

CITY OF SURREY

BYLAW NO. 19436

A bylaw 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, ENACTS AS FOLLOWS:

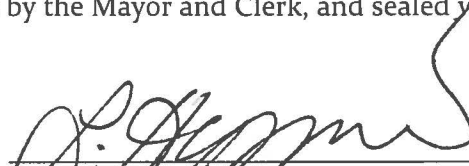
1. "Surrey Parks, Recreation and Culture Fee-Setting By-law, 2004, No. 15391", as amended, is hereby further amended as follows:
 - (a) Schedule A is deleted in its entirety and replaced with a new Schedule A attached hereto and forming part of this bylaw.
2. This Bylaw shall take effect September 1, 2018.
3. This Bylaw shall be cited for all purposes as "Surrey Parks, Recreation and Culture Fee-Setting Bylaw, 2004, No. 15391, Amendment Bylaw, 2017, No. 19436".

PASSED FIRST READING on the 4th day of December, 2017.


PASSED SECOND READING on the 4th day of December, 2017.

PASSED THIRD READING on the 4th day of December, 2017.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 18th day of December, 2017.



MAYOR



CLERK



Schedule A

Surrey Parks, Recreation and Culture

Fees and Charges 2018/2019

Effective September 1st, 2018

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Parks and Recreation Facilities

Rentals

Rental Guidelines

Rentals

- A. Tentative Bookings: Tentative Bookings can be used for quotes. Cannot run an event on a tentative booking
- B. Meeting/Seminar: 2 hour minimum (includes but not limited to gathering, assembly, conference, congregation, convention, summit, forum, council, rally, caucus, rehearsal)
- C. Social Event: 4 hour minimum (includes but not limited to social affair, party, banquet, celebration, ceremony, observance, fundraiser)
- D. Allocation Policies: Allocation policies govern services and supersede these guidelines. Refer to the appropriate allocation policy as required
- E. Political and religious bookings require General Manager approval

Insurance

- A. Insurance:
 - a. Minimum liability coverage required*
 - i. \$2,000,000 Low-Risk: Meetings, weddings, bridge clubs, banquets
 - ii. \$5,000,000 High-Risk: Hockey, Ringette, Lacrosse, Gymnastics, Skating, figure skating, kayaking, canoeing, skateboarding, martial arts, soccer, baseball, rugby, kabadi, pickle ball, wrestling
 - b. Must list the City of Surrey as an additional insured:
City of Surrey
13450 104th Avenue
Surrey, BC
V3T 1V8
 - c. Insurance available in the amount of \$2 million. \$5 million insurance available.

**Risk Management may require additional limits of insurance coverages if, in their opinion, the provisions above do not adequately address the risks of a particular event.*

Rates

- A. User Group Categories:
 - a. Non-Profit Surrey Youth (Partially Subsidized) : Surrey non-profit groups with services for youth (18 years and under).
 - b. Non-Profit Surrey Adult (Non-Subsidized) : Surrey community organizations, non-profit groups or individuals that do not qualify under the Non-Profit Surrey Youth category (e.g. Surrey adult sport groups, religious and community groups, fundraisers for non-profit groups in this category)
 - c. Non-Profit Non-Surrey (Non-Subsidized) : Non-Surrey community organizations, non-profit groups or individuals that do not qualify under either of the Not-Profit Surrey categories (e.g. Non-Surrey youth or adult sport groups, religious and community groups, fundraisers for non-profit groups in this category)

- d. 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. (e.g. hockey schools, corporate activities, weddings, family celebrations or any other private function that requires an invitation and is closed to the public)
- e. School Board : as per the Reciprocal Agreement with School District #36. Does not pertain to private schools
- B. Special Rates:
 - a. Tournament Admin/Storage Day Rate: - Unlimited day use of a meeting room at 8x the hourly meeting rate for small meeting rooms. (To be used at the Facility Manager's discretion)
- C. Additional Costs: charged as required, not limited to:
 - a. Facility Attendants
 - b. Janitorial
 - c. Other charged at cost +20% (e.g. equipment rental, additional work to be performed for an event)
- D. 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

