

CITY OF SURREY

BY-LAW NO. 16527

A by-law to amend the provisions of "Surrey
Parks, Recreation and Culture Fee-Setting
By-law, 2004, No. 15391" as amended.

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The Council of the City of Surrey, in open meeting assembled, ENACTS AS FOLLOWS:

1. "Surrey Parks, Recreation and Culture Fee-Setting By-law, 2004, No. 15391", as amended, is hereby further amended as follows:
 - (a) Schedule "A" is deleted in its entirety and new Schedule "A", attached hereto and forming a part of this by-law, is inserted in its place.
2. This By-law shall be cited for all purposes as "Surrey Parks, Recreation and Culture Fee-Setting By-law, 2004, No. 15391, Amendment By-law, 2007, No. 16527"

PASSED THREE READINGS on the 17th day of December, 2007.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 14th day of January, 2008.

_____MAYOR

_____CLERK



Surrey Parks Recreation and Culture

**2007/2008
Effective January 1 2008**

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Parks And Leisure Facilities

RENTALS

Rental Guidelines

- a) Meeting/Seminars - Must book for a minimum 2 hours
- b) Social Use- minimum 4 hours
- c) Set Up Rate - 50% of hourly base rate per each hour required, with exception of Surrey Arts Centre Main Stage or Studio Theatre
- d) Tentative Bookings – Are not accepted in any circumstances.
- e) Damage Deposits – all halls and rooms that are booked for a social function have a \$400 deposit
- f) Rental Booking Deposit – a booking deposit (Initial payment) of \$100 is due at the time of booking on all non-allocation bookings. This initial payment is non-refundable (some exceptions may be made with managers approval).
- g) Full Payment Due with the exception of Surrey Arts Centre Main Stage or Studio Theatre)
 - I. For bookings made within 30 days of event, full payment is due immediately
 - II. For bookings made more than 30 days in advance of event, payment will be due 30 days prior to the event
 - III. For regular groups who book ongoing rentals, a monthly payment will be required on the last day of the previous month
- h) Refunds – Will only be given on cancelled bookings 30 days prior to event.
- i) Bar Service – Special Occasion Liquor Permit required (not permitted at Arts Centre). Applications can be picked up at your local Government Liquor Store. Service must cease at 1:00 am.
- j) Temporary Food permit – Clients serving food must make application to local health authority for a permit to do so.
- k) Facility Attendant - Rental groups are responsible for additional charges outside operational hours for facility attendant and maintenance if required
 - I. Cost is \$20 plus GST per hour
- l) Insurance – see Appendix B
- m) S.O.C.A.N. - S.O.C.A.N. will be charged at all events where music is played. See Appendix C
- n) Tournament Day Rate – Unlimited day use at 8x the hourly meeting rate for small meeting rooms. (To be used at the Facility Manager's discretion)
- o) Fee Waivers – Groups who request a fee waiver or a reduction in rental fees must make their application in writing to the town centre manager. (See user group categories)

User Group Categories

- **Partially Subsidized**
Surrey non-profit groups with a registered society number who obtain approval from Surrey Parks, Recreation and Culture, to receive partial subsidy rates for services and rentals serving youth 18 years and under.
- **Non-Subsidized**
Surrey or non-Surrey community organizations, non-profit groups or individuals that do not qualify under the partially subsidized category. For example: adult sport groups, religious and community groups, fundraisers for non-profit groups in this category.
- **Commercial/Private**
Groups or individuals that use Surrey Parks, Recreation and Culture services/facilities for private functions, or profit from the use of those services/facilities. For example, hockey schools, corporate activities, weddings, family celebrations or any other private function that requires an invitation and is closed to the public.
- **School Board**
As per Reciprocal Agreement with School District #36 – Does not pertain to private schools.

Arena Rentals

Ice Rentals

PRIME AND NON-PRIME CATEGORIES

FALL/WINTER

Prime Time (September 1 to March 31)

Weekdays	4:00 p.m. - 12:00 midnight
Weekends	8:00 a.m. - 12:00 midnight

Non-Prime Time (September 1 to March 31)

Weekdays	12:00 midnight - 4:00 p.m.
Weekends	12:00 midnight - 8:00 a.m.

SPRING/SUMMER

Prime Time (April 1 to August 31)

Weekdays (Monday to Friday)	4:00 p.m. - 12:00 midnight
Weekends (Saturday, Sunday)	All hours (applies to partially subsidized groups only)

Non-Prime Time (April 1 to August 31)

Weekdays (Monday to Thursday)	12:00 midnight to 4:00 p.m.
Weekends (Friday, Saturday, Sunday)	All hours (applies to non-subsidized and commercial/private groups only)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
BASE RATE (per hour)			
(a) Arena Ice (Cloverdale, Newton, South, North)	\$158.11	\$162.85	\$171.00
(b) Dry Floor	\$66.31	\$68.30	\$71.71
(c) SSLC Ice	\$183.58	\$189.09	\$198.54

PARTIALLY SUBSIDIZED

A. September 1 - March 31

Prime	\$93.15	\$93.15	\$97.80
Non-prime	\$55.70	\$55.70	\$58.49

B. Skating School and Minor Sports - Spring/Summer Rate (April 1 - August 31)

Prime	\$100.40	\$100.40	\$105.42
Non-prime	\$60.19	\$60.19	\$63.20

C. Schools, Minor Sport Special Events (Christmas Party, Year End Parties)

Prime	\$100.40	\$100.40	\$105.42
Non-prime	\$60.19	\$60.19	\$63.20

D. Minor Sport Tournament Rate

	\$93.15	\$93.15	\$97.80
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NON-SUBSIDIZED

A. September 1 - March 31

Prime	\$197.68	\$203.61	\$213.79
Non-prime	\$118.58	\$122.13	\$128.24

B. April 1 - August 31 (Monday to Thursday)

Prime	\$197.68	\$203.61	\$213.79
Non-prime	\$118.58	\$122.13	\$128.24
Friday, Saturday and Sunday (All hours)	\$118.58	\$122.13	\$128.24

C. Junior Hockey "A"

Practices	\$118.58	\$122.13	\$128.24
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Games	\$197.68	\$203.61	\$213.79
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COMMERCIAL/PRIVATE

Prime	\$276.73	\$285.03	\$299.28
Non-prime	\$166.07	\$171.05	\$179.60

SCHOOL BOARD

\$0.00	\$0.00	\$0.00
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As per Reciprocal Agreement with School District #36 - During school hours, if outside of this time, see Partially Subsidized - Does not pertain to private schools

LAST MINUTE ICE

7 days prior (less 25% off applicable rate)	\$148.28	\$152.73	\$160.36
1 - 3 days prior (less 50% off applicable rate)	\$98.84	\$101.80	\$106.89

Surrey Sport And Leisure Complex Arena

All Seasons/All Year

Subsidized (up to 2,600 hours in Fall/Winter)	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Prime	\$102.97	\$105.03	\$110.29
Non-Prime	\$61.49	\$62.72	\$65.86

Non Subsidized

Prime	\$235.41	\$242.47	\$254.59
Non-prime	\$118.58	\$122.13	\$128.24

Commercial

Prime	\$276.73	\$285.03	\$299.28
Non –prime	\$166.07	\$171.05	\$179.60

Last Minute Ice

7 days prior (less 25% off applicable rate)	\$176.57	\$181.87	\$190.96
1 - 3 days prior (less 50% off applicable rate)	\$117.70	\$121.23	\$127.29

School Board

\$0.00	\$0.00	\$0.00
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As per Reciprocal Agreement with School District #36 - During school hours, if outside of this time, see Partially Subsidized - Does not pertain to private schools

Dry Floor Rentals

CATEGORIES

Prime Time (April 1 to August 31)

Monday to Friday	4:00 p.m. - 12:00 midnight
Saturday and Sunday	8:00 a.m. - 12:00 midnight

Non-Prime Time (April 1 to August 31)

Monday to Friday	12:00 midnight - 4:00 p.m.
Saturday and Sunday	12:00 midnight - 8:00 a.m.

