



**ROBSON VALLEY COMMUNITY CENTRE  
RENTAL AGREEMENT**

**NAME OF ORGANIZATION/INDIVIDUAL**

[HEREINAFTER CALLED the "Applicant"]

WHEREAS the Regional District of Fraser-Fort George (hereinafter called the Regional District) is the owner of the building and grounds located at 441 Columbia Street, McBride, BC and more commonly known as the Robson Valley Community Centre (hereinafter called the "Facility"),

AND WHEREAS the Applicant has applied to rent or use all, or a portion of, the Facility shown on the attached sketch;

NOW THEREFORE in consideration of the covenants, rents, conditions and agreements to be performed and observed by the Applicant:

1. The Regional District hereby grants to the Applicant permission to rent, use, or occupy the Facility, or parts of the Facility named, for the sole purpose as described in Schedule A - Rental Application, which forms a part of this agreement.
2. The Applicant shall use only those parts of the Facility named in Schedule A.
3. The Applicant agrees that it is the sole responsibility of the Applicant to determine the suitability of the Facility for its intended use and occupancy.
4. The Applicant shall ensure that all attendees adhere strictly to all rules and regulations posted and included in Schedule C - Facility Guidelines, which forms part of this Agreement and to advise all attendees accordingly. The Regional District may terminate the Agreement without notice if the Applicant, or any user pursuant to the Agreement fails to comply with all applicable rules and regulations. The Applicant will reimburse the Regional District for any costs resulting from such non-compliance.
5. The Applicant shall exercise the greatest care in the use and rental or occupation of the Facility and adjacent facilities and shall provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of the guidelines, rules and regulations governing the Facility, and who will remain in the Facility at all times that the Facility is in use. It is the Applicant's responsibility to provide supervision for all minors using the Facility pursuant to this Agreement.
6. The Applicant shall report all Facility related damage to the Facility Manager or designate at 250-569-3360 immediately, or as soon as reasonably possible.
7. The Applicant shall be responsible legally, financially and otherwise for any damages to the Facility as a result of the use and occupation thereof under this Agreement. Said damages to be paid by the Applicant and/or, as applicable, their insurer.
8. The Applicant shall not permit any other person, group or organization not authorized by this Agreement to use or occupy the Facility without written authorization from the Regional District.
9. The Applicant shall, at their own expense, immediately following the event return the Facility to the condition that the Facility was in prior to the Applicant's use and occupation. Should this not be done, Regional District staff will do the cleanup and a minimum fee of \$120 will be billed to the applicant.

