

POLICY STATEMENT AND REGULATIONS

Number: 700.1

POLICY FOR BOOKING RECREATIONAL FACILITIES

Major bookings of all Recreational Facilities shall be as detailed in the regulations and procedures.

ADOPTED: October 15, 1991

GENERAL BOOKING INFORMATION

1. Major bookings for all facilities require a paid deposit of \$100.00 upon booking. Tentative telephone bookings must be confirmed with \$100.00 deposit within 10 days.

Major bookings include: Arena Dry Floor
 Curling Rink Dry Floor
 Banquet Room (Dance, Banquet or Reception)

Exceptions to this guideline will be dealt with on an individual basis.

2. Cancellations made with less than 60 days notice will forfeit their \$100.00 facility deposit.
3. Full payment for all events is to be received within 3 days of the event at which time if facility key is available it may be picked up at same time.
4. At the time of payment the \$100.00 facility deposit becomes a \$100.00 damage/holding deposit which is refunded at the conclusion of the event if the facilities are left in their original condition.
5. All fees for miscellaneous items such as pop shall be paid in full when the facility keys are returned to the Recreation Department office.

ARENA DRY FLOOR

Capacity: 1416 Floor level, chairs only
 1200 Floor level, tables and chairs
 600 Bleachers
 5 dressing rooms

Size: Ice surface 85 ft. by 200 ft.

1. The renter shall strictly adhere to the Fire Commissioner-s regulations.
2. Consumption of alcoholic beverages is strictly forbidden with the exception of licensed functions.
3. The renter shall not allow more people in the facility than specified.
4. The renter shall be liable for any damage to the building occurring as a result of his use during the renters contract time.
5. All rentals include the use of applicable tables and chairs.
6. No confetti! An extra fee will be charged for clean up.
7. 16 B 4 ft. by 8 ft. risers are available for staging purposes.

8. A stage is not considered part of the regular booking but if a stage is already set up it may be used by organizations booking the arena.
9. If the use of changing rooms, extra pop dispensers, etc. are needed they must be requested as an extra at the time of booking.
10. The use of glass ashtrays or glasses in the arena is strictly prohibited.
11. Equipment must not be removed from the premises under any circumstances.

CURLING RINK LOUNGE

Capacity: 123

1. The Curling Rink Lounge is only available for rental by the Summerland Recreation Department from March 16 to October 14. From October 15 to March 15 this facility is leased to the Summerland Curling Club.
2. The renter shall strictly adhere to the Fire Commissioner-s regulations.
3. Consumption of alcoholic beverages is strictly forbidden in this area with the exception of the terms of the lease with the Summerland Curling Club.
4. The renter shall be liable for any damage to the building occurring as a result of his use during the renters contract time.
5. All rentals include the use of all applicable tables and chairs.
6. No confetti!! An extra fee will be charged for clean-up.

BANQUET ROOM

Capacity: 296 with chairs only

250 with tables and chairs

Size: 3520 square feet

1. The renter shall strictly adhere to the Fire Commissioner-s regulations.
2. Consumption of alcoholic beverages is strictly forbidden, with the exception of licensed functions.
3. The renter shall not allow more people in the facility than specified.
4. The renter shall be liable for any damage to the building occurring as a result of his use during the renters contract time.
5. No confetti! An extra fee will be charged for clean-up.

6. All rentals include the use of applicable tables, chairs, in house sound system and 3 risers.
7. Items not included but available for an additional fee include the following:

Extra risers	\$5.00 per riser
Piano	\$10.00
Archways and Fences	\$5.00
8. A damage deposit of \$100.00 is required for all bookings.
9. All tables must be cleared of glasses, ashtrays and paper covers.
10. The facility is to be vacated at 2:00 a.m. at the latest. Please turn off the kitchen lights and breaker switches #2 and #11 (bathroom and lobby) which are located opposite the elevator.
11. There will be a charge of \$20.00 per half-hour after 2:00 a.m.
12. If confetti is found on the premises there will be an automatic charge of \$50.00 for the additional clean-up.
13. Decorations must be attached by masking tape only and must be cleaned up at the end of the function.
14. Any event which involves over 100 people is considered an event and does not qualify for the meeting rate.

BANQUET ROOM KITCHEN

1. The renter shall be liable for any damage to the building occurring as a result of his use during the renters contract time.
2. All equipment needed for a kitchen rental must be specified during booking.
3. Any breakage or loss of dishes, utensils or miscellaneous kitchen equipment shall be charged for at the replacement rate as set by the Recreation Department.
4. Any dirty dishes or utensils left after the catering companies have vacated the premises are the responsibility of the renter and if not taken care by the renter, the renter will be charged as additional fee in order to allow the Recreation Department to hire someone to do so.

LIBRARY ARTS CENTER B VIEWING ROOM

Capacity: 40
Size: 18 2 ft. by 26 ft.

1. The renter shall strictly adhere to the Fire Commissioner-s regulations.
2. Consumption of alcoholic beverages is strictly forbidden, with the exception of licensed functions.
3. The renter shall not allow more people in the facility than specified.
4. The renter shall be liable for any damage to the building occurring as a result of his use during the renters contract time.
5. All rentals include the use of applicable tables and chairs.
6. The Library Viewing Room and Library Main Room can only be used at the same time if the noise levels are kept to a minimum. During regular library hours, noise levels must also be kept to a minimum.
7. No confetti! An extra fee will be charged for a clean-up.
8. The Viewing Room is to be left with all tables and chairs stacked against the wall.
9. Access to the washrooms is through the main room so all users must make every effort not to disturb those using the main room.

LIBRARY ARTS CENTRE B MAIN ROOM

Capacity: 107
Size: 34 ft. by 38 ft.

1. The renter shall strictly adhere to the Fire Commissioner-s regulations.
2. Consumption of alcoholic beverages is strictly forbidden, with the exception of licensed functions.
3. The renter shall not allow more people in the facility than specified.
4. The renter shall be liable for any damage to the building occurring as a result of his use during the renters contract time.
5. All rentals include the use of applicable tables and chairs.
6. No confetti! An extra fee will be charged for clean-up.
7. The Main Room and Viewing Room can only be used at the same time if the noise levels are kept to a minimum. During regular hours, noise levels must be kept to a minimum.
8. All tables and chairs must be stacked and placed back in their normal position.

9. Renters should be aware that those renting the viewing room need access through the main room for use of the washroom facilities.