

## VILLAGE OF PORT ALICE RECREATON COMPLEX FACILITY RENTAL AGREEMENT

The undersigned agree to the following terms, regulations and Impaired Driving Designated Driver Programme Policy.

1. Terms of Rental – Payment shall be made to the Village of Port Alice, no later than one week prior to the booking, in the case of a dance, wedding reception, etc., or immediately upon receipt of the Village's invoice for rental payment, in other cases.
2. For bookings at which alcohol is to be served and/or consumed, the persons sponsoring the function shall comply with all provincial and municipal regulations, with respect to the dispensing and consuming of alcohol, and will obtain the required licence from the Provincial authorities and display the licence at the function.
3. Where the facilities are to be used by a minor group, the rental agreement shall be completed by a responsible adult or by a representative of an organization having authority over the minor group, and such person(s) shall be responsible for maintaining proper supervision over the group while on the premises.
4. It shall be the responsibility of the organization or persons renting the facility to see that all persons attending the function conduct themselves in an orderly manner.
5. During an event where food is being prepared in the facilities, **open deep fryers may not be used.**
6. It shall be the responsibility of the organization or persons renting the facility to see that the facility is left undamaged, and in a tidy condition.
7. The organization or individual renting the facility shall not be entitled to assign or sublet the facility.
8. The organization or individual renting the facility shall be responsible for the safety and security of their own equipment and that of any musical group hired for the occasion.
9. The Renter agrees that it will indemnify and save harmless, the Village and its officers, employees, servants, agents, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause of proceeding brought therein, arising directly or indirectly from or in connection with the granting of this Agreement, and the use and occupation of the said premises, save that this Renter will be under no obligation to indemnify and save harmless the Village against or in respect of any damages or judgement rendered against the Village resulting from or arising out of any negligence or fault on the part of the Village in connection with the maintenance or condition of the premises to the extent that the damage, loss or injury was caused or occasioned by the negligence of the Village.
10. The Renter agrees that before it commences using the premises for hockey games, practices, skating sessions, or other events, uses and occasions, it will, prior to any use, inspect the premises and equipment and immediately notify Village Staff or Officials of any condition that may impair the safety of the premises or equipment.
11. It is the responsibility of the Renter to determine what insurance coverage, if any, including but not limited to Workers' Compensation Participant's Insurance and Liability, are necessary and advisable for its own protection and/or to fulfil its obligation under this Agreement. Any such additional insurance shall be maintained and provided at the sole expense of the Renter.

## VILLAGE OF PORT ALICE

POLICY MANUAL

**TITLE:** Impaired Driving Designated Driver Programme **CODE: 4.1.e**

**APPROVED BY:** Council **DATE APPROVED:** Dec. 14, 2005

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**POLICY:**

It is the policy of the Village of Port Alice that organizers of event at facilities and / or parks, at which alcohol is served, have in place a "Designated Driver Programme".

**1.0 Definitions**

1.1 Designated Driver Programme – An awareness intended to educate the public to plan alternate means of transportation after drinking alcohol. Promotional material may be available through ICBC, Counter Attack, Mothers Against Drinking Drivers etc.

1.2 Municipal Facility – An arena, meeting centre or recreational centre, any building owned by or operated by the Village of Port Alice.

1.3 Municipal Park – Includes all developed and undeveloped "green spaces" for which the municipality is the owner or is responsible, including recreational parks and sports fields.

1.4 Class "A" Event – An event for which admission is open to the public either at no cost or for which a fee has been charged.

1.5 Class "B" Event – An event for which admission is closed to invited guests or members only.

**2.0 Regulations**

2.1 All sponsors of events at a Village of Port Alice facility or Park, at which alcohol is served, are requested to ensure that a "Designated Driver Programme" is in place.

2.2 A Designated Driver Programme for a Class "A" event should consisted of no less than the following:

a) A Designated Driver announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation for the event.

b) Designated Driver information posted prominently at each station where alcohol is served.

c) Designated Driver reminders at each table where guests are seated.

2.3 A Designated Driver Programme for a Class "B" event should consist of no less than the following:

a) Designated Driver information posted prominently at each station where alcohol is served.

b) Designated Driver reminders at each table where guests are served.

2.4 In order to ensure that event organizers provide adequate information to their guests, the Village of Port Alice will provide organizers with a supply of Designated Driver promotional material, subject to availability and stock on hand, for free distribution to event organizers and / or sponsors upon request. In the event sufficient supplies of Designated Driver materials are not available from the Village of Port Alice, the Village of Port Alice will provide the event organizers and / or sponsors with the names, addresses and telephone numbers of potential suppliers of Designated Driver promotional material. It shall be the responsibility of the event organizers and / or sponsors to determine the quantity of material needed for their event. If additional materials are needed, it will be the responsibility of the event organizers and / or sponsors to obtain sufficient quantities either from the Village of Port Alice, when additional supplies are received, or directly from the Insurance Corporation of British Columbia and / or from others who support Designated Driver Programmes.

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I/We agree to the foregoing terms and regulations, and further agree to make all members of my/our group/organization aware of these regulations.

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Organization

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Village of Port Alice Authorized Signatory

## CLEAN-UP CHECK LIST FOR RECREATON FACILITY RENTERS

As a renter of this Facility, you will be responsible for certain aspects of the clean-up.

1. PUT AWAY ALL TABLES AND CHAIRS USED BY YOUR GROUP.
2. REMOVE ALL GARBAGE GENERATED BY YOUR GROUP TO THE OUTSIDE DUMPSTER.
3. REMOVE ALL DECORATIONS THAT YOU PUT UP UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE FOR THEM TO BE REUSED.
4. LEAVE THE KITCHEN IN A TIDY STATE
5. SPOT MOP ALL SPILLS THROUGHOUT THE COMPLEX
6. WASHROOMS SHOULD BE LEFT IN THE SAME STATE THAT THEY ARE FOUND.

**NOTE: YOU ARE ONLY RESPONSIBLE FOR CLEANING THOSE AREAS OF THE FACILITY THAT YOU USE FOR YOUR FUNCTION**

**VILLAGE OF PORT ALICE  
RECREATION COMPLEX FACILITY RENTAL AGREEMENT**

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Name of Organization/Individual

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Address Phone

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Type of Function Date of Function

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Billing Address

Admission Charged ?    Y   /   N

**FACILITIES REQUIRED**

To comply with Fire Regulations, the number of participants attending the function may not exceed the number indicated for the following areas:

AREA	MAXIMUM CAPACITY	NUMBER OF PEOPLE	NO. OF HOURS REQUIRED	RENTAL RATE	RENTAL FEE
<b>COMMUNITY CENTRE</b>					
Gymnasium	333				
Board Room	185				
Arena (ice surface)	1170				
Curling Lounge	137				
Old Weight Room					
Rm 101 or 103					
<b>SEAVAC</b>					
Multi-Purpose	50				
Seniors	20				
Home Ec	30				
Reading	10				
Ball or Lions Park					

**ADDITIONAL REQUIREMENTS**

Set-Up Fee \$20.00 - includes chairs and tables \_\_\_\_\_

Additional Rooms \_\_\_\_\_ Kitchen \_\_\_\_\_

Tables & Chairs \_\_\_\_\_ Sound System \_\_\_\_\_

Projector\Screen \_\_\_\_\_ TV\DVD \_\_\_\_\_

**DAMAGE DEPOSIT: \$200.00**      Paid \_\_\_\_\_      Returned \_\_\_\_\_

**TOTAL FEES DUE: \$ \_\_\_\_\_**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_