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10. The Regional District will ensure that the Facility is opened for entry at the required time of rental, secured at the time the event concludes, and will inspect for damages. The Applicant shall be responsible for providing adequate security, including costs, deemed necessary for the protection of the Facility, the public and property of the public, the Applicant, and/or the Regional District. The Regional District reserves the right to require that the Applicant provide a higher level of security than that deemed adequate by the Applicant. The Applicant shall be responsible for any additional costs of such security.
11. The Applicant shall not permit any alcoholic beverages in the Facility unless a valid permit has been obtained under the *Liquor Control and Licensing Act* and the expressed authorization of the Regional District. Authorization granted by the Regional District shall not relieve the Applicant from any legal obligation and/or requirements. **At least ten (10) days prior to the event, the Applicant shall provide the Facility Manager with a copy of the Applicant's approved liquor permit, including evidence of the Applicant's comprehensive general liability insurance (item 26) with extended coverage to include Host Liquor Liability Insurance, prior to any use or occupation of the premises.** Authorization granted by the Regional District shall be attached to this Agreement prior to any use or occupation of the premises.
12. The Applicant shall comply with the *British Columbia Liquor Control and Licencing Act* including all regulations.
13. All liquor in the Facility shall be served from a controlled beverage area. The Regional District shall reserve the right to restrict a time for the beverage area to open and close, regardless of liquor permit.
14. The Applicant shall acquire a Temporary Food Services Permit to operate a Food Service Establishment when use of the kitchen area of the premises is required, unless the Northern Health Authority (250-565-2150) has waived the requirement or the caterer to the event possesses a valid Food Services Permit. **Proof of Food Services Permit is required to be provided to the Facility Manager at least ten (10) days prior to the event.** Food Safe certification is required where applicable. In all cases where the kitchen and/or beverage facilities are used by the applicant, a usage fee as per Schedule B - Rental Fees/Payments, which forms part of this Agreement is payable to the Regional District. **Applicants shall contact the Facility Manager (250-569-3360) or his designate to arrange a mandatory Kitchen orientation for the catering staff prior to usage of the facility.**
15. The Applicant shall contact the Village of McBride office (acting on behalf of the Regional District), at 250-569-2229 to cancel any booking, proof in writing of cancellations may be required. Cancellation refunds will be allowed up until 14 days prior to the event, less a \$50 administration fee.
16. The Applicant understands and agrees that the Agreement may be revoked or cancelled, at any time, with reasonable cause, by the Regional District. The Regional District will make every attempt to provide a minimum 48 hours notice of cancellation to the Applicant.
17. The Applicant shall comply with the dates, times, and amenities to be used as shown in the completed Schedule A, Rental Application of this Agreement. Should the Applicant wish to change any of these terms of usage after the Rental Agreement has been signed and the event booked, the Applicant must contact the Facility Manager or designate, with their request in writing.
18. In consideration of rental of the premises the Applicant shall pay Rental Fees as follows:
  - a) The fees and damage deposit, as per Schedule B - Rental Fees/Payments, is to be submitted along with a completed Schedule A - Rental Application, to the Village of McBride office.
  - b) Reservation will be confirmed in writing to the applicant.
  - c) Should the application be denied or cancelled by the Regional District (as per article 16) all fees and the damage deposit will be refunded.
  - d) Booking of the facility is not secured until all fees due and payable and the completed Rental Agreement have been received by the Village of McBride.

- e) All fees are to be made payable to the Village of McBride (on behalf of the Regional District) at 100 Robson Street, PO Box 519, McBride, BC V0J 2E0. Acceptable forms of payment include cash, debit, cheque or money order. **Cheques and money orders must be made payable to the Village of McBride.**
19. The damage deposit represents security for any damages which may occur to the Facility as a result of the use and occupation authorized under this Agreement. The deposit shall be returned providing no damage occurs to the Facility and/or equipment as a result of this event. All equipment is to be properly stored and clean-up completed as per Schedule C – Facility Guidelines. **An inventory of the equipment and Facility will be performed following the event. Missing equipment may delay the refunding of the damage deposit.** If the damage deposit is not sufficient to cover the costs of equipment and/or Facility repair, replacement, and/or clean-up, the Applicant will reimburse the Regional District upon written notice from the Regional District.
20. The Applicant agrees that they shall on each occasion before use and occupation of the Facility, inspect the Facility and equipment, and shall forthwith notify the Facility Manager or designate of any condition that may render the Facility or equipment unsafe for use.
21. The Applicant may be permitted access to the Facility prior the function or event authorized herein subject to the approval of the Facility Manager or designate.
22. The Applicant agrees to follow the guidelines as set out in the Schedule C - Facility **Rental** Guidelines of this Agreement.
23. The Applicant agrees that the Regional District has the right at all times to eject from the Facility any persons who are, in the opinion of the Facility Manager or designate, creating a disturbance or otherwise behaving in an objectionable or improper manner.
24. The Applicant agrees that the Regional District shall not be responsible for the loss of any personal articles.
25. The Applicant agrees that it will indemnify and save harmless the Regional District 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 or proceeding brought thereon arising directly or indirectly from or in connection with the granting of the Agreement and the use and occupation of the Facility, save that this Applicant will under no obligation indemnify and save harmless the Regional District against or in respect of any damages or judgment rendered against the Regional District resulting from or arising out of any negligence or fault on the part of the Regional District 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 Regional District.
26. At least ten (10) days prior to the event, the Applicant shall provide proof, in the form of a copy of the Certificate of Insurance, of comprehensive general liability insurance including, without limitation, coverage for the specified event on terms satisfactory to the Regional District.
- a) The Regional District shall be included as an additional insured and shown as such on the policy certificate.
- b) Such policy shall be written on a comprehensive basis with inclusive limits of not less than three million dollars (\$3,000,000) per occurrence, including three million dollars (\$3,000,000) for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits the Regional District may require from time to time.
- c) The policy shall contain a clause providing that the insurer will give the Regional District fourteen (14) days prior written notice in the event of cancellation or material change to the insurance policy.
27. It shall be the sole responsibility of the Applicant to determine what additional insurance coverage or limits if any, including but not limited to, WorkSafeBC and Participants Insurance, is necessary and advisable for its own protection and/or to fulfill its obligations under this Agreement. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

