

To rent our facility spaces for **meetings, workshops, and classes**, a staff member must be available for on-call coverage (staff aren't required on-site unless needed for assistance). Please note, the **boardroom** is only available for evening and weekend rentals.

To rent our facility spaces for **social events**, a staff host is required for the start and end of the rental, and on-call throughout for a \$150 host fee.

Facility spaces are available during the following hours:

- Daytime – Monday to Friday, 9 a.m. to 3 p.m.
- Evening – Monday to Friday, 3 p.m. to 9 p.m.
- Weekends (Friday and Saturday) – 9 a.m. to 9 p.m.
  - Weekend hours can extend to 11 p.m. for social events.
- Sundays - 9 a.m. to 9 p.m.
  - Sunday hours can extend to 11 p.m. for social events if the following day is a statutory holiday.

**Alcohol is not permitted for meeting type rentals**

### Applicant Information *(Must be 19 years or older)*

User Group *(select one)*

|                          |                            |                          |                   |
|--------------------------|----------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Community Volunteer Group* | <input type="checkbox"/> | Private User      |
| <input type="checkbox"/> | Anmore Strata Council AGM  | <input type="checkbox"/> | Commercial User** |
| <input type="checkbox"/> | Organization               |                          |                   |

\* **Community Volunteer Group** is an established group, approved by Anmore council, that benefits the whole community through volunteer work. The approved groups are the Anmore Garden Club, The Anmore Youth Group and the 1<sup>st</sup> Anmore Scouts \*\***Commercial users** are required to provide a copy of their Business License with the Village of Anmore if they are booking a public for profit event (i.e. Markets, Classes, Seminars, etc.)

Name of Applicant / Business \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

### Rental Request Information

Rental Type *(select all that apply)*

|                          |                            |                          |                  |
|--------------------------|----------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Meeting, workshop or class | <input type="checkbox"/> | Alcohol included |
| <input type="checkbox"/> | Social Event               | <input type="checkbox"/> | Music included   |
| <input type="checkbox"/> | Fundraiser                 | <input type="checkbox"/> | Gaming included  |

Reason for use: \_\_\_\_\_

Date requested: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

*(Start and end time must include all required set up and clean up time.)*

Additional Dates & Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Requests *(select all that apply)*

|                          |                  |
|--------------------------|------------------|
| <input type="checkbox"/> | Audio Visual Use |
| <input type="checkbox"/> | Tour of facility |
| <input type="checkbox"/> | Other            |

| ✓                        | Rental Space Requested                                                     | Max Capacity |
|--------------------------|----------------------------------------------------------------------------|--------------|
| <input type="checkbox"/> | Boardroom <i>(Afterhours only)</i>                                         | 25           |
| <input type="checkbox"/> | Council Chambers                                                           | 70           |
| <input type="checkbox"/> | Community Room – Servery side                                              | 260          |
| <input type="checkbox"/> | Community Room – Whole room                                                | 330          |
| <input type="checkbox"/> | Spirit Park & Plaza <i>(Public space, exclusive use is not guaranteed)</i> | n/a          |
| <input type="checkbox"/> | Parking Lot <i>(Afterhours only)</i>                                       | 20 spots     |

### Rental Inclusions & Requirements

- The following items are included in the Rental Space: A limited number of tables & chairs (rectangular & round high top), a stage, podium and easels.
- The parking lot & plaza are included when renting the facility. Additional parking may be available at Anmore Elementary School, and a permit is required directly from SD43 Facility Rentals
- All facility rental requests for **meetings** must be made no later than (10) days prior to the rental date. All facility rental requests for **social events** must be made no later than (30) business days prior to the rental date and no more than (12) months in advance. (5) business days are required to process all requests.

**Fees and Deposits** *(All deposits must be submitted with the Rental Agreement to secure the rental date.)*

- **Meeting Deposit** - \$200 damage deposit (\$400 for recurring rentals).
- **Social Events Deposit** - \$500 damage deposit (\$1000 for events with alcohol service).
- **Key Holder Deposit** - \$50 deposit for any after-hours rentals that require a key card.
- **AV Deposit** - \$100 deposit for any rental using the built in AV system.
- **Cleaning Fee** - \$125 will be charged to all social event rentals. \$125 will be added to any meeting rental if the Rental Space is left in unsatisfactory condition.
- **Host Fee** - \$150 will be charged to all social event rentals.

### Liability Insurance

- **Meeting Type Rentals** - liability insurance in an amount of no less than 2 million dollars with the Village of Anmore named as an additional insured. *(Must be submitted (7) business days prior to the rental date).*
- **Social Event Rentals** - liability insurance in an amount no less than 5 million dollars with the Village of Anmore named as an additional insured. If the event includes alcohol service, the insurance certificate must include a Host Liquor Liability inclusion. *(Must be submitted (14) business days prior to the rental date).*

## Permits

- **Special Event Permit** - For rentals where liquor will be on-site and/or consumed, a Special Event Permit is required. A copy of the permit must be submitted to the Village no less than fourteen (14) days prior to the event. Permits must be visible on the wall of the facility during the rental period. B.Y.O.B. (bring your own booze) type functions are NOT permitted in any situation.
- **Gaming License** If the purpose of the rental is to be a fundraiser, users must apply for a Gaming License from the BC Gaming Policy and Enforcement Branch. A copy of the permit must be submitted to the Village no less than fourteen (14) days prior to the event. Permits must be visible on the wall of the facility during the rental period.
- **SOCAN & Re:Sound** All events that play music, live or recorded are subject to fees from SOCAN and RE:SOUND TARIFF. The fee is based on music, dancing and number of guests and will be incorporated into your Rental Contract. Rates are set by SOCAN and Re:Sound and are subject to change without notice.

## Rental Rates

| Rental Space                       | Community Volunteer Group | Organization                 | Private User                 | Commercial User               |
|------------------------------------|---------------------------|------------------------------|------------------------------|-------------------------------|
| Board Room (Afterhours only)       | No charge                 | \$20.00/hr.                  | \$30.00/hr.                  | \$40.00/hr.                   |
| Community Room (Council Chambers)  | No charge                 | \$50.00/hr.                  | \$60.00/hr.                  | \$70.00/hr.                   |
| Community Room (Servery Side)      | No charge                 | \$80.00/hr.                  | \$100.00/hr.                 | \$120.00/hr.                  |
| Community Room (Whole Room)        | No charge                 | \$100.00/hr.                 | \$150.00/hr.                 | \$200.00/hr.                  |
| Spirit Park & Plaza or Parking Lot | No charge                 | \$50.00/4hrs<br>\$100.00/day | \$75.00/4hrs<br>\$125.00/day | \$100.00/4hrs<br>\$150.00/day |

**Refunds / Cancellations** Amendments to the Rental Agreement must be made no later than fourteen (14) business days prior to the booking date. For a full refund, cancellations must be made in writing fourteen (14) business days prior to the rental date otherwise the full rental rate will be charged.

-----  
**Applicant Signature**

-----  
**Date**

### For Office Use Only:

☐ Rental dates approved

☐ Rental dates denied

☐ On call approved (if applicable)

☐ Host staff approved (if applicable)

Authorized by:

X\_\_\_\_\_ Date\_\_\_\_\_

On call staff \_\_\_\_\_

Host staff \_\_\_\_\_