Minor (Lacrosse, Ball Hockey)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
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A. Weekdays

Prime	\$41.47	\$42.72	\$44.85
Non Prime	\$24.94	\$25.69	\$26.97

B. Tournament Rate

Each Tournament	\$41.47	\$42.72	\$44.85
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Surrey Non-Profit (Service Groups) and User Groups (partially subsidized)

(Hockey/Lacrosse) once per season for dance, banquet, awards ceremony (includes facility attendant). Day Rate (includes facility attendant)	\$331.56	\$341.51	\$358.58
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Senior A & B Lacrosse, Ball Hockey

A. All Hours

	\$66.31	\$68.30	\$71.71
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B. Junior Lacrosse

Practice	\$41.47	\$42.72	\$44.85
Game	\$54.20	\$55.83	\$58.62

Commercial/Private

Surrey or Non-Surrey groups that profit from use of Surrey, Parks, Recreation and Culture Services (8 hour minimum): i.e., circuses, furniture shows, car shows	\$132.77	\$136.76	\$143.59
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School Board

	\$0.00	\$0.00	\$0.00
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As per Reciprocal Agreement with School District #36 - Does not pertain to private schools

Pool Rentals

North Surrey; South Surrey Indoor Pools

CATEGORIES

Prime Time

Mon. – Fri. 6:00 a.m. - 8:00 a.m.
 Mon. – Fri. 3:00 p.m. - 10:00 p.m.
 Sat. & Sun. 6:00 a.m. - 10:00 p.m.

Non-prime Time

All pool time between 10:00 p.m. and 6:00 a.m.
 Mon. – Fri. 8:00 a.m. - 3:00 p.m.

(Hourly Rates)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
BASE RATE	\$231.33	\$238.27	\$250.18
Lane	\$25.69	\$26.46	\$27.79
 <u>PARTIALLY SUBSIDIZED</u>			
<u>Non-prime</u>			
All Lanes (2/3 pool)	\$34.61	\$35.65	\$37.43
Single Lane (1/6 pool)	\$5.83	\$6.01	\$6.31
Deep End (1/3 pool)	\$17.31	\$17.83	\$18.72
½ Deep End	\$8.66	\$8.92	\$9.36
1/3 Deep End	\$5.78	\$5.96	\$6.24
 <u>Prime</u>			
All lanes (2/3 pool)	\$66.07	\$68.05	\$71.45
Single Lane (1/6 pool)	\$11.08	\$11.41	\$11.98
Deep end (1/3 pool)	\$33.06	\$34.05	\$35.75
½ Deep End	\$16.52	\$17.02	\$17.88
1/3 Deep End	\$11.03	\$11.36	\$11.92
 <u>Swim Meets</u>	 \$105.84	 \$109.01	 \$114.46
 <u>NON-SUBSIDIZED</u>	 \$155.04	 \$159.69	 \$167.68
Additional staff charges at a ratio of one guard of every additional 50 people over 100			
Single Lane (1/6 of 2/3 pool)	\$17.26	\$17.78	\$18.66
Deep End (1/3 pool)	\$51.67	\$53.22	\$55.88
 <u>COMMERCIAL PRIVATE</u>	 \$292.09	 \$300.85	 \$315.89
Additional staff charges at a ratio of one guard of every additional 50 people over 100			
All Lanes (2/3pool)	\$138.80	\$142.97	\$150.11
Single Lane (1/6 of 2/3 pool)	\$23.13	\$23.83	\$25.02
Deep End (1/3 pool)	\$69.42	\$71.50	\$75.08
 <u>SCHOOL BOARD</u>	 \$0.00	 \$0.00	 \$0.00
<i>As per Reciprocal Agreement with School District #36</i>			
<i>– Does not pertain to private schools</i>			

Newton Wave Pool

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
<u>PARTIALLY SUBSIDIZED</u>	\$140.16	\$144.36	\$151.58
<u>NON-SUBSIDIZED</u>	\$219.01	\$225.58	\$236.86
Additional staff charge at ratio of one guard for every additional 50 people over 100	\$27.03	\$27.84	\$29.23
<u>COMMERCIAL/PRIVATE</u>	\$292.09	\$300.85	\$315.89
<u>SCHOOL BOARD</u>	\$0.00	\$0.00	\$0.00
<i>As per Reciprocal Agreement with School District #36 – Does not pertain to private schools.</i>			

Surrey Sports & Leisure Pool

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
BASE RATE	\$411.10	\$423.43	\$444.61
Full Lane (50m lane)	\$51.39	\$52.93	\$55.58
Lane (per 25m lane)	\$25.69	\$26.46	\$27.79
Half lane (12.5m)	\$12.85	\$13.23	\$13.89
<u>PARTIALLY SUBSIDIZED</u>			
<u>Non-prime</u>			
Single Lane (50m)	\$11.67	\$12.02	\$12.62
Single Lane (25m)	\$5.83	\$6.01	\$6.31
Single Lane (12.5m)	\$2.92	\$3.00	\$3.15
<u>Prime</u>			
Single Lane (50m)	\$22.15	\$22.82	\$23.96
Single Lane (25m)	\$11.08	\$11.41	\$11.98
Single Lane (12.5m)	\$5.54	\$5.70	\$5.99
<u>Swim Meets</u>	\$216.39	\$222.88	\$234.03
<u>NON-SUBSIDIZED</u>			
Single Lane (50m)	\$34.52	\$35.55	\$37.33
Single Lane (25m)	\$17.26	\$17.78	\$18.66
Single Lane (12.5m)	\$8.63	\$8.89	\$9.33
<u>COMMERCIAL PRIVATE</u>			
Additional staff charges at a ratio of one guard of every additional 50 people over 100			
Single Lane (50m)	\$46.27	\$47.66	\$50.04
Single Lane (25m)	\$23.13	\$23.83	\$25.02
Single Lane (12.5m)	\$11.57	\$11.91	\$12.51
<u>SCHOOL BOARD</u>	\$0.00	\$0.00	\$0.00
<i>As per Reciprocal Agreement with School District #36 – Does not pertain to private schools</i>			

Outdoor Pool Rentals

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
BASE RATE	\$78.33	\$80.68	\$84.71
Surrey Swim Clubs - May - September			
Prime / Non-Prime / Swim Meets			
Per lane (per hour)	\$5.40	\$5.56	\$5.84
Dead space (2 lane area) Hjorth Road & Bear	\$5.40	\$5.56	\$5.84
Creek Park Pools only (per two lane per hour)			
Dive tank (per tank per hour)	\$5.40	\$5.56	\$5.84
<u>Non-Subsidized</u>	\$83.72	\$86.23	\$90.54
<u>Commercial Private</u>	\$112.59	\$115.97	\$121.76

All pool rentals include 2 staff for first 50 people; additional staff at /hour plus GST (.) per guard at ratio of one guard for every 50 additional people.

Facility Rentals

Room Rentals

(Hourly Rate)

Small Meeting Rooms – up to 30 people

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
partially subsidized	\$7.64	\$7.87	\$8.26
non-subsidized	\$9.91	\$10.21	\$10.72
commercial/private	\$17.35	\$17.87	\$18.76

(If rented after public hours of operation, a 4-hour minimum staff charge will apply)

To Include:

- a. Cloverdale Arena Conference Room
- b. Cloverdale Athletic Park Meeting Room
- c. Cloverdale Seniors' Centre Meeting Room
- d. Elgin Centre
- e. Fleetwood Community Centre Board Room
- f. Fleetwood Community Room #1
- g. Fraser Heights Community Centre – Multi-purpose Room #1
- h. Guildford Recreation Centre Meeting Room
- i. Meridian Centre
- j. Newton Community Hall – Meeting Room #2
- k. Newton Seniors' Centre - Meeting Room
- l. Newton Seniors' Centre - Quiet Room
- m. Newton Seniors' Centre - Sunflower Room
- n. Newton Wave Pool – Meeting Room #1
- o. Newton Wave Pool – Multi-purpose Room #2
- p. Newton Youth Centre – Meeting Room #1
- q. Newton Youth Centre – Multi-Purpose #1
- r. Newton Youth Centre – Multi-Purpose #2
- s. North Surrey Recreation Centre Computer Room
- t. North Surrey Recreation Meeting Room #2
- u. South Surrey Recreation Centre Meeting Room
- v. Sunnyside Hall - lounge only
- w. Sunrise Pavilion Small Craft Room
- x. Surrey Arts Centre Conference Room
- y. Surrey Museum Program Room 1
- z. Surrey Museum Program Room 2
- aa. Barn (Elgin Heritage Park)
- bb. Stewart Hall (Elgin Heritage Park)
- cc. Basement Meeting Room 1912 Hall
- dd. Surrey Sport & Leisure Complex - Arena Meeting Room
- ee. Surrey Sport & Leisure – Youth Room
- ff. Whalley Youth Centre Preschool Room