28. The Applicant shall not do, suffer or permit to be done, any act or thing upon or to the Facility, which will or would constitute a nuisance to the occupiers of any lands or premises adjoining or in the vicinity of the Facility or to the public generally.
29. The Applicant shall observe, perform and comply with the requirements of every applicable by-law, statute, regulation or ordinance and with every applicable regulation or order with respect to the condition, maintenance, use or occupation of the Facility, and any furniture, equipment, supplies, materials or articles located therein.
30. The Applicant, its employees, agents, servants, or workers and/or volunteers shall not be deemed to be either employees, agents, or workers, and/or volunteers of the Regional District.
31. The Applicant warrants and represents that if he/she signs this Agreement on behalf of a group or organization, the Applicant has sufficient power, authority and capacity to bind the group or organization with his/her signature.

**I have read the above and fully understand the terms and conditions and regulations contained herein and will comply with the said Agreement including attached Schedule A (Rental Application), Schedule B (Rental Fees/Payments), Schedule C (Facility Rental Guidelines).**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Applicant/Group**

\_\_\_\_\_  
**Address of Applicant/Group**

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**Regional District of Fraser-Fort George**

\_\_\_\_\_  
**Date**

Initial \_\_\_\_\_



**ROBSON VALLEY COMMUNITY CENTRE  
RENTAL APPLICATION and RENTAL AGREEMENT Schedule A**

\_\_\_\_\_ hereby applies to the Regional District  
(Name of Organization or if Private Function the Family Name)  
of Fraser-Fort George (Regional District), to rent the Robson Valley Community Centre for the purpose of:  
\_\_\_\_\_  
(banquet, dance, wedding, family reunion, etc.)

**Contact Information:** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**FACILITY REQUEST:**

Rental Date: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_  
Setup Date: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_  
Take Down/Clean Up: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_

**Maximum: 360 for Banquet Seating  
Maximum: 446 for Theatre Seating**

Please check all that apply:

- Main Hall**       Stage       Coat Check
- Chairs # \_\_\_\_\_ Round Tables # \_\_\_\_\_ Rectangular Tables # \_\_\_\_\_
- Audio/Visual**       Wired mic       Wireless mic       Projector/Screen       CD/Blue Ray
- Tape player       Wifi       Computer connection       Satellite receiver
- Podium
- Kitchen**       Dishes/Glasses # \_\_\_\_\_       Cultery # \_\_\_\_\_
- Beverage Room**       Wine Glasses # \_\_\_\_\_       Beverage Glasses # \_\_\_\_\_

Contact information: Robson Valley Community / Recreation Centre Office 250-569-3360 (For set up, operations and clean up details)  
Facilities Manager 250-569-7590 Marketing Coordinator 250-569-4224

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional District of Fraser-Fort George

\_\_\_\_\_  
Date

**The Regional District reserves the right to either approve or deny any application for rental of its facilities.**



**ROBSON VALLEY COMMUNITY CENTRE  
RENTAL FEES/PAYMENTS  
SCHEDULE 'B'**

Robson Valley Community Centre - 441 Columbia Street, McBride BC						
	Commercial/ Institutional	Private/ Non-Profit	Fees	PST 7%	GST 5%	Subtotal
<b>Full Day</b> (+5 hours)	\$ 300	\$ 250	\$	\$	\$	\$
½ Day (≤ 5 hours)	\$ 200	\$ 125	\$	\$	\$	\$
Hourly Rate (minimum 1 hour)	\$ 50	\$ 35	\$	\$	\$	\$
Kitchen/Beverage Area Usage Fee <i>(mandatory orientation required prior to event)</i>	\$ 50	\$ 50	\$	\$	\$	\$
Kitchen Only Usage Fee <i>(mandatory orientation required prior to use)</i>	\$ 200		\$	\$	\$	\$
<b>TOTAL</b>			\$	\$	\$	\$
Damage Deposit (tax not applicable) Due at time completed Rental Agreement is submitted. Refundable upon confirmation from the Facility Manager that the Facility has been left in good order after the event is finished.			\$ 200	n/a	n/a	\$ 200
		<b>TOTAL OF FEES Due at time of booking</b>	\$			

