



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Community Facility Rental Application Instructions

Within this package, you will find the information you will need in order to complete your Community Facility Rental Application. The following contents are included:

1. Community Facility Rental Application
2. Community Facility Set-Up/Take-Down Request Form (if applicable)
3. Key/Code Holder Agreement
4. Checklist for Damage & Cleaning of Community Facilities
5. Release of Liability, Waiver of Claims and Indemnity Agreement
6. Community Facility Rentals Policy No. 1407
7. Food Safe Forms (if applicable)

Not all pages of this application need to be filled out depending on the nature of the request:

- All users must sign the Key/Code Holder Agreement Form when they sign out a key or are using the storage shed code.
- All users must fill out the Community Facility Event Set-Up/Take-Down Request Form if they wish to book Public Works to set-up/take-down equipment.

The grey areas are for office use only and are not required to be filled out.

If you have any questions regarding the Community Facility Rental Application Forms, please contact the Village Office at 604-921-9333 or email reception@lionsbay.ca.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COMMUNITY FACILITY RENTAL APPLICATION

Applicant and Facility Information	
Name of Applicant or Group:	
Municipal Grant Program: <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Contact Name:	
Contact Telephone:	Contact Email:
Date of Event:	Time of Event:
Description of Event:	Facility Rented:
Estimated # of Participants: <i>Hall capacity: 110 people, floor size: 100' x 40'</i>	Off-Site Equipment Rented:
Required Documentation and Payments	
<input type="checkbox"/> Liability Insurance provided	
<input type="checkbox"/> Completed Release of Liability, Waiver of Claims & Indemnity Agreement	
<input type="checkbox"/> Rental Fee Paid	Amount: \$
<input type="checkbox"/> Completed Set-Up/Take-Down Request Form Please check off the following items requested: <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Sound System <input type="checkbox"/> Stage <input type="checkbox"/> Laptop/Projector	Set-Up/Take-Down Fees: \$
<input type="checkbox"/> Damage Deposit Amount \$	Date Paid:
<input type="checkbox"/> Cash or <input type="checkbox"/> Cheque	Cheque # (if applicable):
<input type="checkbox"/> Signed Key/Code Holder Agreement Form	
Total Fees: \$	
Liquor License, Food Services & SOCAN Information (if applicable)	
<input type="checkbox"/> Provided copy of "Special Event Server" certificate	
<input type="checkbox"/> Provided copy of "Special Event Permit"	
<input type="checkbox"/> Provided Temporary Food Services Application form	
<input type="checkbox"/> Provided copy of SOCAN form	

I have read Community Facility Rentals Policy No. 1407, Refunds and Cancellations Policy No. 1408 and Release of Liability, Waiver of Claims and Indemnity Agreement, and agree to the conditions stated in each.

Applicant's Signature: _____ Date: _____



COMMUNITY FACILITY EVENT SET-UP/TAKE-DOWN REQUEST FORM

Event Details		
Name of Event:		
Contact Name:	Contact Phone:	
Contact Email:	Submitted by:	
Date of Event:		
Event Start Time:	Event End Time:	P.W. Setup Start Time:
Location of Event:		
Table Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no If yes: how many _____	Please attach a drawing of placement or use the back of this form in the space provided. Tablecloths: <input type="checkbox"/> yes <input type="checkbox"/> no	
Chair Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no If yes: how many _____	Please attach a drawing of placement or use the back of this form in the space provided.	
Stage Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no (note: stage sections are 4' x 8') # of sections: _____	If yes, please attach a drawing of placement or use the back of this form in the space provided.	
Sound System: <input type="checkbox"/> yes <input type="checkbox"/> no		
Microphones: <input type="checkbox"/> yes <input type="checkbox"/> no		
Projector: <input type="checkbox"/> yes <input type="checkbox"/> no	Laptop: <input type="checkbox"/> yes <input type="checkbox"/> no	
Printing of Programs: <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please provide a master document by email to reception@lionsbay.ca ; a paper & copy charge will apply.	
Additional Instructions/Requests:		

Note: a request and payment for set-up and take-down of furniture and equipment for an event must be received by the Village Office no less than 8 business days prior to the booked event date.