Medium Size Rooms – 30 to 75 people

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
partially subsidized	\$14.00	\$14.42	\$15.15
non-subsidized	\$19.00	\$19.57	\$20.55
Commercial	\$33.26	\$34.26	\$35.97

To Include:

- a. Cloverdale Ball Park Fieldhouse
- b. Cloverdale Recreation Centre Meeting Room
- c. Cloverdale Seniors Centre – Lilac Room
- d. Cloverdale Seniors Centre – Shamrock Hall
- e. Cloverdale Seniors Centre – Hydrangea

Lounge

- f. Cloverdale Youth Centre
- g. Fraser Heights Community Centre – Multi-purpose Room #2
- h. Fleetwood Community Centre Room #4
- i. Fleetwood Community Centre Room #3
- j. Guildford Recreation Centre Craft Rooms 1 & 2
- k. Guildford Recreation Centre Seniors' Lounge

Lounge

- l. Guildford Recreation Centre Youth Lounge
- m. Newton Community Hall – Multi-Purpose Room #4
- n. Newton Seniors' Centre Craft Rooms
- o. Newton Youth Centre – Lower Level (All – MP1, MP2, Kitchen)
- p. North Surrey Recreation Centre Conference Room
- q. North Surrey Recreation Centre – MP #1 Preschool Room
- r. North Surrey Recreation Centre – MP #2 Fitness Studio
- s. South Surrey Arena (Upper Lounge)
- t. South Surrey Recreation Centre – Multi-Purpose 1 Community Lounge
- u. South Surrey Recreation Centre – Multi-Purpose 2
- v. South Surrey Recreation Centre – Multi-Purpose 3 Preschool
- w. South Surrey Recreation Centre – Multi-Purpose 4 Preschool
- x. South Surrey Recreation Centre – Multi-Purpose 5 Fitness
- y. South Surrey Recreation Centre – Multi-Purpose 6 Youth Lounge
- z. Sunrise Pavilion Large Crafts Room
- aa. Surrey Arts Centre Art Studios – Classroom 1 and 2
- bb. Surrey Museum Program Room 1 and 2
- cc. Surrey Museum - Theatre
- dd. Surrey Sport & Leisure – Multi-Purpose 1
- ee. Surrey Sport & Leisure – Multi-Purpose 2
- ff. Surrey Sport & Leisure – Multi-Purpose 3
- gg. Whalley Youth Centre Lounge

Small Halls – 75 to 140 people

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
partially subsidized	\$20.72	\$21.34	\$22.40
non-subsidized	\$27.08	\$27.89	\$29.29
Commercial	\$49.60	\$51.09	\$53.65

To Include:

- a. Arts Centre Program Room
- b. Cloverdale Senior Centre – Ivy Room
- c. Cloverdale Senior Centre – Marigold Room
- d. Fleetwood Community Centre Studio
- e. Fleetwood Community Centre - 1/2 Large Hall
- f. Fraser Heights Community Centre – Fitness Studio
- g. Guildford Recreation Centre – Multi-purpose Room

- h. Sunrise Pavilion Auditorium
- h. Surrey Arts Centre Program Room
- i. Museum Program Room 1, 2, Foyer and Theatre
- j. Surrey Sport & Leisure – Multi-Purpose 1 & 2 combined

Large Halls – 140 to 300 people

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
partially subsidized	\$28.59	\$29.45	\$30.92
non-subsidized	\$38.16	\$39.30	\$41.27
Commercial	\$66.79	\$68.79	\$72.23

To Include:

- a. Cloverdale Rec. Centre - Multi-purpose Room
- b. Cloverdale Seniors Centre – Clover Hall
- c. Fleetwood Community Centre - Large Hall
- d. Newton Community Hall - Dogwood Room
- e. Newton Seniors' Centre - Auditorium

Stand Alone Halls (no staff)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
partially subsidized	\$15.17	\$15.62	\$16.40
non-subsidized	\$20.23	\$20.83	\$21.88
commercial	\$35.39	\$36.46	\$38.28

To Include:

- a. Elgin Hall
- b. Sunnyside Hall
- c. Bear Creek Pavilion

Gymnasium

(a) Guildford, Fraser Heights and South Surrey Full Gym

Hourly Rate	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Partially subsidized	\$55.22	\$56.88	\$59.72
Non-subsidized	\$72.92	\$75.11	\$78.86
Commercial/Private	\$109.38	\$112.67	\$118.30
Tarp Fee	\$123.97	\$127.69	\$134.07
Day Rate at 12 times the hourly rate			
Partially subsidized		\$88.35	\$92.77
Non-subsidized		\$116.67	\$122.50
Commercial		\$175.01	\$183.76

Note: a 20% discount may be applied when Gyms 1 & 2 are rented together

(b) Princess Margaret

(c) Whalley

Partially subsidized	\$27.91	\$28.74	\$30.18
Non-subsidized	\$37.24	\$38.36	\$40.28
Commercial/Private	\$55.80	\$57.48	\$60.35

Outdoor Sport Facilities

(All rentals are taxable)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Permit Processing Administration Fee	\$22.27	\$22.93	\$24.08
Key Replacement Fee <i>for gate, light, washroom keys.</i>	\$10.40	\$10.72	\$11.25
Track & Field Facilities			
Surrey Group	\$0.00	\$0.00	\$0.00
Non-Surrey Group <i>(maximum 12 hour booking)</i>	\$132.49	\$136.46	\$143.29
Grass Sports Fields, Ball Diamonds and Game Courts			
1. Commercial Sports Schools:			
Per field - 4 hours or less	\$45.06	\$46.42	\$48.74
Per field - more than 4 hours	\$90.09	\$92.79	\$97.43
Cancellation Fee	\$12.73	\$13.11	\$13.77
2. Adult Regular Season Rental	\$9.62	\$9.91	\$10.40
3. Adult Tournament Charges			
“Any exclusive use of a field(s), ball diamond(s), game court(s), requested outside of the sports group’s normal regular season field allocations. A tournament may include, and is not restricted to: playoffs, invitations, provincials and nationals.”			
<u>Per day Charge</u>			
Surrey Non-Profit Association	\$63.10	\$64.99	\$68.24
Non-Surrey, non-profit associations, commercial and private groups - per day	\$90.09	\$92.79	\$97.43
<u>Half day charges</u>			
<i>Mon. to Fri. only, after 5 p.m. No half days on Sat., Sun. or Statutory Holidays</i>			
Surrey Non-profit Associations	\$31.56	\$32.51	\$34.13
Non-Surrey Non-profit Associations, Commercial and Private Groups	\$45.07	\$46.43	\$48.75
4. Lighted grass sports fields and ball diamonds - per hour			
Youth (younger than 19 years of age)	\$4.48	\$4.61	\$4.85
Adult (19 years of age and older)	\$15.84	\$16.32	\$17.13
Lit Practice Fields - per hour			
Youth (younger than 19 years of age)			
Mon – Fri: 5:30 – 10:30 p.m.	\$4.48	\$4.61	\$4.84
Adult (19 years of age and older)	\$6.22	\$6.41	\$6.73
Artificial Turf Fields - per hour unless noted			
<u>Prime Time</u>			
Mon. to Fri.: 5:30 p.m. – 10:30 p.m.			
Sat. & Sun.: 8:00 a.m. – 6:00 p.m.			
Surrey based youth (includes School District #36)	\$24.06	\$24.78	\$26.02
Non-Surrey based youth	\$43.70	\$45.01	\$47.26
Surrey based adult	\$35.00	\$36.05	\$37.85
Non-Surrey based adult	\$65.58	\$67.54	\$70.92
Surrey based youth tournaments	\$174.87	\$180.11	\$189.12
Non-Surrey based youth tournaments - per day	\$349.79	\$360.28	\$378.30

Surrey based adult tournaments - per day	\$262.33	\$270.20	\$283.71
Non-Surrey based adult tournaments - per day	\$393.50	\$405.30	\$425.57
Kwantlen College Athletics	\$35.00	\$36.05	\$37.85
Commercial Use	\$87.45	\$90.08	\$94.58

Non-prime Time

Mon. to Fri.: 8:00 a.m. to 5:30 p.m.,

Sat. & Sun.: 6:00 p.m. to 10:30 p.m.

