



Village of Lions Bay

PO Box 141, 400 Centre Road
Lions Bay, British Columbia
V0N 2E0 – Canada

COMMUNITY FACILITY RENTAL APPLICATION FORM

Please submit your application to reception@lionsbay.ca

The Community Facility Rental Application is necessary either for a one time use or for regular occurring programs. A submitted application does not assure a booking as each request is considered by a case-per-case basis. Included in the package are: Rental Application, Public Works Set-Up and Take-Down Request, Cleaning Guidelines, and the Facility Release of Liability, Waiver of Claims and Indemnity Agreement.

Rental insurance is required by all user groups to rent any of the community facilities. You can arrange this through your own provider with Village of Lions Bay added as an additional insured, or by following the steps to purchase your insurance through our provider at <https://miabc.eventpolicy.ca/>. You may choose the \$2 million dollar option unless you will be serving alcohol, in which case you are required to select the \$5 million dollar option.

In addition, your event may require proof of a [Special Event Permit \(SEP\) and Special Event Server \(SES\) Certificate](#), [Food Safe Certificate](#) or a [SOCAN license](#). Please review the [Village of Lions Bay Rentals Policy No. 1407](#) for further details and clarification.

Please ensure each applicable page is filled out and signed. The rental fee, \$100 refundable damage deposit, and insurance are all due/payable with the application.

**All above-named links are located at www.lionsbay.ca/services/corporate-services/forms-applications and under the “Community Facility Rental Application” drop down.*



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APPLICATION

Applicant Name:	
Applicant Phone:	Email:
Mailing Address:	
Date of Event:	Time of Event:
Facility Rented:	Event Description:
Estimated # of Participants: (Hall capacity: 110; floor size 100' x 40') (Council Chambers capacity: 40)	

Please check the following boxes:

Municipal Grant Program: YES ☐ Program Name: _____ N/A ☐

Amplified Music: YES ☐ Please request that Council waive the Noise Bylaw for this event N/A ☐

"Special Event Server" certificate attached: YES ☐ N/A ☐

"Special Event Permit" attached: YES ☐ N/A ☐

Temporary Food Services Application Form attached: YES ☐ N/A ☐

SOCAN Form attached: YES ☐ N/A ☐

OFFICE USE ONLY

Rental Fee Total:	Payment Type (Cash/Cheque/Debit):
\$100 Damage Deposit (Cash/Cheque/Debit):	
Liability Insurance or Certificate of Insurance naming Village of Lions Bay as additional insured attached: <input type="checkbox"/>	

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. I understand that all facility rentals are subject to cancellation at any time by the Village.

Applicant's Signature: _____ Date: _____



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PUBLIC WORKS SET-UP AND TAKE-DOWN REQUEST

Please only fill out this page if you require Public Works to set-up or take-down for your event.

Event Start Time:	Event End Time:
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Please check the following applicable boxes and draw a diagram of the Hall set-up below:

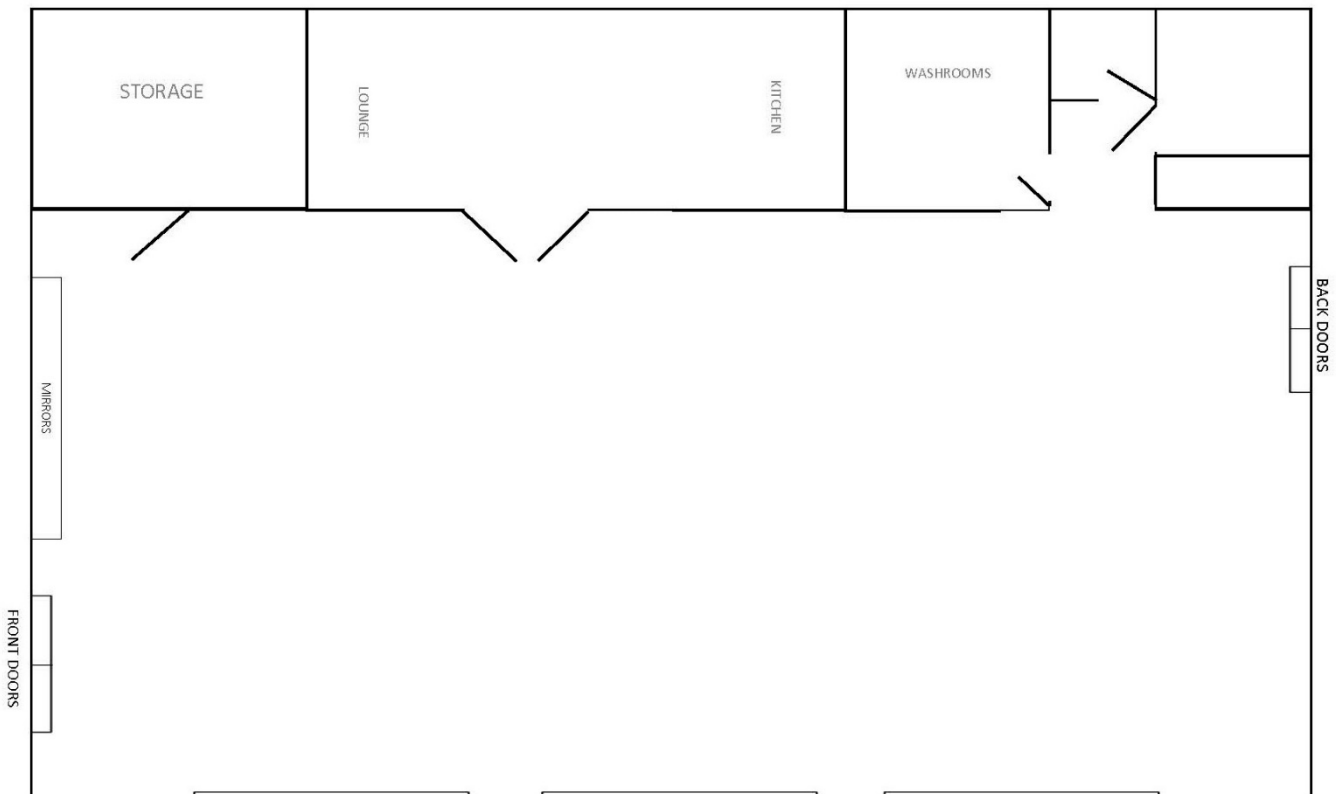
Tables: YES ☐ Quantity: _____

Chairs: YES ☐ Quantity: _____

Stage: YES ☐ # of Sections: _____ (stage sections are 4' x 8')

Sound System: YES ☐ Microphones: YES ☐

Is the above equipment for off-site rental: YES ☐ (tables & chairs only, no stage or sound equipment off-site)



NOTE: Public Works requests must be received by the Village Office no less than 8 business days prior to the event date. Additional fees apply for rental of the sound system and stage, as well as set-up and take-down of tables and chairs. See Fees Bylaw No. 497.



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CLEANING GUIDELINES

The following set of guidelines have been put in place to mitigate the potential health and safety risks to our patrons and user groups. Each user group is required to follow the cleaning protocols and procedures laid out below.

Please update Village Staff if there are any anomalies, shortage of cleaning materials, procedural deficiencies, or any damage to our facilities.

STORAGE ROOM: After Each Use

- ☐ Wipe down tables that were used (please cover with a tablecloth or newspaper if coloring or using paint)
- ☐ Tables and chairs must be returned to the same location which they were found

MAIN HALL After Each Use

- ☐ Wipe knobs and light switches
- ☐ Sweep floor (clean up spills if applicable)

KITCHEN & LOUNGE AREA: After Each Use

- ☐ Wipe down kitchen area after use
- ☐ Wipe appliances that were used
- ☐ Load dishwasher and turn on (no need to unload)
- ☐ If full, tie and put garbage next to the bin and leave organics in the green bin.
- ☐ Leave recycling in hall (please use correct bins)
- ☐ Please do not leave large amounts of garbage or recycling; take home what does not fit in the bins. Do not leave any items which are not appropriate for the waste bins provided.

BEFORE YOU LEAVE:

- ☐ Floor has been dust-mopped and spills are cleaned up with water and mild soap
- ☐ All equipment, tables and chairs are clean and returned to the appropriate storage
- ☐ Sound system is turned off
- ☐ All lights are turned off
- ☐ Doors are locked

I have read the above and agree to the cleaning guidelines. I understand that Village Staff will check the hall afterwards and if any of the above are not adhered to, it may result in forfeiture of my damage deposit.

Applicants Signature: _____ Date: _____



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FACILITY USE RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

The Applicant accepts, and in consideration of the Village of Lions Bay (the "Municipality"), accepting my/our application for use of their facilities, as scheduled herein, (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 Municipality and its elected officials, directors, officers, employees, or any person for whom the Municipality is responsible in law (all of whom are hereinafter collectively referred to as "the Releasees"), except to the extent such claims are based on the negligence or willful misconduct of 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 and under any cause of action, except to the extent such claims are based on the negligence or willful misconduct 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, except to the extent such liability is based on the negligence or willful misconduct of the Releasees, and only up to the amount of insurance coverage in place for my/our use of the Facilities, in exchange for the Municipality agreeing to hold me/us harmless and indemnify me/us from any and all liability for any such damages attributable in law to the Municipality.
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/we are 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 million for non-alcohol events (\$5 million with alcohol) per occurrence including \$2 million 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 at least one week prior to the intended use.

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 at the sole expense of the Applicant.

The Applicant understands and agrees that:

1. The Rental Agreement may be revoked or canceled at any time by the Municipality 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 and will refund the rental fees paid, but will not be responsible for any consequential losses or damages.
2. 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.
3. In consideration of being granted permission to use the Premises, agrees to be bound by the terms and conditions referred to above and if the Applicant represents a group or organization, the Applicant agrees to inform all responsible persons associated with the group or organization of the terms and conditions above.

I have read the above and fully understand and agree to comply with these terms and conditions.

Signed and Witnessed this _____ day of _____, 20_____

Name of Applicant, please print

Name of Witness, please print

Signature of Applicant

Signature of Witness