



# Venue Rental Guidelines and Rate Overview

## Room Rental Fees

Detailed information about our hourly rental rates is available on our website in the Rental Rates section.

All rentals are charged at hourly rates with a one hour minimum. Portions of hours are charged at a proportional rate (i.e. 30 minutes is charged at half the hourly rate). At this time we do not offer daily/weekly rates.

## Additional Charges and Licensing

Additional charges and or licensing apply to the following;

- Events that extend beyond regular hours of operation.
- When additional cleaning is required.
- For the use of AV equipment.
- When food and beverages are served.
- When music is played, Socan fees will be charged.
- When Goods and services are sold.
- Services, Room and Equipment Rentals are subject to applicable taxes.

## Venue Rental Fees

### Insurance

Comprehensive General Liability Insurance in the amount of Two Million Dollars (\$2,000,000) is required for all venue rentals with the DWV.

You are welcome to provide your own insurance. If you wish to do so, you must provide us with a copy of your insurance documentation. This documentation **MUST** list the District of West Vancouver as “also insured” and include the address of our facility as a location covered under the insurance. If you or your organization does not carry this insurance coverage, we can provide insurance as well at the rates outlined below.

### Weddings, Parties and Dances

Capacity	No Alcohol	With Alcohol
Up to 75 People	\$5.00 per hour up to \$40 per	\$160



	event under 8 hours	
75-150 People	\$5.00 per hour up to \$40 per event under 8 hours	\$175
151-250 People	\$150	\$250
251-500 People	\$175	\$350

### Memorials and Showers

Capacity	No Alcohol	With Alcohol
Up to 150 People	\$5.00 per hour under 4 hours	\$5.00 per hour under 4 hours plus \$75 Flat Rate Liquor Liability Coverage
151-250 People	\$150	\$250
251-500 People	\$175	\$350

### Theatre and other Practice or Performance

Capacity	No Alcohol
Up to 200 People	\$30 per event day
201-500 People	\$50 per event day
501-1000 People	\$100 per event day

### Meetings, Seminars, Workshops and Lectures

Capacity	No Alcohol
Up to 100 People	\$1.50 per meeting
101-250 People	\$2.50 per meeting
251-500 People	\$5.00 per meeting

**Sport Insurance rates vary between \$2 and \$9 per hour.  
Please consult with the Venue Rental Team for more details at  
[wvccrentals@westvancouver.ca](mailto:wvccrentals@westvancouver.ca).**

### Liquor License

A Special Occasion License (SOL) permits you to serve, sell and consume alcohol at your special event. A complete copy of the laws that govern this license can be found at: <http://www.pssg.gov.bc.ca/lclb/>

### Liquor License Rates

Private Special Event \$25.00 per day
Public Special Event \$100.00 per day



- The Licensee is required by law to obtain a Liquor License.
- The License must be prominently displayed, on the day of the event, in the area where liquor is served.
- The Licensee must supply the Event Coordinator with a copy of the liquor license one week prior to the event.

### **How to apply for a Special Occasion License**

Please visit a BC Liquor Store near you for an application form. Return the SOL application form, license fee and any attachments to the BC Liquor Store manager. It is strongly recommended you apply at least one month in advance of your event.

To fill out the form you will need the following information:

- Date and address of your event.
- Copy of your Serving it Right certificate. (All paid or unpaid managers and all paid servers must obtain a Serving it Right certificate by the date of the event.
- Number of people attending.
- Hours the event will operate.
- Amount of alcohol you estimate will be required or sold.
- Local government and/or police department approval, if applicable.

### **Serving it Right**

Serving It Right is BC's responsible beverage service program. It is designed to encourage a responsible approach to the service of alcohol. SIR is a self-study program; it can be taken online for \$35 or by mail, fax or in person via the print manual option for \$40. [www.servingitright.com](http://www.servingitright.com)

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 license. If you overestimate your sales and overpay tax, you may apply for a refund through the Ministry of Small Business and Revenue. Visit: [www.rev.gov.bc.ca](http://www.rev.gov.bc.ca) for more information.

### **Business License**

A registered Business License is required for any seasonal rentals or any rental where products, service or merchandise are being sold. A copy of the Business License must be provided a minimum of one week prior to the rental date.

### **Socan Royalty Fees**



Socan is the Society of Composers, Authors and Music Publishers of Canada, a Canadian copyright collective that administers the performing rights of more than 90,000 members by licensing the use of their music in Canada. Socan collects license fees on their behalf and distributes royalties to them.

WVCC will apply the appropriate Socan fees, as set out below, to your booking contract and forward payment to Socan on your behalf.

Capacity	Without Dancing (fee per event)	With Dancing (fee per event)
1-100	\$20.56	\$41.13
101- 300	\$29.56	\$59.17
301-500	\$61.69	\$123.38
Over 500	\$87.40	\$174.79

## Maintenance Charges

A minimum \$15.60 Cleaning Fee will be charged for small events serving tea and coffee.

A minimum \$31.20 Cleaning Fee will be charged for events serving all other food and drinks.

A minimum of \$124.80 applies to:

- Large events extending past regular business hours. All events will end no later than 12am midnight. All guests, caterers, supplies and decor will be out of the Community Centre by 1am.

Additional maintenance fees may also apply to large events, or other events of a nature that requires more attention from our maintenance staff than would normally be possible in the day to day operations of the facility. Please check with Venue Rentals staff to see if any additional maintenance fees may apply to your event.

## Event Host Charges

\$31.20/hr will be charged to events extending beyond regular business hours and large events. The event host is responsible to remain at the front desk of the Community Centre in case of emergency, they will also direct guests to your event upon arrival and liaise with Maintenance should you require assistance during your event.