Surrey based youth (includes School District #36)	\$12.01	\$12.37	\$12.98
Non-Surrey based youth	\$21.88	\$22.54	\$23.66
Surrey based adult	\$17.50	\$18.03	\$18.93
Non-Surrey based adult	\$32.81	\$33.80	\$35.49
Kwantlen College Athletics	\$17.50	\$18.03	\$18.93
Commercial Use	\$87.45	\$90.08	\$94.58
Commercial Sports Camps – Surrey Based Youth - per field (4 hours or less)	\$48.02	\$49.46	\$51.94
Commercial Sports Camps – Surrey Based Youth - per field (more than 4 hours)	\$96.05	\$98.94	\$103.88
Commercial Sports Camps Cancellation Fee - Per Field	\$12.71	\$13.09	\$13.74

Tennis Courts

Surrey Group

Non-Surrey Group

Tennis Club

Commercial Tennis School - per hour per court	\$5.83	\$6.01	\$6.31
Tennis light keys (non-refundable) - Annual Fee	\$33.54	\$34.54	\$36.27
Tennis light keys (non-refundable) – Oct - Dec	\$16.77	\$17.27	\$18.14

Ward's Marina

(All rentals are taxable)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Moorage (monthly; per lineal foot)	\$3.88	\$3.88	\$4.08
Boat Launching (per launch)	\$4.30	\$4.30	\$4.52
Short Term Storage (per lineal foot) <i>(i.e., Nicomekl Rowing Club, etc.)</i>	\$3.96	\$3.96	\$4.16

Facility Admission Schedules

Admissions

The following information is applicable to admission fees and charges and will be taken into consideration, but is not limited to:

Users	
Infant	0 – 23 months
Child	2 - 14 years inclusive
Youth	15 - 18 years inclusive
Adult	19 - 59 years inclusive
Senior	60+ years
Student	19+ years and enrolled in an accredited post-secondary institution. *Students must show valid student card dated for the current school year.
Family With Dependants	A family consisting of 1-2 parents, grandparents or legal guardians with at least 1 dependant aged 18 years or younger (may be required to show family medical card or Care Cards)
Attendant	A person who supports a participant with a disability
Fee Structure	
Infant	Free
Child/Youth	50% of Adult Rate
Senior	75% of Adult Rate
Student	75% of Adult Rate
Adult	100%
Family	Equal to the child rate for each family member
Attendant	Free
Punch Cards (10)	Calculated at a 10% reduction of the regular (single pass) rate
Punch Cards (20)	Calculated at a 20% reduction of the regular (single pass) rate

* **Student Rate Definition:** PR&C recognizes a student as a person (regardless of age) who possesses current and valid student identification from an accredited post-secondary institution. BC institutions include (but are not limited to): Simon Fraser University (SFU), University of British Columbia (UBC), British Columbia Institute of Technology (BCIT), Langara College, Kwantlen College, Capilano College, Douglas College, Emily Carr College of Art & Design, Vancouver Community College (VCC), University College of the Fraser Valley (UCFV), Trinity Western University (TWU), University of Victoria (UVic), Malaspina College, University of Northern BC (UNBC), Camosun College

A full listing of accredited institutions can be found at: www.aved.gov.bc.ca/student/services/student
Follow Designated Schools link.

Drop-In Admission

Admissions

Fee #1

Guildford Recreation Centre (GRC), Newton Wave Pool (NWP), South Surrey Recreation Centre (SSRC), Fraser Heights Recreation Centre (FHRC)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Infant	\$0.00	\$0.00	\$0.00
Children	\$2.39	\$2.42	\$2.55
Youth	\$2.39	\$2.42	\$2.55
Adult	\$4.71	\$4.76	\$5.00
Senior/Student	\$3.60	\$3.63	\$3.80
Family *	\$2.39	\$2.41	\$2.55
Quick Fit **/Shower Only Fee	\$1.99	\$2.01	\$2.10

Fee #2

North Surrey Recreation Centre (NSRC), South Surrey Pool (SSP), Fleetwood Community Centre (FCC), Cloverdale Recreation Centre (CRC), Public Skating

Infant	\$0.00	\$0.00	\$0.00
Children	\$1.99	\$2.09	\$2.20
Youth	\$1.99	\$2.09	\$2.20
Adult	\$4.01	\$4.21	\$4.40
Senior/Student	\$2.97	\$3.12	\$3.30
Family *	\$1.99	\$2.09	\$2.20
Quick Fit **/Shower Only Fee	\$1.99	\$2.01	\$2.10

Fee #3

Surrey Sports and Leisure Complex - Aquatics

See page 30 for details

* per family member (minimum 1 parent/guardian and 1 dependant)

** Quick Fit applies to parents while their child is participating in a registered program.

Facility Passes

Includes admission to all City of Surrey facilities and drop-in programs

Monthly

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Infant	\$0.00	\$0.00	\$0.00
Children	\$22.85	\$23.53	\$24.70
Youth	\$22.84	\$23.53	\$24.70
Adult	\$44.79	\$46.14	\$48.45
Senior/Student	\$33.83	\$34.84	\$36.60
Family	\$89.57	\$92.26	\$96.90
Childminding**	\$49.55	\$51.04	\$53.60

Annually

Infant	\$0.00	\$0.00	\$0.00
Children	\$162.06	\$166.92	\$175.25
Youth	\$162.06	\$166.92	\$175.25
Adult	\$323.16	\$332.85	\$349.50
Senior/Student	\$247.86	\$255.30	\$268.05
Family	\$644.42	\$663.75	\$696.95
Childminding**	\$494.75	\$509.59	\$535.10

Swipe Passes (unused punches expire 2 years from date of purchase)

10 swipe passes are offered on drop-in rates at a 10% discount off regular admission price. *

20 swipe passes are offered on drop-in rates at a 20% discount off regular admission price. *

* Does not apply to the Surrey Sports and Leisure Aquatics Complex. See page 30 for details.

** *Unlimited child minding (maximum two (2) children). Child Minding Add On also includes call-ahead privileges.*

Speciality Session Admission Rates

Outside Personal Trainer Fee

Admission Rate for Client Age applicable drop-in admission or pass/punch holder
 Business Fee 2X Adult Fee 1 Admission (Single; Monthly; Yearly)

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Aquafit	\$4.72	\$4.76	\$5.00
Daytime Skate (September – March)	\$1.99	\$2.10	\$2.20
Drop-in Rec. Hockey **	\$5.53	\$5.69	\$6.00
Parent and Youth Hockey **			
Youth	\$4.58	\$4.72	\$4.95
Adult	\$5.53	\$5.69	\$6.00
Child Minding **	\$3.03	\$3.12	\$3.30
per child (max. 90 minutes)			
50% discount on 2nd child			
LAP entitled to 50% discount for each child			
No additional discount for LAP Punch Pass (as it is already 50% off)			
Drop-in Specialty Kids Programs (Kid Fit/Gym and Tumble/Home School, etc.) **	\$3.03	\$3.12	
per child per session			
50% discount for 2nd child			
Family Passes and LAP can be applied instead			
Skate Sharpening *	\$5.19	\$5.34	\$6.00
Skate Rentals *	\$2.16	\$2.23	\$2.50
Helmet Only *	\$1.08	\$1.12	\$1.25
Skate/Helmet Pass *	\$3.25	\$3.35	\$3.75
Skate/Helmet Punch Pass * – 10 punch pass available at a 10% discount			

* Includes both GST and PST

** These programs eligible for 10% discount only on swipe passes.

Outdoor Pools

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
GENERAL ADMISSION			
Public Swims	\$0.00	\$0.00	\$0.00

Garden Parks

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Darts Hill Garden Park Guided Tour	\$4.73	\$4.73	\$4.95

Surrey Sport And Leisure Complex Aquatics And Fitness

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
General Admissions			
Infant (under 2)	\$0.00	\$0.00	\$0.00
Child (2 - 6 years)	\$2.24	\$2.31	\$2.45
Punch Card (10)	\$20.12	\$20.73	\$21.75
Punch Card (20)	\$33.55	\$34.55	\$36.30
Youth (7 - 14 years)	\$3.05	\$3.14	\$3.30
Punch Card (10)	\$27.13	\$27.95	\$29.35
Punch Card (20)	\$45.22	\$46.57	\$48.90
Teen (15 - 18 years)	\$4.10	\$4.22	\$4.45
Punch Card (10)	\$36.79	\$37.90	\$39.80
Punch Card (20)	\$61.29	\$63.13	\$66.30
Adult (19+ years)	\$5.05	\$5.20	\$5.45
Punch Card (10)	\$45.52	\$46.89	\$49.25
Punch Card (20)	\$75.88	\$78.15	\$82.05
Senior (60+ on dedicated seniors' time)	\$3.79	\$3.90	\$4.10
Punch Card (10)	\$34.08	\$35.10	\$36.85
Punch Card (20)	\$60.59	\$62.41	\$65.55
Family	\$10.43	\$10.75	\$11.30
Punch Card (10)	\$93.66	\$96.47	\$101.30
Punch Card (20)	\$156.10	\$160.78	\$168.85
Additional Children	\$1.05	\$1.08	\$1.15
Parent & Child	\$5.48	\$5.64	\$5.95
"Last Chance" (last hour of day)	\$3.62	\$3.73	\$3.90
Non-prime Time	\$3.05	\$3.14	\$3.30
Pool Rentals	\$416.58	\$429.08	\$450.55
Swim Meets	\$216.39	\$222.88	\$234.05

* If access to Leisure Pool is restricted or cancelled, there is a charge of \$123/hr.