**SECURED BOOKING**

Facility rental is secured once the completed Rental Agreement is received by the Regional District (via the Village of McBride) along with the total of the rental fees, including damage deposit.

Should another user wish to book the facility for the same date(s) and the completed Rental Agreement and fees have not been received by the Regional District, the Village of McBride will try to contact you for right of first refusal.

**CANCELLATION**

Refunds are available IF a secured booking is cancelled more than 14 days prior to the scheduled event, less a \$50.00 administrative fee. Cancellations less than 14 days prior to an event do not qualify for a refund, except for the damage deposit.

**ADDITIONAL REQUIREMENTS**

*Liability Insurance	All users of the Facility must have Event liability insurance. Please provide proof of coverage with the Insurance Carrier of your choice showing \$3 million coverage and the <b>Regional District as an additional insured</b> . Proof of coverage due a minimum <b>10 days</b> prior to the event.
*Liquor Licence	Responsibility of Applicant. Due <b>10 days</b> prior to the event.
*Temporary Food Service Permit	A permit to operate a Food Service Establishment, <i>unless the Northern Health Authority (NHA) (250-565-2150) has waived the requirement or the caterer to the event has a valid Food Service Permit.</i>

\*Associated insurance, liquor and food documentation must be submitted to the Village of McBride office a minimum of 10 days prior to the event. Failure to submit required documentation may result in breach of agreement on the part of the applicant resulting in loss of a refund.

Robson Valley Community / Recreation Centre Contact: 250-569-3360 (For set up, operations and clean up details)

FOR OFFICE USE ONLY		
Amount and Receipt #	Date	Initials
Rental Fees and Damage Deposit		
Damage Deposit Returned		
Regional District of Fraser-Fort George Fees paid		