Payment

- A. Rental Booking Deposit: initial payment of \$100 due when the rental contract is firmed up, is non-refundable in the event of a cancellation. This amount counts towards the total rental contract owing
- B. Refundable Damage Deposits: Refundable Damage deposit to address any damages to the facility. Refunds for security deposit issued within seven days when rental satisfactorily completed. Social use rentals have a \$400 security deposit due 30 days prior to the first booking
- C. Full Payment (Exception: Surrey Arts Centre Main Stage or Studio Theatre):
 - a) Bookings made within 30 days of event : full payment is due immediately
 - b) Bookings made more than 30 days in advance of event : full payment is due 30 days prior to the event
 - c) Regular groups who book ongoing rentals : monthly payment is required on the first day of the month
- D. Booking Cancellations:
 - a) Bookings cancellations require a minimum of 30 days' notice for a full refund

Permits

Renters will have to acquire and pay for any required permits required by law to run their event. These include, but are not limited to:

- A. S.O.C.A.N. and Re:Sound fees are charged to all rentals where music is played. Fee is collected on behalf of and remitted to S.O.C.A.N and Re:Sound. S.O.C.A.N. and Re:Sound regulations, including fees, are not governed by this fees & charges document and are subject to change by the governing body
- B. Temporary Food Permit: clients serving food at their event must make an application to the local health authority, Fraser Health, for a permit to do so. Applications are not required for private events (i.e. weddings, family reunions). Food permit regulations not governed by this fees & charges document and are subject to change by the governing body
- C. Bar Service: Special Occasion Liquor Permit required (exception: Surrey Arts Centre). Applications can be picked up at a local Government Liquor Store. Liquor permit regulations are not governed by this fees & charges document and are subject to change by the governing body

Ice and Ice Complex Rentals

Ice Rentals Definitions

Ice Rental 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)	24 hours (applies to Non-Profit Surrey Youth rates 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)	24 hours (applies to Non-Profit Adult and Non-Profit Non-Surrey rates and Commercial/Private rates only)

Dry Floor Rental

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.

Ice Rentals

Cloverdale, Newton, North, South

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
NON-PROFIT SURREY YOUTH		
A. September 1 - March 31		
Prime	\$132.18	\$138.79
Non-prime	\$79.04	\$82.99
B. Schools, Minor Sport Special Events (Christmas Party, Year End Parties)		
Prime	\$138.44	\$145.37
Non-prime	\$82.66	\$86.79
C. Minor Sport Tournament Rate - All hours	\$132.18	\$138.79
NON-PROFIT SURREY ADULTS		
A. January 1 - December 31		
Prime	\$312.17	\$327.78
Non-prime	\$180.47	\$189.50
NON-PROFIT NON-SURREY		
B. January 1 - December 31		
Prime	\$312.17	\$327.78
Non-prime	\$180.47	\$189.50
C. Junior Hockey "A"		
Practices	\$180.47	\$189.50
Games	\$312.17	\$327.78
COMMERCIAL/PRIVATE		
Prime	\$430.52	\$452.05
Non-prime	\$257.71	\$270.60
SCHOOL BOARD	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		
LAST MINUTE ICE		
7 days prior (less 25% off applicable rate)	\$234.14	\$245.84
1 - 3 days prior (less 50% off applicable rate)	\$156.10	\$163.90
Rate does not apply to minor sport		

Ice Complex Rental

Surrey Sport and Leisure Complex, North Surrey Sport and Ice Complex,
Cloverdale Sport and Ice Complex

All Fees are subject to applicable taxes; Per hour fee,
unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
All Seasons/All Year		
NON-PROFIT SURREY YOUTH		
<i>Up to 3,900 hours in Fall/Winter</i>		
Prime	\$138.44	\$145.37
Non-Prime	\$82.66	\$86.79
NON-PROFIT SURREY ADULT		
Prime	\$345.31	\$362.57
Non-prime	\$180.47	\$189.50
NON-PROFIT NON-SURREY		
Prime	\$345.31	\$362.57
Non-prime	\$180.47	\$189.50
COMMERCIAL/PRIVATE		
Prime	\$430.52	\$452.05
Non -prime	\$257.71	\$270.60
LAST MINUTE ICE		
7 days prior (less 25% off applicable rate)	\$258.98	\$271.93
1 - 3 days prior (less 50% off applicable rate)	\$172.65	\$181.29
SCHOOL BOARD		
All times	\$0.00	\$0.00