* If waterslide cannot be used, there is a charge of \$41/hr.

All pool rentals include two (2) staff for first 50 people; additional staff at \$26.50/hr. plus GST (\$28.10)

Seniors' Centres

(All admissions are taxable)

Rates Applicable to Sunrise Pavilion, Cloverdale Seniors' Centre, Newton Seniors' Centre, Fleetwood Community Centre, Guildford Recreation Centre, South Surrey Recreation Centre and Bear Creek Pavilion

	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Membership (55 years + older)* (Sept. 1 - Aug. 31)	\$15.96	\$16.44	\$17.25
Multi Facility Seniors' Membership	\$44.81	\$46.15	\$48.45
Fitness - Drop-in	\$3.00	\$3.09	\$3.25
Fitness Passport (10 X)	\$27.03	\$27.84	\$29.25

NOTE:

** Seniors' memberships are facility specific and not transferable from one seniors' centre to another.*

*** Multi Facility Seniors' Membership allows access to seniors' activities at any of the six (6) venues.*

New Seniors' memberships, May 1 to August 31, are 50% of the full membership fee.

Facility Program Schedule

Aquatic Program Fees

Program Name	Class Size	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Prices per hour				
AquaQuest	10	\$5.87	\$6.04	n/a
AquaQuest	8	\$7.96	\$8.20	n/a
AquaQuest/Preschool	6	\$9.08	\$9.35	n/a
AquaQuest/Preschool	4	\$11.99	\$12.34	n/a
AquaAdult	8	\$7.20	\$7.41	\$7.80
Stroke Development	6	\$9.08	\$9.35	n/a
Diving	8	\$6.94	\$7.15	n/a
Synchro	8	\$6.94	\$7.15	n/a
Jr. Lifeguard	12	\$14.33	\$14.76	n/a
Lifesaving	10	\$5.87	\$6.04	n/a
Private Lessons	1	\$42.71	\$43.99	\$46.20

Note:

**All program fees are listed in hourly rates
School Board lessons - 60% of the appropriate fee**

Arenas

Program Name (hourly rate)	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Skating Lessons Pre-school/Child Skating Lessons	\$10.76	\$11.08	n/a
Adult	\$12.11	\$12.47	\$13.10
Private Lessons	\$42.71	\$43.99	\$46.20
Fun/Roller	\$5.20	\$5.36	n/a
Tots Hockey	\$5.20	\$5.36	n/a
Power Skating	\$11.22	\$11.56	n/a
Adult Hockey	\$5.39	\$5.55	\$5.85

Note:

All program fees are listed in hourly rates
School Board lessons - 60% of the corresponding fee

Community Recreation Offices

Program Name - Prices per hour unless otherwise stated

Preschool/Children/Youth - Per hour	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Arts and Crafts	\$3.18	\$3.28	n/a
Clayworks	\$4.65	\$4.79	n/a
Cooking	\$3.69	\$3.80	n/a
Dance	\$3.18	\$3.28	n/a
Drama	\$3.18	\$3.28	n/a
Gymnastics	\$3.18	\$3.28	n/a
Martial Arts	\$3.18	\$3.28	n/a
Music	\$3.18	\$3.28	n/a
Personal Development	\$3.69	\$3.80	n/a
Science & Environment	\$3.69	\$3.80	n/a
Social Recreation	\$3.18	\$3.28	n/a
Social Recreation (ECE)	\$3.18	\$3.28	n/a
Special Event - Basic	\$2.82	\$2.90	n/a
Special Event - Specialty	\$4.81	\$4.96	n/a
Sport	\$3.18	\$3.28	n/a
Woodworking	\$6.56	\$6.76	n/a
Health & Wellness	\$4.65	\$4.79	n/a

14-Adult (any age grouping open to those 19+ should be priced according to the adult rate including GST)

Youth Membership

Annual Fee	\$5.00	\$5.00	n/a
Pre-Teen Dance			
Admission in Advance		\$4.73	\$4.95
Admission at the door		\$6.60	\$6.95
4 Pack Admission		\$17.00	\$17.85

Day Camp - Week Long

(No set-up/take down fee to be included)

Preschool/Child/Youth Day Camp Definition:

Programs that run for three or more days per week, and are 1.5hrs or longer per session, and do not exceed two consecutive weeks, qualify as a day camp.

Basic/Before and After Care (7-9am, 3-5pm) (1-15 ratio/low supply costs and no out-trips)	\$2.61	\$2.69	n/a
General/Sport/Performing Arts/Martial Arts/Language/Theme/Preschool Social Recreation	\$3.69	\$3.80	n/a
Visual Arts/Craft/Music	\$4.26	\$4.39	n/a
Specialty – Science/Computers or any camp that has an extraordinary cost.	\$4.90	\$5.04	n/a

Day Camp - Daily

(Set-up/take down fee included)

Basic/Before and After care (7-9am, 3-5pm) (1-15 ratio/low supply costs and no cost out-trips)	\$3.27	\$3.37	n/a
General/Sport/Performing Arts/Martial	\$4.63	\$4.77	n/a
Visual Art/Craft/Music	\$5.36	\$5.52	n/a
Specialty/ Science/computers or any camp that has an extraordinary cost.	\$6.14	\$6.32	n/a

**Any camp that does not fit into one of the above categories must get approval from the appropriate functional group.

**Camps with the same name must be charged out at the same rate.

Birthdays

Package A

\$5 per extra child	\$88.64	\$91.30	n/a
20 or less children			
2 hour birthday with sports & games			
7 yrs. and older			
Staff are to be paid 2.5 hrs.			

Package B

\$5 per extra child;	\$88.64	\$91.30	n/a
10 or less children			
2 hour birthday with gym, games, craft and food time			
Staff are to be paid 2.5 hours			

Package C

\$5 per extra child	\$111.44	\$114.78	n/a
10 or less children			
2 hour birthday with gym, extra equipment, games, craft and a good time			
Staff are to be paid 3.0 hours for extra time required or set			

Adult - Per hour

Performing/Visual Arts	\$3.71	\$3.82	\$4.00
Sport	\$3.00	\$3.09	\$3.25
Health & Wellness/Martial Arts	\$4.39	\$4.52	\$4.75
Specialty Fitness	\$8.10	\$8.34	\$8.75
Instructor Training	\$8.77	\$9.04	\$9.50
Specialty Workshop	\$9.91	\$10.21	\$10.70
Technical Sports*	\$4.39	\$4.52	\$4.75
Professional Development	\$3.34	\$3.44	\$3.60

Indoor Sports League & Tournaments		Cost + 20%	additional
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*refer to instructor compensation document

Seniors Membership Rate (75% of Adult Rate) - Per Hour

Performing/Visual Arts	\$2.78	\$2.87	\$3.00
Sport	\$2.25	\$2.32	\$2.45
Health & Wellness/Martial Arts	\$3.29	\$3.39	\$3.55
Specialty Fitness*	\$8.10	\$8.34	\$8.75
Instructor Training*	\$8.77	\$9.04	\$9.50
Specialty Workshop	\$7.44	\$7.66	\$8.05
Technical Sports	\$3.29	\$3.39	\$3.55
Professional Development	\$2.50	\$2.58	\$2.70

Indoor Sports League & Tournaments		Cost + 20%	additional
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* Adult Rate applies only

Drop-in Prices on Registered Programs

Adult Sport	\$5.85	\$6.02	\$6.35
Adult Health & Wellness	\$5.85	\$6.02	\$6.35
Adult Specialty Fitness	\$11.70	\$12.05	\$12.65

Seniors Sport	\$4.86	\$5.00	\$5.25
Seniors Health & Wellness	\$4.86	\$5.00	\$5.25
Seniors Specialty Fitness	\$11.70	\$12.05	\$12.65

Set Up/Clean Up Time:

Pre-school - all programs add a 30-minute set-up and clean up time to the base price.