Signature: _____ Date: _____

OFFICE USE ONLY

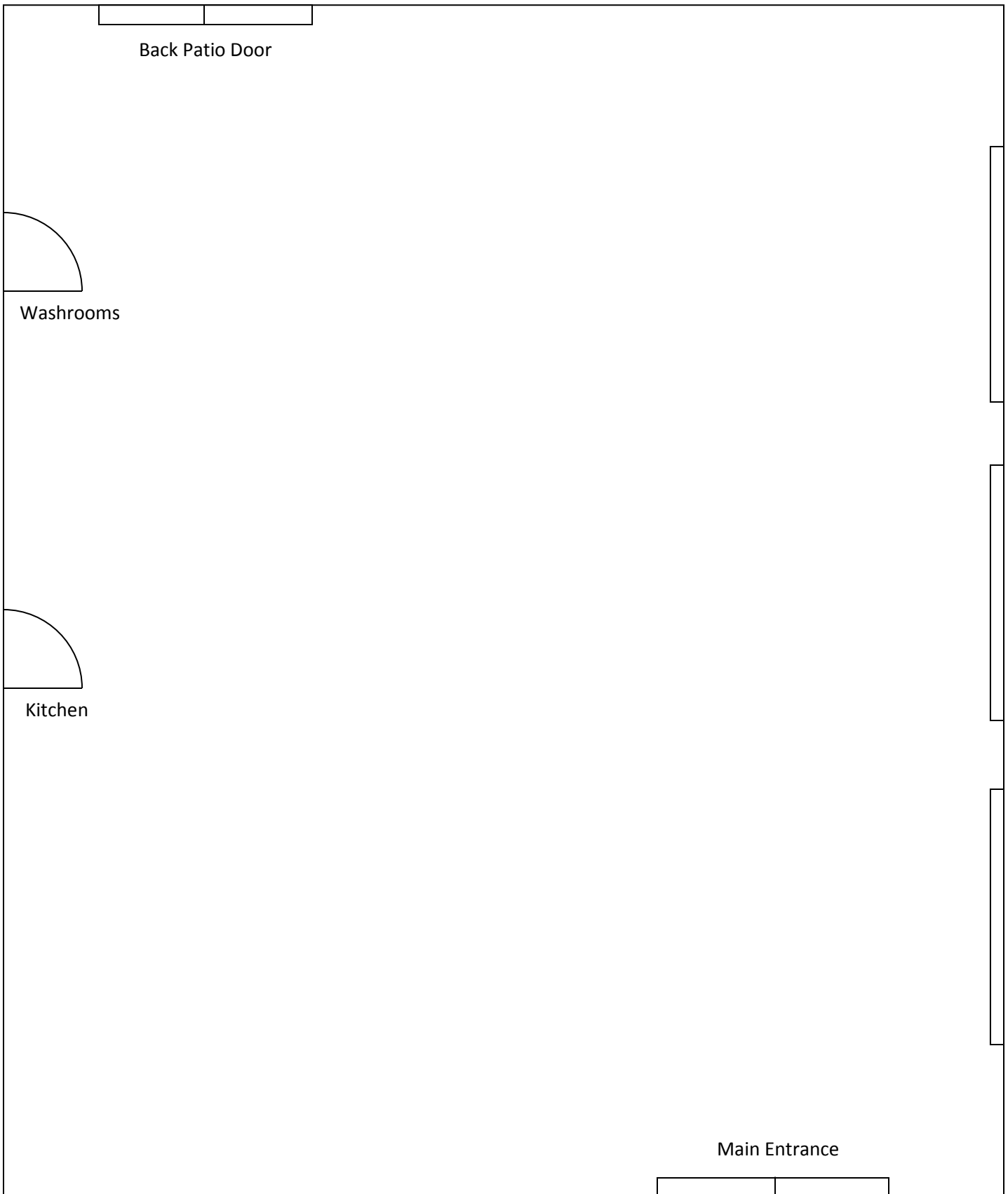
Date of CSR to Public Works: _____

Forwarded form and applicable drawings to Public Works: yes



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Please use this space to draw the placement of tables/chairs/stage:





