



ROCKWOOD LODGE Living Rm (22 Capacity) - Dining Room (23 Capacity) - Art Space (30 Capacity)
Kitchen (2 Capacity)

MISSION HOUSE (30 Capacity)

HACKETT PARK STAGE

MISSION PARK

HACKETT PARK CONCESSION STAND

SEASIDE CENTRE (135 Capacity)

TRAIL BAY PIER

BUSINESS

Non-Profit Organization

Other (Private Event)

This application forms the Rental Contract when signed and conditions met.

APPLICANT'S NAME: _____ MOBILE PHONE #: _____

ORGANIZATION'S NAME: _____ PHONE #: _____

EMAIL: _____

MAILING ADDRESS: _____

REGISTRATION # (if Non-profit): _____ BUSINESS NO: _____

OF EXPECTED ATTENDEES: _____ START TIME: _____ END TIME: _____

START DATE (including set-up): _____ END DATE (Including clean-up): _____

ADDITIONAL DATES/INFORMATION: _____

ADDITIONAL DATES: _____ TYPE OF EVENT: _____

RENTAL TERMS

Application for the use of the facility is subject to the following conditions:

1. All bookings are considered "TENTATIVE" until receipt of a signed Facilities Rental Agreement, safety checklist, rental fees, and the Refundable Deposit.
2. Cheque payable to: District of Sechelt, or Debit/Credit Card payment.
3. Renters are not permitted to enter the facility prior to the time booked in the Facilities Rental Agreement.
4. Deposit may be refunded up to 30 days following booking date.

FEES – As per District of Sechelt Fees and Charges Bylaw No. 575, 2019
***ALL FEES DO NOT INCLUDE GST**

DEPOSIT/FEES	AV EQUIPMENT	EQUIPMENT
Minimum Deposit - \$300.00 Reception/Wedding Deposit - \$500.00 Fees will be deducted from deposit as follows: <ul style="list-style-type: none"> • \$50 deducted if garbage is not removed • \$500 fee if cleaning not completed per Rental Agreement • \$50 per hour per person for set up and take down 	\$25.00 per hour, \$75 per day \$20.00 per hour, \$60 per day *N/P AUDIO ONLY \$20.00 per hour, \$60 per day \$15.00 per hour, \$45 per day *N/P	TABLES \$8 per table when additional tables are required from off site TENTS 3 X 10 x 10 \$10.00 per hour per tent



ROCKWOOD	SEASIDE	MISSION HOUSE	MISSION PARK Only	TRAIL BAY PIER
Entire Lodge \$400 per day Dining Room \$17.00 per hour- \$120 per day Living Room \$17.00 per hour - \$120 per day Main Floor \$50.00 per hour - \$300 per day Artspace \$25.00 per hour - \$130 per day Kitchen \$25.00 per hour - \$160 per day Upstairs offices \$18.00 per sq. ft	Entire Hall & Kitchen \$60.00 per hour \$600 per day Mezzanine \$25.00 per hour (dependent on availability)	Entire House \$17.00 per hour \$120 per day Entire House and Park \$40.00 per hour \$260 per day	\$100 per day	End of Pier \$15.00 per hour (weather permitting)
ROCKWOOD NON-PROFIT	SEASIDE NON-PROFIT	MISSION HOUSE NON-PROFIT	MISSION PARK Only NON-PROFIT	TRAIL BAY PIER NON-PROFIT
Entire Lodge \$300.00 per day Dining Room \$15.00 per hour- \$90 per day Living Room \$15.00 per hour - \$90 per day Main Floor \$40.00 per hour - \$210 per day Artspace \$15.00 per hour - \$90 per day Kitchen \$20.00 per hour - \$120 per day Upstairs offices \$15.00 per sq. ft	Entire Hall & Kitchen \$30.00 per hour \$300 per day Mezzanine \$20.00 per hour (dependent on availability)	Entire House \$15.00 per hour \$90 per day Entire House and Park \$30.00 per hour \$190 per day	\$5.00 Non-Profit	End of Pier \$10.00 per hour (weather permitting)
HACKETT PARK STAGE	PRIVATE and/or COMMERCIAL USE	COMMERCIAL OR TICKETED EVENT	NON-PROFIT EVENT/ACTIVITY	
Per hour and per day. Rental includes use of the electrical, changeroom and outdoor seating area. An example of Private/Commercial use is a birthday or fitness class.	\$25 per hour or \$125 per day	\$50 per hour or \$250 per day	\$10 per hour or \$50 per day	
HACKETT PARK CONCESSION STAND	PRIVATE and/or COMMERCIAL USE	COMMERCIAL OR TICKETED EVENT	NON-PROFIT EVENT/ACTIVITY	
Daily Rate. Offered for rent in conjunction with a special event permit or sports tournament being held at Hackett Park. The concession stand is not available as a stand-alone commercial operation.	N/A per hour – N/A per day	N/A per hour – per day \$50	N/A per hour – per day \$40	

- Day rate is defined as any 10-hour segment of a 24-hour day
- Non-Profit (N/P): A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.



