

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

Name of Organization/Individual

Address Phone

Type of Function Date of Function

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
COMMUNITY CENTRE					
Gymnasium	333				
Board Room	185				
Arena (ice surface)	1170				
Curling Lounge	137				
CC Multi-Purpose Room	20				
Rm 101 or 103	15				
SEAVAC					
Multi-Purpose	50				
Seniors	20				
Home Ec	20				
Reading	10				
Ball or Lions Park					

VILLAGE OF PORT ALICE RECREATION 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.

Recreation Complex Facility Rental Agreement

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.

Organization

Name _____

Signature _____

Address _____

Phone No. _____

Name _____

Signature _____

Address _____

Phone No. _____

Date: _____

Village of Port Alice Authorized Signatory

ADDITIONAL REQUIREMENTS

Set-Up Fee \$20.00 - includes chairs and tables _____
(see set up chart for available configurations)

Coffee Service \$1.00 per person (min 10 People) _____

Clean-Up Fee \$25.00 per hour 25x__ hrs=\$_____

Event Cleaning Fee \$75.00 (requests to have cleaning fee waived must be in the form of a letter sent to Council prior to event) \$_____

Additional Rooms _____ Kitchen _____

Tables & Chairs _____ Sound System* _____ (see conditions below)

Projector\Screen _____ TV\DVD _____

DAMAGE DEPOSIT: \$200.00 Paid_____ Returned_____

(To be returned within 5 business days after the event providing space and equipment are not damaged)

TOTAL FEES DUE: \$_____

Approved by: _____

Date: _____

CLEAN-UP CHECK LIST FOR RECREATION 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 ARRANGEMENTS HAVE BEEN MADE FOR THEM TO BE PRIOR REUSED.
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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
POLICY MANUAL

TITLE: Impaired Driving Designated Driver Programme

CODE: 4.1.e

APPROVED BY: Council

DATE APPROVED: Dec. 14, 2005

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”.

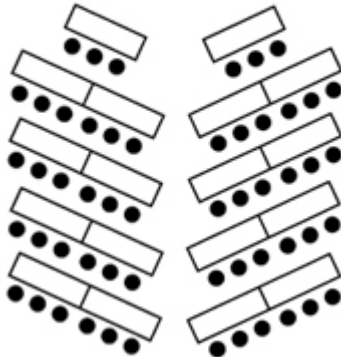
1.0 Definitions

- 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.

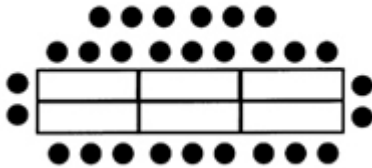
2.0 Regulations

- 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 consist 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.

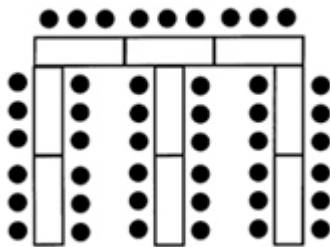
Possible Room Configurations



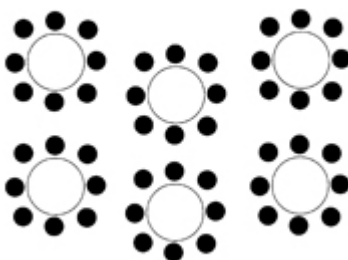
CLASSROOM STYLE. Often called schoolroom style, because it's the normal set-up when participants take notes. As with theatre-style set-ups, classroom-style is arranged with straight rows facing the front, on either side of a centre aisle. In most cases, however, it is far better to create a V-shaped configuration by angling the tables towards the front/centre and, especially for large groups, to have two aisles for a friendlier, more intimate atmosphere. Elbow-room is vital; an eight-foot table will accommodate four chairs, but three is better if people are working with a large amount of paper.



BOARDROOM STYLE. Good for participatory meetings of 22 people maximum. Eye-to-eye contact disappears if there are more, and it's not terrific with even 16.