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KEY/CODE HOLDER AGREEMENT

Personal Information	
Name of Key/Code Holder:	
Address:	
Telephone:	Email:
Key/Code Holder Description	
<input type="checkbox"/> Community Hall	
<input type="checkbox"/> Storage Shed (code)	
<input type="checkbox"/> Upstairs Meeting Rooms	
Key/Code Holder Agreements	
The key/code holder agrees to:	
<ul style="list-style-type: none">• Pay the cost of replacement (including re-mastering) of keys if lost• Return keys at end of program/employment/term of office• Not loan keys or share lock codes to any other person at any time (except by authorization of the Village Manager)• Not duplicate keys	

I, _____ hereby accept full responsibility for the key(s)/code(s) noted above.

Signature: _____ Date: _____

Authorized By: _____

RETURNED KEYS

Signature: _____ Date: _____

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

VILLAGE OF LIONS BAY

The Applicant accepts, and In consideration of The Village of Lions Bay accepting my / our application for use of their facilities, as scheduled herein, (hereinafter referred to as "the facilities". I / we hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I / we have or may have in the future against The Village of Lions Bay and its elected officials including directors, officers, employees and representatives (all of whom are hereinafter collectively referred to as "the Releasees");
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I / we may suffer, or that my next of kin may suffer as a result of my / our use of or my / our presence on the facilities due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT OF BRITISH COLUMBIA, RS Chap. 303, 1979, ON THE PART OF THE RELEASEES:
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any damages to property of, or personal injury to, any third party, resulting from my / our use of the facilities; and
4. This agreement shall be effective and binding upon my / our heirs, next of kin, executors, administrators, assigns and representatives in the event of my / our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

Prior to the execution of this Agreement the Applicant will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence including \$2,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Applicant will 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 ten (10) days prior to the execution of said agreement.

It is the **sole responsibility of the Applicant** to determine what additional insurance coverages, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

The Applicant understands and agrees that this Agreement may be revoked or canceled at any time with or without cause. The Municipality will make every reasonable attempt to provide a minimum of 48 hours notice of a cancellation to the Applicant.

The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Applicant, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Regulations referred to above and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organizations of the Terms and Regulations and Waiver and Indemnity Clause.

I have read the above and fully understand the Terms and Regulations and the Waiver and Indemnity Clauses and will comply with said document.

Signed and Witnessed this ____ Day of _____, 20__

(Signature of Applicant)

(Signature of Witness)

(Name & Address of Witness)



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CHECKLIST FOR DAMAGE & CLEANING OF COMMUNITY FACILITIES

Please ensure the following items are complete when you leave the facility after your event:

- Floor has been dust-mopped and spills are cleaned up with water and mild soap
- Dishes/Utensils: if you have used enough to fill more than 50% of dishwasher, load and run (no need to unload), if less than 50%, please hand-wash, dry and put away dishes
- All equipment, tables and chairs are returned to the appropriate storage
- Sound system is turned off
- All lights are turned off
- Doors are locked

Damage to facilities:

Cleaning supplies/equipment to be stocked or replaced:

Upon leaving the Community Hall, please return the key to the Village Office (drop through the front door slot if after hours). If any damage was made to the facilities, or you noticed any supplies/equipment that should be stocked or replaced, please notify Village Staff as soon as possible via email: reception@lionsbay.ca, phone: 604-921-9333, or by simply filling in the boxes above and dropping this form off with the key. Thank you!