulate this Addendum to the participants in the activity for which you are utilizing our facilities. You are required to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures. Failure to adhere to the same could result in your user group’s license / agreement being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. It is also vital that no person brings a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs.



COVID-19 Addendum to Facility Use Agreement / License

PLEASE READ CAREFULLY!

It is vital that any person who believes that they may have become ill or their child may have become ill within 14 days of visiting one of our facilities report this immediately to us by contacting prc@revelstoke.ca or call 250-837-9351 ext. #3 and seek appropriate medical attention by first calling 8-1-1. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in your activities must consent to the same.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>.

I have reviewed the City of Revelstoke COVID-19 Safety Plan.	INITIAL HERE
I have reviewed the City of Revelstoke COVID-19 Policies and Procedures.	INITIAL HERE
I have read, understand and agree to this Addendum to Facility Use Agreement/License.	INITIAL HERE
I have reviewed this Addendum to Facility Use Agreement/License with all participants in the activity(ies).	INITIAL HERE
We have a COVID-19 Safety Plan in place (if required) as per the order of the Public Health Officer and will be available for review upon request if required.	INITIAL HERE

Print name clearly

Date

Signature

Organization

Cellular Phone Number

Emergency Email