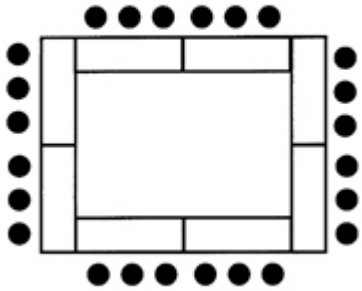


E-SHAPE is a variation of the U-shape to accommodate more people. Leave ample space in the centre for people to move. You need a surprisingly large room to accommodate this layout. It often results in much neck-stretching (although people at the centre tables can angle themselves towards the front of the room).

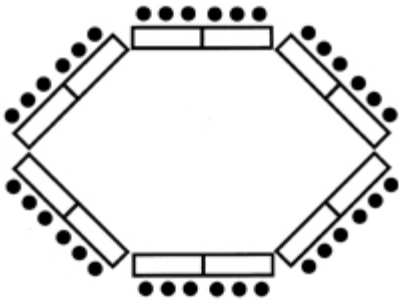


BANQUETS. We've all been squished in at "rounds of ten" and know eight is better and six is great.

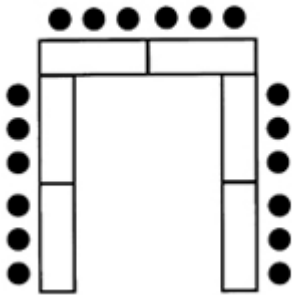
PLEASE NOTE: The Port Alice Lions Club owns the round tables and permission needs to be granted by them before the event.



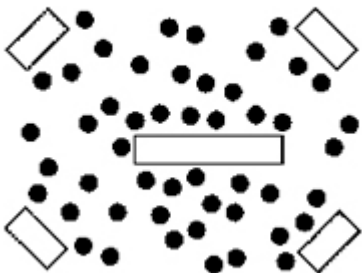
HOLLOW SQUARE is a configuration often used when participants must be treated as equals (with no predominant “head table”). It requires a large room even for relatively small numbers.



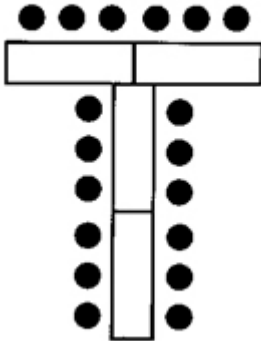
HEXAGON SHAPE is a desirable variation of the hollow square configuration because it dramatically improves eye-to-eye contact for small groups where interaction is a factor.



U-SHAPE is good for relatively small groups where attendees are expected to participate. The speaker or leader usually works from the open end of the U, though a chairman or “committee” is best at the closed end. Chairs can also be placed inside the horseshoe.



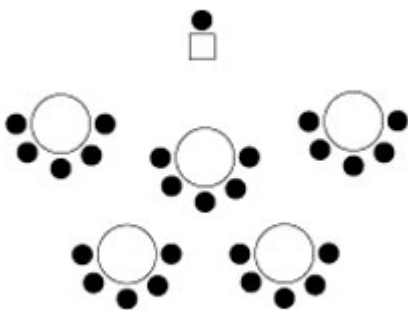
RECEPTIONS for large groups of people should be organized with several bars and food stations. For a large reception where three or four bars may be set up, indicate bar locations with signs, or else people crowd the one nearest the door, leaving others virtually unused. A food station is best in the centre of the room, not in the corners (especially if that’s where the bars are).



T-SHAPE is an arrangement for small discussion groups where a chairman or moderator sits at the head. The centre row can be double tables if more space is required for note taking.



THEATRE STYLE is the usual set-up for large sessions where attendees listen more than participate. Avoid straight rows of chairs. Insist on arched or semi-circle arrangements to give attendees better visibility. Above all, give attendees room to shift in the chair without nuzzling the ear of the person beside them. For any group larger than 100, you need an aisle, plus side access. For big convention sessions, it's best to have at least two wide aisles. Generally try to avoid a centre aisle which causes the speaker to look down a chasm.



CRESCENT ROUND is the usual set-up for large sessions where attendees listen more than participate. Avoid straight rows of chairs. Insist on arched or semi-circle arrangements to give attendees better visibility. Above all, give attendees room to shift in the chair without nuzzling the ear of the person beside them. For any group larger than 100, you need an aisle, plus side access. For big convention sessions, it's best to have at least two wide aisles. Generally try to avoid a centre aisle which causes the speaker to look down a chasm.

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