Children/Youth - all programs add a 15-minute set-up

time to the base price.
Adult - no additional time added.

Co-sponsored Programs:

Volunteer lead programs should be priced the same as regular programs. Permission is needed to discount programs for economically disadvantaged patrons.

Partnership and Community Development Programs:

Programs and events created through partnership, or through community development processes, should refer to the Partnership Policy and the Community Development Directional Document. As external partners have decision-making roles in these programs, standard fees and charges may not apply.

***Seniors Pricing:**

If you are running adult programs in your senior facility on evenings or weekends, you may include a senior's price for members of your facility.

CULTURAL FACILITIES

Rentals

Rental Guidelines

- p) Meeting/Seminars - Must book for a minimum 2 hours
- q) Social Use- minimum 4 hours
- r) Set Up Rate - 50% of hourly base rate per each hour required, with exception of Surrey Arts Centre Main Stage or Studio Theatre
- s) Tentative Bookings – Are not accepted in any circumstances.
- t) Damage Deposits – all halls and rooms that are booked for a social function have a \$400 deposit
- u) Rental Booking Deposit – a booking deposit (Initial payment) of \$100 is due at the time of booking on all non-allocation bookings. This initial payment is non-refundable (some exceptions may be made with managers approval).
- v) Full Payment Due with the exception of Surrey Arts Centre Main Stage or Studio Theatre)
 - I. For bookings made within 30 days of event, full payment is due immediately
 - II. For bookings made more than 30 days in advance of event, payment will be due 30 days prior to the event
 - III. For regular groups who book ongoing rentals, a monthly payment will be required on the last day of the previous month
- w) Refunds – Will only be given on cancelled bookings 30 days prior to event.
- x) Bar Service – Special Occasion Liquor Permit required (not permitted at Arts Centre). Applications can be picked up at your local Government Liquor Store. Service must cease at 1:00 am.
- y) Temporary Food permit – Clients serving food must make application to local health authority for a permit to do so.
- z) Facility Attendant - Rental groups are responsible for additional charges outside operational hours for facility attendant and maintenance if required
 - I. Cost is \$20 plus GST per hour
- aa) Insurance – see Appendix B
- bb) S.O.C.A.N. - S.O.C.A.N. will be charged at all events where music is played. See Appendix C
- cc) Tournament Day Rate – Unlimited day use at 8x the hourly meeting rate for small meeting rooms. (To be used at the Facility Manager's discretion)
- dd) Fee Waivers – Groups who request a fee waiver or a reduction in rental fees must make their application in writing to the town centre manager. (See user group categories)

User Group Categories

- **Partially Subsidized**
Surrey non-profit groups with a registered society number who obtain approval from Surrey Parks, Recreation and Culture, to receive partial subsidy rates for services and rentals serving youth 18 years and under.
- **Non-Subsidized**
Surrey or non-Surrey community organizations, non-profit groups or individuals that do not qualify under the partially subsidized category. For example: adult sport groups, religious and community groups, fundraisers for non-profit groups in this category.
- **Commercial/Private**
Groups or individuals that use Surrey Parks, Recreation and Culture services/facilities for private functions, or profit from the use of those services/facilities. For example, hockey schools, corporate activities, weddings, family celebrations or any other private function that requires an invitation and is closed to the public.
- **School Board**
As per Reciprocal Agreement with School District #36 – Does not pertain to private schools.

Room Rentals

(Hourly Rate - If rented after public hours of operation, a 4-hour minimum staff charge will apply)

Small Meeting Rooms – up to 30 people	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
partially subsidized	\$7.64	\$7.87	\$8.25
non-subsidized	\$9.91	\$10.21	\$10.70
commercial/private	\$17.35	\$17.87	\$18.75
Includes:			
Surrey Arts Centre Conference Room			
Surrey Museum Program Room 1			
Surrey Museum Program Room 2			
Barn (Elgin Heritage Park)			
Stewart Hall (Elgin Heritage Park)			
Multi-purpose Room - Archives			
Classroom - Archive			
Medium Size Rooms – 30 to 75 people			
partially subsidized	\$14.00	\$14.42	\$15.15
non-subsidized	\$19.00	\$19.57	\$20.55
commercial	\$33.26	\$34.26	\$36.00
Includes:			
Surrey Arts Centre Arts Studio – Classrooms 1 and 2			
Surrey Museum Program Room 1 and 2			
Museum Theatre (no equipment)			
Small Halls – 75 to 140 people			
partially subsidized	\$20.72	\$21.34	\$22.40
non-subsidized	\$27.08	\$27.89	\$29.30
Commercial	\$49.60	\$51.09	\$53.65
Includes:			
Foyer – all centres			
Surrey Arts Centre Program Room			
Museum Program Room 1, 2, Foyer and Theatre			
Large Halls – 140 to 300 people			
partially subsidized	\$28.59	\$29.45	\$30.90
non-subsidized	\$38.16	\$39.30	\$41.25
Commercial	\$66.79	\$68.79	\$72.25
Includes:			
See Recreation Facilities			
Stand Alone Halls (no staff)			
partially subsidized	\$15.17	\$15.62	\$16.40
non-subsidized	\$20.23	\$20.83	\$21.90
Commercial	\$35.39	\$36.46	\$38.30
Includes:			
See Recreation Facilities			

Surrey Arts Centre Main State Theatre

(MENU-DRIVEN RENTAL RATE STRUCTURE)

A Theatre Rental Coordinator is available at the Arts Centre to provide complete theatre rental booking information and services to the community. Upon receipt of detailed information regarding the client's production requirements and proposed performance dates, the Arts Centre Theatre will provide a formal quotation outlining expenses and contract requirements to the client within three theatre working days, by fax, mail or through a personal meeting. Please contact the Arts Centre (604-501-5566) and ask for the Theatre Rental Office.

User Categories

- School District
- Surrey Non-profit
- Non-Surrey Non-profit
- Cultural Business (formerly Community Events)
- Commercial Business

Rental Rates

Category: Non Performance

Includes up to six hours access, with one on-stage technician

	2006/07 Base	2007/08 Base
School District	\$407.00	\$419.50
Surrey Non-profit	\$534.50	\$550.50
Non-Surrey Non-Profit	\$788.50	\$812.50
Cultural Business	\$788.50	\$812.50
Commercial Business	\$1,424.00	\$1,467.00

Category: Performance

Includes up to six hours access, with one on-stage technician and one House supervisor

	2006/07 Base	2007/08 Base
School District	\$534.50	\$550.50
Surrey Non-Profit	\$662.00	\$682.00
Non-Surrey Non-Profit	\$916.00	\$943.50
Cultural Business	\$916.00	\$943.50
Commercial Business	\$1,551.50	\$1,598.50

Additional Services

Additional Hours

	2006/07 Base	2007/08 Base
performance day	\$93.00	\$95.75
Non performance day	\$69.25	\$71.50

Staffing (per hour, min. 4 hr. call-out) *

technicians	\$25.50	\$26.25
house supervisor	\$23.25	\$24.00
ushers	\$19.75	\$20.50

*overtime rates apply after 8 hours per day and/or 40 hours on consecutive days and/or after the 6th day

Dark Days

	179.50	179.50
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Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.

Piano

For use of acoustic pianos which are regularly tuned and maintained.	\$140.00	\$140.00
Requested additional tuning.	\$112.25	\$115.75

Deposits & Payments

Non refundable at time of booking, per day booked	\$175.00	\$180.00
50% of rental due 30 days prior to booking		

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

Ticket Service Charges (GST Included)

- Ticket service charges are incurred by the ticket purchaser, not by the renter.
- Service charge will be added by the box office and collected from the ticket purchaser.
- Renter will pay service charges on complimentary tickets and for tickets sold by an outside ticket agent.

- | | |
|---------------------------------------------------------------------------------------|---------------|
| • For all tickets sold by SAC Box Office or by renter | \$1.50/ticket |
| • Complimentary tickets | \$.75/ticket |
| • A maximum of 10 tickets per curtain are exempt from the complimentary ticket charge | |
| • Ticket exchange | \$1.50/ticket |
| • Use of an outside ticket agent | \$.75/ticket |
| • A Theatre Capital Fund Surcharge will be added to all Tickets over \$10.00 | \$1.00/ticket |

Surrey Art Centre Sale of Merchandise Surcharge

Lobby sales by renters must not duplicate or compete with SAC concessions, bar or the Gift Shop.