## After-Hours Fees



The regular closing time of the WVCC is 10:00pm. It is possible for rentals to go beyond this time to an absolute maximum of 12:00am midnight. If you wish to stay past 10:00pm, fees are charged to your rental to pay for maintenance and event host overtime.

The after-hours fee is **\$124.80 + \$31.20 per hour past 10:00pm.**

## Equipment Rental Fees

Supplemental equipment available for rent is listed on our website in the Audio/Visual equipment section. A/V equipment rentals must be requested in advance of your rental.

Equipment rental rates do not cover any lost or damaged equipment. Any damaged or lost equipment will come out of the rental damage deposit.

## Venue Rental Payment & Cancellation

- A booking will **not** be held without total payment and deposit paid. If payment is not received by the due date set out in the contractual agreement, the contract shall be deemed “breached” by the Licensee and therefore DWV reserves the right to terminate the booking and return the damage deposit to the Licensee.
- Full payment plus damage deposit, where applicable (150%), is due 42 days or 6 weeks prior to the event date.
- Events that exceed the agreed end time set out in the contract will be charged for the additional usage of the room as well as overtime for staff required to stay past regular hours of operation.
- The DWV is not liable for any lost, stolen or damaged property belonging to the licensee or their guests.
- 100% of the total booking cost, plus 50% deposit, is due 6 weeks or 42 days prior to the event date. If booking less than 6 weeks prior to the event date then the above total is due immediately with a signed contract.

## Cancellation Policy



- All Venue Rental cancellations will be refunded in full up to and including 14 days prior to the event date. Wedding and large events require 30 days written notice.
- In the event of an **Emergency** including but not limited to: Power Outage, Fire, Flood or Earthquake, where the DWV is required to evacuate the building all Venue Rental bookings will be immediately cancelled, no exceptions and the Licensee will receive a full refund.

## Damage Deposit

Damage deposits are required on all rentals over \$100 and are equal to 50% of the total booking cost. The damage deposit is due immediately along with a signed contract to reserve the room and will be held as a damage deposit.

- The damage deposit will cover the cost of: any additional maintenance required to handle insufficient cleaning and debris left in the room, repair or replacement for any damage to the room or equipment, excessive-noise or false alarms caused by the Licensee or their guests. The cost of damages will be deducted from the deposit, and any remaining amount will be refunded within 1 - 2 weeks after the event date.
- Events that exceed the agreed end time set out in the contract will be charged for the additional usage of the room as well as overtime for staff required to stay passed regular hours of operation.

## Venue Rental Guidelines

- All Venue Rentals are subject to approval by the DWV.
- All Venue Rentals are subject to cancellation at any time by DWV. In the rare occasion this should occur, a full refund will be issued to the Licensee.
- Maintenance staff are responsible for: the delivery, set up and take down of chairs, tables and AV Equipment as well as sweeping and mopping the floors before and after each event. Any additional event assistance will be at a cost to the Licensee.
- **Decorations**, rice, confetti (inside or outside of the WVCC) and any other materials that will be applied to the walls, floors or ceilings this includes: nails, tape, glue, dance wax or sand are prohibited. Sticky Tac removable adhesive is acceptable.



- **Signage** or advertisements placed inside or outside of the WVCC are not allowed. The Venue Rental team will ensure the appropriate signage is displayed to direct the public around events taking place in the Partial Atrium.
- **Children & Youth**, Venue Rental bookings can only be made by an adult 19+ years of age. All child and youth events require adult supervision. Please contact the Venue Rental Team for more information.
- **The Sports Gymnasium**, all Sport activities are permitted **except** for ball hockey and floor hockey. The Sports Gym bookings include nets however the Licensee's must supply all other equipment.
- **Music**, functions with loud music may not be accepted during regular hours of operation if it will conflict with facility programming. Any music played during an event is subject to a Socan Royalty fee. See *Venue Rental Fees & Licensing for more info*.
- **Birthday Parties** for Children and Youth are not currently accepted as private rentals. All Birthday Parties must be arranged through the Aquatics Centre or Dynamic Movement Gymnasium and Sports Gym Birthday Party Programming. Please contact the Community Centre for more info: 604-925-7270.
- **Religion & Politics**, Individuals and their organization cannot "recruit" in public areas of the building. Event bookings with a religious or political nature must be held as a private function only. No handouts, flyers or posters advertizing the event, organization or its members may be distributed or posted on site.
- **Lily Lee Spirit Room Kitchen**, food preparation and cooking is **not permitted** in the kitchen. The Kitchen may be used for reheating and plating. The Licensee must provide their own: utensils, dishes and cleaning supplies. The Kitchen must be left as clean as it was found, including no food left in the refrigerator. An additional charge for cleaning will be deducted from the damage deposit for insufficient cleaning.
- **No Smoking**, prohibited on Municipal Property.
- **Emergencies** or accidents must be reported to the front the desk immediately.

## Licensee Responsibilities

- Be present at the event at all times.
- Report damage or spills to the front desk immediately Maintenance will be called for assistance or mop cleanup.



- Remove all equipment and personal belongings from the space at the end of the event including; food or beverages left in the refrigerator and empties.
- Ensure garbage and recycling is disposed of in the containers provided.
- Ensure excess garbage is placed in garbage bags, tied and left in the room beside the garbage container.
- Ensure counters and tabletops are wiped clean.
- Leave the room in the same clean condition it was rented in.
- Notify the front desk when you are ready to leave Maintenance staff will be called to inspect the room with you to assess cleanliness and damages.