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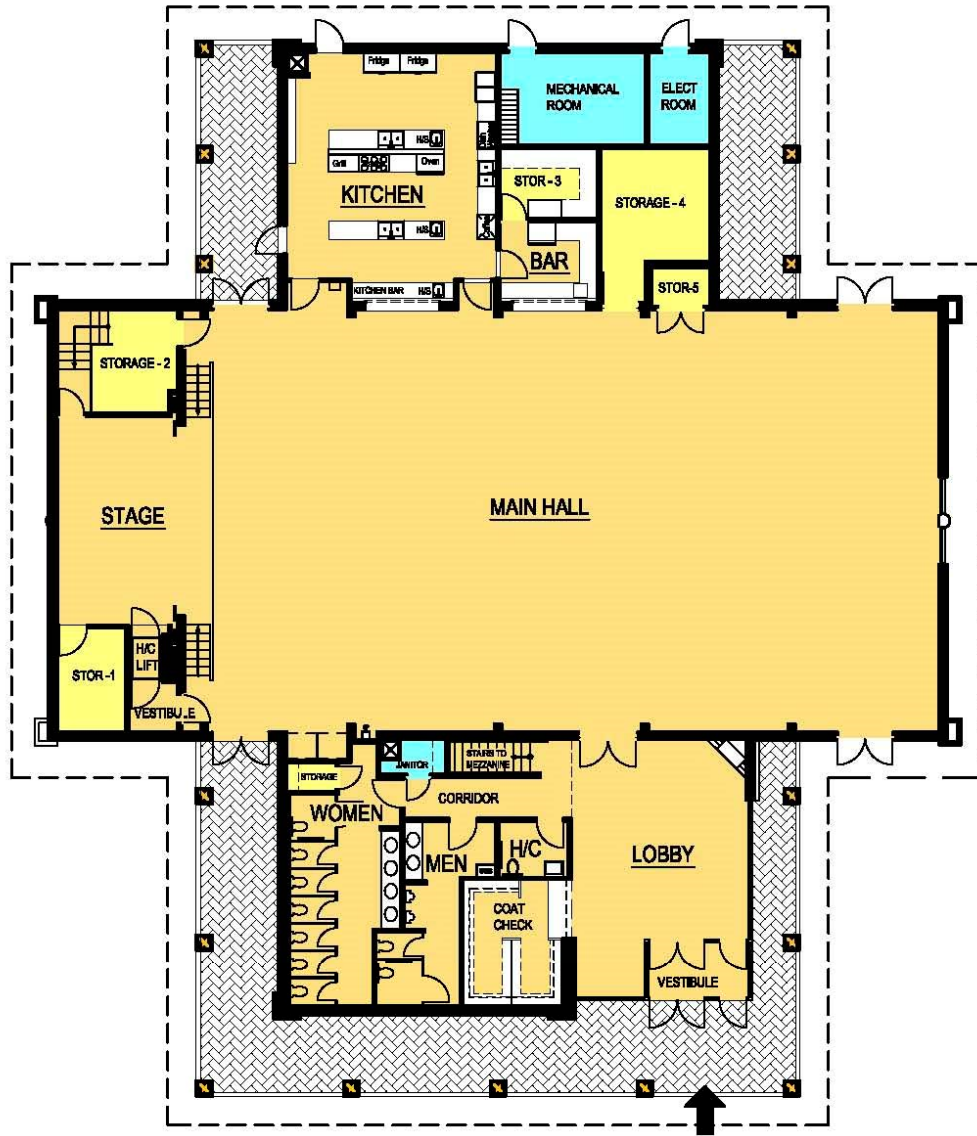
**ROBSON VALLEY COMMUNITY CENTRE  
FACILITY RENTAL GUIDELINES and RENTAL AGREEMENT  
SCHEDULE 'C'**

The following items are the responsibility of The Applicant (Facility users):

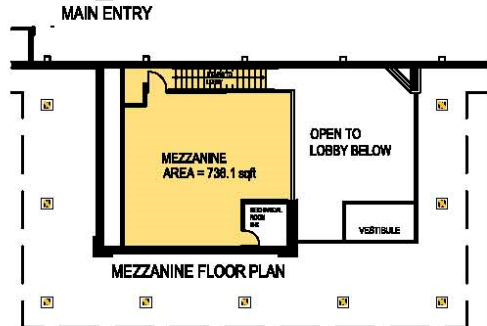
1. The Applicant shall observe and comply with all fire regulations and capacity regulations pertaining to the use of said Facility.
2. The Applicant shall procure at their own expense all licencing and permits from Local Government, Provincial and Federal authorities as may be required to operate or conduct its activities on the said premises.
3. The Applicant shall obtain prior approval from the Facility Manager for decorations being used and for all decorating of the Facility for the event.
4. The Applicant is responsible for the set up of tables and chairs unless other approved arrangements have been made with the Facility Manager or designate.
5. The Applicant shall keep and maintain said Facility in a clean and sanitary condition.
6. It is recommended that all dishes/cutlery/serving and cooking utensils to be used for this event be prewashed prior to the event as we cannot guarantee that all dishes are dust-free or that they have been put away by the previous user in a sanitary condition.
7. Spills to the floor or other surfaces throughout the facility are to be mopped up as they occur during the event.
8. The Applicant shall arrange for clean up to occur immediately after the event. Clean up to include:
  - all tables wiped clean and chairs brushed off
  - tables and chairs put away in designated storage area
  - floors swept
  - wash and put away dishes
  - bag all garbage
  - remove all decorations and personal possessions
  - wipe down beverage area
  - wipe down kitchen counters, sinks, stove, microwave, fridge, freezer (if used).
11. The Applicant shall be responsible for the actions of all persons in attendance at said special event in said Facility

Initial \_\_\_\_\_

# McBRIDE COMMUNITY CENTRE FLOOR PLAN



**GROUND FLOOR PLAN**  
AREA: 7406 SQUARE FEET



**MEZZANINE FLOOR PLAN**