A surcharge of 15% will be applied to the gross revenue resulting from the sale of any merchandise, memberships or fund-raising items in the Surrey Arts Centre in conjunction with your bookings.

The 15% surcharge will also be applied to the gross revenues of any merchandise sold in the Surrey Arts Centre by photographers and/or videographers at any time during your booking.

Renters that are registered Surrey, non-profit organizations will be exempt from the 15% Sale of Merchandise surcharge.

Also, please be reminded that ticket raffles, calendar raffles and 50/50 draws, etc., in the Surrey Arts Centre are only permitted with a gaming event license.

Surrey Arts Centre Studio Theatre

(Subject to GST)

Performance Days	2006/07 Base	2007/08 Base
-------------------------	---------------------	---------------------

School District	\$270.25	\$278.50
Surrey Non-profit	\$270.25	\$278.50
Non-Surrey Non-profit	\$324.25	\$334.00
Cultural Business	\$324.25	\$334.00
Commercial Business	\$568.00	\$585.00
(includes up to five (5) hours access, one on-stage Technician and one House Supervisor)		

Non Performance Days

School District	\$162.25	\$167.25
Surrey Non-profit	\$162.25	\$167.25
Non Surrey Non-profit	\$216.25	\$222.75
Cultural Business	\$216.25	\$222.75
Commercial Business	\$460.00	\$473.75
(includes up to five (5) hours access and one on-stage Technician)		

Additional Rates (Rate per hour)

Additional Hours

Performance Day	\$65.00	\$67.00
Non Performance Day	\$43.25	\$44.50

Staffing (minimum 4 hour call)

Technicians (lighting, sound)	\$25.50	\$26.25
House Supervisor	\$23.25	\$24.00
Ushers	\$19.75	\$20.50

(Overtime rates apply after 8 hours per day, and/or after 40 hours on consecutive days, and/or after the 6th consecutive day)

Dark Day	108.25	108.25
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Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.

Bare Stage Rate (Non Theatrical Use i.e. Meetings / No audience)

For events with no technical or FOH requirements, the Studio may be made available for the following hourly rates (2 hours minimum required).

School District	\$38.00	\$39.25
Surrey Non-profit	\$38.00	\$39.25
Non-Surrey Non-profit	\$42.25	\$43.50
Cultural	\$42.25	\$43.50
Commercial	\$65.00	\$67.00

Piano

For the use of pianos which are regularly tuned and maintained. (per day rate)	\$140.00	\$140.00
Requested additional tuning (per tuning)	\$112.25	\$115.75

Deposits and Payments

Non refundable at time of booking, per day booked	\$100.00
50% of rental due 30 days prior to booking	
Balance of rental including estimated staff charges due seven (7) days prior to booking	

Ticket Service Charges (GST Included)

- Ticket service charges are incurred by the ticket purchaser, not by the renter.
 - Service charge will be added by the box office and collected from the ticket purchaser.
 - Renter will pay service charges on complimentary tickets and for tickets sold by an outside ticket agent.
-
- For all tickets sold by SAC Box Office or by renter \$1.50/ticket
 - Complimentary tickets \$.75/ticket
 - A maximum of 10 tickets per curtain are exempt from the complimentary ticket charge
 - Ticket exchange \$1.50/ticket
 - Use of an outside ticket agent \$.75/ticket
 - A Theatre Capital Fund Surcharge will be added to all Tickets over \$10.00 \$1.00/ticket

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Admissions

Users And Fee Structure

The following information is applicable to admissions and will be taken into consideration, but is not limited to:

Users

Pre-school	0 – 5 years
Child/Youth	6 - 18 years inclusive
Student*	19+ years and enrolled in an accredited post-secondary institution.
Adult	19 - 59 years inclusive
Senior	60+ years
Family With Dependants*	A family consisting of 1-2 parents, grandparents or legal guardians with at least 1 dependant aged 18 years or younger
Attendant	A person who supports a participant with a disability
Leader or Driver	Teacher, Parent, Helper or Driver with a group of 10 or more (1:10)

Fee Structure

Pre-school	Free
Child/Youth	50% of Adult Rate
Senior	75% of Adult Rate
Student	75% of Adult Rate
Adult	100%
Family	Equal to the child rate for each family member
Attendant	Free
Leader or Driver	Free (1 free for every 10 paid group rate admissions)

Student Rate Definition: A student is a person (regardless of age) who possesses current and valid student identification from an accredited post-secondary institution.

- Students must show valid student card dated for the current school year.
- A full listing of accredited institutions can be found at: www.aved.gov.bc.ca/studentervices/student Follow Designated Schools link.

Family Rate Definition: A family consisting of 1-2 parents, grandparents or legal guardians with at least 1 dependant aged 18 years or younger (may be required to show family medical card or Care Cards)

Surrey Museum

Surrey museum

Individual Admission	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Pre-school	\$0.00	\$0.00	\$0.00
Child/Youth	\$2.36	\$2.36	\$2.50
Student/Senior	\$3.54	\$3.54	\$3.70
Adult	\$4.71	\$4.71	\$4.95
Family (per family member)	\$2.36	\$2.36	\$2.50
Attendant	\$0.00	\$0.00	\$0.00
Group (10+)			
Pre-school	\$0.00	\$0.00	\$0.00
Child/Youth	\$1.65	\$1.65	\$1.75
Student/Senior	\$2.48	\$2.48	\$2.60
Adult	\$3.30	\$3.30	\$3.45
Family (per family member)	\$2.36	\$2.36	\$2.50
Attendant	\$0.00	\$0.00	\$0.00
Leader/Driver (1:10)	\$0.00	\$0.00	\$0.00
Annual Pass*			
Pre-school	\$0.00	\$0.00	\$0.00
Child/Youth	\$5.66	\$5.66	\$5.95
Student/Senior	\$8.49	\$8.49	\$8.90
Adult	\$11.32	\$11.32	\$11.90
Family (per family member)	\$28.31	\$28.31	\$29.70

*Unlimited free admission to the Surrey Museum during public hours of operation – February to December.

Historic Stewart Farm Admission: By Donation (suggested levels).

Surrey Art Gallery Admission: By Donation

Program Fee Schedule

Community Development

Outreach and Support Services

Program Name	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
Community Leisure (for pre-teens/teens) Fall, Winter and Spring Only	Cost + 20%	Cost + 20%	additional*
Leadership Opportunity (Summer)	\$132.00	\$135.96	\$142.76
Summer Fun for Teens (Summer)	\$99.00	\$101.97	\$107.07

All programs for age 14 and under are GST exempt.

Arts Services

Surrey Art Gallery, Surrey Arts Centre

Program Name	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
A. School Programs			
Instructor-led Studio Workshops (per group):			
General art workshops	\$53.00	\$54.75	\$57.49
Clay workshops	\$64.00	\$66.00	\$69.30
Instructor-led Outreach Workshops			
First Nations Contemporary Art	\$67.00	\$69.00	\$72.45
B. Art Day Camps			
Week-long; ratio of 10 to 15 children per instructor, plus volunteer(s)	\$4.26	\$4.39	\$4.61
Daily: ratio of 10 to 15 children per instructor, plus volunteer(s)	\$5.36	\$5.52	\$5.79
C. Public Courses and Workshops		Cost plus 20%	additional*
Includes:			
General art courses & workshops			
Specialty courses & workshops			
Artist Pro-D workshops			

*All programs for age 14 and under are GST exempt.

