



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY	Policy No	POL-1407
Title	Community Facility Rentals		
Author	M. Koonts	Reviewed By:	
Date	October 29, 2014	Version	2

PURPOSE

The purpose of the *Community Facility Rentals* policy is to provide guidelines for the rental of the Lions Bay Community Hall, kitchen and Village meeting rooms, according to the event descriptions and rental rates as listed in Fees & Charges Bylaw 462.

POLICY

1.0 General Guidelines

- a) All Facility Rentals are subject to approval by the Village
- b) All Facility Rentals are subject to cancellation at any time by the Village. In the rare occasion this should occur, fees will be refunded in accordance with policy POL-1408: Refunds and Cancellations
- c) Facility Rentals do not include for the delivery, set up and take down of equipment nor cleaning of the facility at the conclusion of the event
- d) Facility Rentals can only be made by an adult 19+ years of age. All child and youth events require adult supervision
- e) Any pre-recorded music played during an event is subject to a SOCAN fee (refer to Schedule A: SOCAN fees)
- f) Rice, confetti (inside or outside of facility) and any other materials that will be applied to the walls, floors or ceilings (including nails, tape, glue, dance wax or sand) are prohibited. Sticky Tac removable adhesive is acceptable
- g) Smoking is prohibited on all areas of municipal property

2.0 Applicant Responsibilities

The applicant is expected to:

- Be present at the event at all times;
- Report damages to Village staff as soon as possible;
- Remove all equipment and personal items from the space at the end of the event including food or beverages left in the kitchen;
- Ensure garbage and recycling is disposed of in the containers provided; and
- Leave the space in the same condition it was rented in.

3.0 Application Process

The applicant shall make application to the Village at least two (2) weeks in advance of the event and provide the following:

- Completed Rental Application form;
- Completed Release of Liability, Waiver of Claims and Indemnity Agreement form;
- Serving It Right Certificate (if applicable);
- Special Occasion Licence (if applicable);
- Temporary Food Service Permit (if applicable);
- Payment of Fees; and
- Payment of Damage Deposit.

4.0 Licences & Permits

4.1 Special Occasion Licence

For any event where alcohol will be served, the Applicant is required by law to obtain a Special Occasion Licence (SOL). A SOL permits you to serve, sell and consume alcohol at your special event. The SOL must be prominently displayed, on the day of the event, in the area where liquor is served. A complete copy of the laws that govern this license can be found at <http://www.pssg.gov.bc.ca/lclb/apply/special/index.htm>

To apply for a SOL, the Applicant must visit a BC Liquor Store for the necessary application form.

If you are planning to sell liquor at your event, you must pay a Social Service Tax of 10% on your estimated liquor sales before your event, at the time you are issued your licence. If you overestimate your sales and overpay tax, you may apply for a refund through the Ministry of Small Business and Revenue.

4.2 Serving It Right Certificate

Serving It Right (SIR) is BC's responsible beverage service program. It is designed to encourage a responsible approach to service of alcohol. SIR is a self-study program; it can be taken online at www.servingitright.com for a nominal fee.

4.3 Temporary Food Service Permit

Private events serving food which is prepared or served by voluntary caterers, using the Community Centre kitchen, for functions or gatherings limited to members of their own organization and invited guests do not require a permit.

The sale of home-prepared foods at a temporary food-style market event must be in accordance with BC Centre for Disease Control's Temporary Food Market guidelines (appendix 1). Vendors of home-prepared foods must prepare and sell only lower risk foods as noted in the guidelines.

The preparation and service of food, with or without charge, to the public at a temporary community event less than 14 days in duration requires 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 www.vch.ca.

4.4 *Event Parking*

Event attendees are expected to adhere to all Village parking regulations and bylaws and it is the responsibility of the applicant to ensure appropriate arrangements have been made for guest parking. If event parking needs are expected to exceed the available on-site parking facilities, visitor parking passes are available for purchase from the Village office during regular business hours. The Village of Lions Bay assumes no liability for vehicles which may be ticketed or towed as a result of non-compliance with parking regulations and bylaws.

5.0 Insurance

Comprehensive General Liability insurance in the amount of Two Million Dollars (\$2,000,000) is required for all facility rentals with the Village. The Applicant must supply the Village with a copy of the insurance documentation listing the Village of Lions Bay as an “also insured” party and include the address of the rented facility as a location covered under the insurance policy.

6.0 Fees

Facility and equipment rental fees shall be charged in accordance with Fees & Charges Bylaw No. 462, Schedule 6. Fees and deposits are due in full at the time of booking.

If you plan to play pre-recorded music at your event, SOCAN fees will be charged and submitted to SOCAN on your behalf, in accordance with Schedule A: SOCAN Fees.

Additional charges may apply to your event for use of special equipment or assistance with set up. Please refer to Fees & Charges Bylaw No. 462, Schedule 6.

Equipment rental fees do not cover any lost or damaged equipment. Any damaged or lost equipment will be covered by the rental damage deposit.