PAYMENT

CHEQUE (Please make Cheque Payable to: District of Sechelt) - CREDIT CARD - INVOICED _____

DAMAGE DEPOSIT	HOURS/DAYS	RENTAL FEE	GST ON RENTAL FEE	TOTAL AMT DUE

AMOUNT PAID	DATE PAID

CANCELLATION POLICY

1. Notice of cancellation must be made in writing and delivered to the Sechelt District Office, by mail or email 14 days prior to the date(s) affected, otherwise full costs will apply
2. If the Applicant deliberately or negligently misrepresents any information in this Agreement, this Agreement will be immediately cancelled.

LIQUOR

For public events, the Applicant must obtain a **SPECIAL EVENT PERMIT, from the Liquor Distribution Branch. Permit Information available at: <https://specialevents.bcldb.com>**. Please provide us with a copy of Special Event Permit, prior to the event.

SMOKING

Municipal Bylaw - **Bylaw No. 570, 2018** prohibits smoking in rental facilities and within 7.5 meters of; A transit stop; Common areas; A customer service area; An outdoor public event; An outdoor public space (except in a private vehicle); Any place of public assembly.

SET UP, CLEANING and GARBAGE REMOVAL

The Applicant agrees to leave the facility in a clean and orderly condition, according to the checklist provided. Set-up, cleaning, and garbage removal is the responsibility of the renter. **Please restrict yourself to the area(s) you have booked.** All tables and chairs are to be put away in the correct area, floors are to be swept and damp mopped and all personal items to be removed. Tabletop and freestanding decorations only are permitted. **ATTACHING DECORATIONS TO WALLS OR WOODWORK IS PROHIBITED. FIRE REGULATIONS PROHIBIT BLOCKING EXITS.**

INSURANCE REQUIREMENTS

The applicant must obtain facility rental insurance and show proof of general public liability insurance coverage for the event or activity which covers the following minimum requirements:

1. District of Sechelt, including its officers, officials, employees, and volunteers, are to be named as additional insureds with a cross liability clause.
2. Comprehensive general liability coverage insuring against liability arising from the renter’s activities on municipal property.
3. Coverage effective for at least the duration of the event or activity.

4. Minimum Liability Coverage of not less than \$2,000,000 third party liability insurance, including coverage of at least \$2,000,000 per occurrence and \$2,000,000 for participant liability coverage, to cover bodily injury and/or death to any one or more persons including voluntary medical payments and property damage.
5. District of Sechelt to receive 60 days prior written notice of cancellation of insurance coverage.
6. The Applicant shall provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality, prior to granting the rental agreement.
7. The insurance coverage shall be primary insurance as respects the District of Sechelt, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District of Sechelt, its officers, officials, employees, or volunteers shall be in excess of this insurance and shall not contribute to it.
8. It shall be the sole responsibility of the Applicant to determine what additional insurance coverage, if any, including but not limited to Worker’s Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this permit. Any such insurance shall be maintained and provided at the sole expense of the Applicant.

The District does not warrant that this insurance is adequate for the Applicant’s needs. The Applicant acknowledges sole responsibility for obtaining whatever coverage in excess of that required by the District that the Applicant deems necessary.

We have provided a link to one insurance provider you may find helpful - <https://miabc.eventpolicy.ca>

ADDITIONAL INFORMATION

- Lost, stolen or damaged items are not the responsibility of the District of Sechelt.
- The District of Sechelt Representative shall have the right at any time to eject from the facility any person or persons who, in the opinion of the Representative, are creating a disturbance, not following the Facility Safety Plan, otherwise behaving in an objectionable or improper manner or causing danger or damage.

The Applicant agrees to strictly observe and abide by all regulations and bylaws of the District of Sechelt.

By signing below, I/we, as representative(s) of the rental group, acknowledge that I/we have read the terms of this Facilities Rental Agreement and agree to follow the terms herein.

DATE _____ NAME _____ SIGNATURE _____

DATE _____ NAME _____ SIGNATURE _____

DATE _____ DISTRICT OF SECHELT REPRESENTATIVE PRINT NAME _____

DISTRICT OF SECHELT REPRESENTATIVE SIGNATURE _____

**For assistance call the Community Services Coordinator 604-740-8493 - M-F, 8:30 am – 4:30 pm
or District of Sechelt Reception: 604-885-1986
District of Sechelt After Hours Emergency Line: 1-866-951-7450 - Email: facilitybooking@sechelt.ca - sechelt.ca**