Heritage Services

Surrey Museum; Historic Stewart Farm

Program Name	2006/07 Base	2007/08 Base	2007/08 Fee (GST Incl.)
A. School Programs			
School Programs – docent led (per group)	\$50.00	\$51.50	n/a
Discovery Tour – Unguided – HSF only (per person)	\$1.00	\$1.00	n/a
Discover Tour – Guided – HSF only (per person)	\$1.50	\$1.50	n/a
Discover Tour – Guided SM only (per group)	\$50.00	\$51.50	n/a
B. Guided Tours – includes admission SM			
Pre-Booked, minimum of 10			
Guided Tour or Guided/Facilitated Discovery Sheet		Admission plus \$1.00	
Self-guided with Discovery Sheet		Included with admission	
C. Craft Camp (hourly rate)			
Basic Craft Camp ratio of 10-15 children per leader basic crafts and tours	\$2.00	\$2.00	n/a
Craft/Activity Camp ratio of 8-10 children per leader variety of crafts, demonstrations includes take-home items	\$3.00	\$3.25	n/a
Specialty Heritage Program ratio of 5-8 children per leader variety of crafts, demonstrations includes take-home items includes handling/using artifacts includes sound, music, oral history may include specialists, live animals	\$5.00	\$5.25	n/a
D. Heritage Birthday Party - Basic (hourly rate)			
2 hour party – heritage themes (per hour, per child) games, crafts, take home crafts refreshments, homemade ice cream minimum 6 – maximum 12 birthday child is free	\$5.00	\$5.25	n/a
E. Public Courses and Workshops**			
Weaving, Spinning, Dyeing, Textile Arts	cost + 20%	cost + 20%	additional *
Tours: Bus and Walking Tours	cost + 20%	cost + 20%	additional *
Heritage Craft Workshops	cost + 20%	cost + 20%	additional *
Lectures, talks, specialty workshops	cost + 20%	cost + 20%	additional *
** materials & supplies are additional			

* All programs for age 14 and under are GST exempt.

APPENDICES

CONTRACT NEGOTIATION GUIDELINES

Goal: 60 – 40 split

- City of Surrey retains 40% of net revenues
- Contractor receives 60% of net revenues
- City provides registration, advertising, the facility and some equipment for the program

Goal: 80 – 20 split

- City of Surrey retains 20% of net revenues
- Contractor receives 80% of net revenues
- City provides registration, minimal advertising (i.e. Leisure Guide, supplement)
- Contractor provides facility, equipment, instructor, and is prepared to handle queries, make arrangements, etc.

Program Pricing:

- Generally we will be negotiating contracts for programs where we do not have the staff expertise to run the program or do not wish to develop the expertise
- Many of the programs will be specialized or of special interest to a limited group
- If the program easily fits within fees and charges guidelines, price it accordingly
- In most cases you will find that a “market-based” rate must be used
- To determine an appropriate rate, look at what the market is charging, compare this to any similar program being run in other town centres and develop a price for recommendation to the Fees and Charges Liaison
- Charging “market” is not an issue; the only concern is undercutting any existing programs within Parks, Recreation and Culture.

Key Points:

1. Contracts need to be a split based on “net” revenue, that is after GST, refunds, credits, bad cheques and any other financial adjustments. Wording could be:

Net Revenue is defined as the total of all revenue collected by or on behalf of the City for the program delivered by the contractor, net of:

- *Goods and Services Taxes (GST) collected*
- *Fee credits, refunds, and adjustments*
- *Cheques or other payment methods not honoured*

2. Request all contractors to honour the City’s Leisure Access Program, where participants will pay 25% of the cost of the program. This revenue would be included in the total revenue, and split on the 80/20 or 60/40 basis.
3. Contractor must be prepared to provide a minimum of \$2 million in liability insurance and must be registered with the WCB.

Contractor must “ensure that the service or program meets all of the safety guidelines that would be required if the City were providing the program/service directly,” i.e., first aid certification, criminal record checks, instructor/student ratios.



INTER-OFFICE MEMO

TO: **Parks, Recreation and Culture Staff**

FROM: **Laurie Cavan
Manager of Community & Leisure Services**

DATE: **July 2, 2003** FILE: **0011-021**

RE: Liability Insurance

Please ensure booking staff is following these fees and procedures.

\$2 million is the required amount for user group insurance. We can facilitate the acquisition of insurance by allowing the user to purchase insurance from Sport BC Insurance Agencies Ltd through us at the rates that follow. Users are also free to use alternate suppliers of insurance; in this case they simply need to provide a completed City of Surrey Certificate of Insurance form which can be accessed off the web site.

Agreements/Contracts:

- Meetings do not require insurance
- Church services do not require insurance
- Group rallies, activities and events require insurance and should be considered for extra security requirement.

Concurrent Field and Hall Rentals:

- No extra charge required for hall for after game tea
- Extra charge is required for after game dance

Sports Activities:

- Minor hockey is not covered; they supply their own insurance
- Sport BC Insurance cannot cover minors playing hockey, i.e., any rentals where "sticks and pucks are on the ice"
- If they are playing outside their insurance guidelines, then minor hockey is not allowed to play in our facilities
- If we organize a league, we accept responsibility, and should have a staff person on duty; consequently we accept insurance responsibility
- Referees are covered if they are City employees
- Sport BC suggests registering our own leagues with the Canadian Hockey Association in order to cover players and organizers
- Adult contact hockey is not insured
- Pick up hockey insurance is cheaper than league hockey because it is less competitive and experiences less injuries claimed
- **\$500.00 deductible on insurance claims applies to user groups**

Insurance Act Interpretation:

- We cannot create our own Insurance Certificate for User Groups, as we are not the provider of the insurance, we are merely facilitating the purchase of it from SBC Insurance Agencies Ltd. A certificate would have to be obtained from them.

CITY OF SURREY LSOR GROUP RATING SCHEDULE AS1469
2,000,000 Commercial General Liability

Rates effective July 1, 2015

Internal Use Only

Sport Activities

Low Risk Activities: Badminton, Bowling, Curling, Dance Lessons, Horsemanship, Tennis

Medium Risk Activities: Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Softball, Squash, Swimming with Lifeguard, Non-Contact Touch Football, Touch Football, Volleyball
Refer to All Sport for all other sports

Excluded Activities: Alpine Skiing, Boxing, Canoeing, Water, Contact Hockey, Contact Martial Arts, Cycling, E-sports, Gymnastics, Home Related, Kickboxing, Lacrosse, Water Hockey (18 & under), Rugby, Skateboarding, Stunt and Freestyle Skateboarding, Taekwondo, Football

All insurance inquiries must be referred to SBC Insurance Agencies Ltd. Tel 604 537-3018 or 1 877-992-2288
All non-Canadian LSOR Groups must be referred to SBC Insurance

Type of Event	# of Participants	Premium		
		Low	Medium	High
One Day Sporting Events • 1-3 day events are twice daily rate	1-25	\$10	\$25	Refer
	26-100	\$25	\$50	Refer
	101-250	\$50	\$75	Refer
	Over 250	Refer	Refer	Refer
Beer Garden - applicable to sporting events	1-100		\$100/day	
	101-250		\$150/day	
	251-500		\$200/day	
All Season Sporting Activities (except Hockey)	1-25	\$30	\$75	Refer
	26-100	\$75	\$150	Refer
	101-250	\$150	\$225	Refer
	over 250	Refer	Refer	Refer
Recreational Non-Contact Ice Hockey	Season September - April	Season May - August		
Adult pickup - max. 20 players	\$125	\$75		
Adult league	\$500/team	\$100/team		
Adult tournaments	Up to 8 teams 9-16 teams Over 16 teams	\$250 \$375 Refer		
One time recreational adult hockey	1 - 30 players	\$25 (max 1 1/2 hrs)		
One time recreational skating • on sticks or pucks	1 - 25 participants	\$25 (max 1 1/2 hrs)		
	26 - 100 participants	\$75 (max 1 1/2 hrs)		
	101 - 250 participants	\$75 (max 1 1/2 hrs)		
Recreational Non-Contact Ball / Roller Hockey	Season September - April	Season May - August		
Pickup - max 30 players	\$100	\$100		
League	Refer	Refer		

Events

Type of Event	# of Participants	No Alcohol	With Alcohol
Weddings, Block Parties, Small Elder Functions, and birthday parties, baptisms	1-25	\$10	\$50
	26-100	\$25	\$100
<i>Note: Rates are low or that for events not involving the familiar relationship</i>	101-250	\$50	\$150
	Over 250	Refer	Refer
Events, including Festivals & Parades	1-25	\$25	\$75
	26-100	\$50	\$125
	101-250	\$75	\$100
	Over 250	Refer	Refer
• 1-3 day events are twice daily rate			
• 4-5 day events are high daily rate			

LSOR pickup rates Surrey AS1469 (6/15)

July 2015 2015

Appendix C

S.O.C.A.N. Fees

For the Performance of Music

S.O.C.A.N. Fee Per Event				
Room Capacity (seating & standing)	2004-05	2005-06	2006-07	2007-08
1 – 100	\$41.13	\$41.13	\$41.13	\$41.13
101 – 300	\$59.17	\$59.17	\$59.17	\$59.17
301 – 500	\$123.38	\$123.38	\$123.38	\$123.38
Over 500	\$174.79	\$174.79	\$174.79	\$174.79