7.0 Deposits

Security, damage and/or cleaning deposits will be charged in accordance with Fees & Charges Bylaw 462. Release of deposits will occur within one week of the date of the event, less any damage or cleaning costs incurred by the applicant.

8.0 Refunds

Refunds for cancelled events will be assessed in accordance with Village of Lions Bay Policy POL-1408: Refunds & Cancellations

SCHEDULES:

- A. SOCAN Fees

APPENDICES:

1. BC Centre for Disease Control Temporary Food Market (TFM) guidelines

SEE ALSO:

- Village of Lions Bay Policy POL-1408: Refunds & Cancellations
- Village of Lions Bay Fees & Charges Bylaw No. 462

Corporate Officer

Mayor or Delegate

Adopted by Council:	September 16, 2014
Updated:	November 4, 2014

Schedule A: SOCAN Fees

SOCAN Event Fees:

Events with dancing:	\$59.17
Events without dancing:	\$29.56

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. SOCAN is proud to play a leading role in supporting the long-term success of its more than 100,000 Canadian members, as well as the Canadian music industry. Through licences, SOCAN gives businesses that use music the freedom to use any music they want, legally and ethically. SOCAN licenses more than 125,000 businesses coast to coast and distributes royalties to its members and peer organizations around the world. SOCAN also distributes royalties to its members for the use of Canadian music around the world in collaboration with its peer societies. In addition, SOCAN plays a leadership role in mentoring emerging creators on various aspects of the craft and business of music. We also advocate on behalf of our members to ensure that copyright is respected and that creators are appropriately remunerated for the use of their work.

SOCAN operates in accordance with tariffs certified by the Copyright Board of Canada. There are now over 20 different tariffs that correspond to different ways you can use music. As a not-for-profit organization, SOCAN put 86 cents of every dollar it collected in 2011 from license fees into the pockets of music creators and publishers; the rest was used to run the organization.

A SOCAN licence gives you the freedom and flexibility to use virtually any music you want for your business or public event - legally, ethically, and easily. Without SOCAN, you would have to get permission and negotiate a royalty with every songwriter, lyricist, and music publisher whose work you intend to play (publicly perform) – a feat that most of us have neither the time nor the means to achieve. Instead, SOCAN makes this process simple by allowing users to pay a relatively small fee, often once a year, which is distributed to music creators in Canada and around the world through our reciprocal agreements with similar societies. The fees are distributed fairly to our Members who are composers, authors, and publishers of music, according to distribution rules approved by our Board of Directors. (Source: www.socan.ca)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY	Policy No	POL-1408
Title	REFUNDS AND CANCELLATIONS		
Author	M. Koonts	Reviewed By:	
Date	August 14, 2014	Version	1

PURPOSE

The purpose of this policy is to provide the basis and rationale for refunding fees for:

- Recreational programs administered by the Village of Lions Bay
- Rental of equipment owned by the Village of Lions Bay

DEFINITIONS

Facility & Equipment Rentals – the exclusive and contracted use of Municipal space or equipment for a defined date and duration by an individual or group upon payment of fees established by bylaw.

Refund – the amount of money, or other financial consideration, that is given back to a customer who has withdrawn from a service, program or rental contract. Refunds may be subject to proration, service fees or restrictions.

Registered Programs – services available to all users by means of pre-commitment (registration) for a service with defined dates, times, enrollment capacity, instructor to participant ratios, and possibly, skill prerequisites.

Village – the Village of Lions Bay

POLICY

REFUNDS FOR REGISTERED PROGRAMS

The Village will provide refunds for registered programs based on the following principles:

- i. The customer will receive a full refund for the percentage of the program not provided in the event the Village cancels all or a portion of a registered program.
- ii. A full refund will be issued when staff initiates a customer refund or withdrawal for reasons related to customer safety or program quality (i.e. skills, age, maturity, etc.)
- iii. Prorated refunds will be provided for the remaining portion of a program from the point when a customer withdraws from the program however, no refunds will be issued once the program has progressed to an overall completion status of 75%.
- iv. Customer withdrawals submitted within 24 hours of a scheduled class will result in a forfeiture of the fees for that class.

Refunds are not provided for missed classes/sessions where the customer has not withdrawn from the program.

CANCELLATION OF RENTAL CONTRACTS

FACILITY BOOKINGS

- A full refund will be issued if a facility rental contract is cancelled with at least five (5) business days' advance notice.
- A 25% administration fee will apply for facility bookings cancelled with less than five (5) but more than two (2) business days' advance notice.
- No refund will be issued for facility bookings cancelled with less than two (2) business days' notice.

Refunds, or prorated refunds if applicable, will be issued without penalty if the Village cancels all or a portion of a rental booking (i.e. mechanical failure, safety concerns, etc.).

EQUIPMENT BOOKINGS

- Full refund will be issued for equipment rental contracts cancelled with at least one (1) business days' notice.
- No refund will be issued for bookings cancelled with less than one business days' notice.

SEE ALSO:

- POL-1407: Community Hall Rental Policy
- Fees & Charges Bylaw #462

Corporate Officer

Mayor or Delegate

Adopted by Council On:	September 16, 2014
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