As per the Reciprocal Agreement with Surrey School District 36

Dry Floor Rentals

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
NON-PROFIT SURREY YOUTH Minor (Lacrosse, Ball Hockey)		
A. Weekdays		
Prime	\$56.68	\$59.52
Non Prime	\$34.08	\$35.79
B. Tournament Rate		
Each Tournament	\$56.68	\$59.52
SURREY NON-PROFIT AND USER GROUPS		
\$462.22		
\$485.33		
<i>Surrey Non-Profit (Service Groups) and User Groups (Hockey/Lacrosse) once per season for dance, banquet, awards ceremony Day Rate (includes facility attendant)</i>		
Cloverdale Curling Rink (April to August)		
Adult Groups		
	\$59.89	\$62.88
Minor Groups		
Prime	\$34.00	\$35.71
Non-Prime	\$20.46	\$21.48
Senior A and B Lacrosse, Ball Hockey (Adult)		
A. All Hours		
	\$99.81	\$104.80
B. Junior Lacrosse		
Practice	\$61.19	\$64.25
Game	\$79.97	\$83.97
COMMERCIAL/PRIVATE		
\$195.89		
\$205.68		
<i>(8 hour minimum)</i>		
SCHOOL BOARD		
\$0.00		
\$0.00		
<i>As per the Reciprocal Agreement with Surrey School District 36</i>		

Pool Rentals

Indoor Pool Definitions

Prime Time

Monday - Friday	5:30 a.m.	-	8:00 a.m.
Monday - Friday	3:00 p.m.	-	10:00 p.m.
Saturday - Sunday	5:30 a.m.	-	10:00 p.m.

Non-Prime Time

Not prime time

Monday - Sunday	10:00 p.m.	-	5:30 a.m.
Monday - Friday	8:00 a.m.	-	3:00 p.m.
Saturday - Sunday	10:00 p.m.	-	5:30 a.m.

North Surrey Pool; South Surrey Pool

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
NON-PROFIT SURREY YOUTH		
Non-prime		
37.5m Lane	\$11.17	\$11.73
25m Lane	\$7.45	\$7.82
12.5m Lane	\$3.72	\$3.91
Prime		
37.5m Lane	\$21.21	\$22.27
25m Lane	\$14.14	\$14.85
12.5m Lane	\$7.07	\$7.42
Swim Meets	\$139.15	\$146.11
NON-PROFIT SURREY ADULT		
Whole Pool		
North, SSIP	\$207.84	\$218.23
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>		
37.5m Lane	\$34.71	\$36.44
25m Lane	\$23.13	\$24.29
12.5m Lane	\$11.57	\$12.15
NON-PROFIT NON-SURREY		
Whole Pool		
North, SSIP	\$207.84	\$218.23
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>		
37.5m Lane	\$34.71	\$36.44
25m Lane	\$23.13	\$24.29
12.5m Lane	\$11.57	\$12.15
COMMERCIAL PRIVATE		
Whole Pool		
North, SSIP	\$391.56	\$411.14
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>		
37.5m Lane	\$46.52	\$48.84
25m Lane	\$31.01	\$32.57
12.5m Lane	\$15.50	\$16.28
SCHOOL BOARD	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		

Guildford, Grandview Heights and Surrey Sport and Leisure Pool

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
NON-PROFIT SURREY YOUTH		
Non-prime		
50m Lane	\$16.88	\$17.73
37.5m Lane	\$12.66	\$13.30
25m Lane	\$8.44	\$8.86
12.5m Lane	\$4.22	\$4.43
Prime		
50m Lane	\$32.05	\$33.65
37.5m Lane	\$24.05	\$25.25
25m Lane	\$16.03	\$16.83
12.5m Lane	\$8.02	\$8.42
Swim Meets - Per lane 25m (short course)	\$20.15	\$21.16
Swim Meets - Per lane 50m (long course)	\$40.31	\$42.32
Swim Meets - Full Facility* 8 lanes	\$373.45	\$392.12
Swim Meets - Full Facility* 10 lanes	\$425.36	\$446.63
Swim Meet set-up & take-down - per lane (Max 4 hours)	50% of meet rental rate	50% of meet rental rate
Facility Attendant Meet Assistant	cost plus 20%	cost plus 20%
<i>*Full Facility includes all pool areas and change rooms</i>		
NON-PROFIT SURREY ADULT		
50m Lane	\$52.45	\$55.08
37.5m Lane	\$39.34	\$41.30
25m Lane	\$26.22	\$27.53
12.5m Lane	\$13.12	\$13.77
NON-PROFIT NON-SURREY		
50m Lane	\$52.45	\$55.08
37.5m Lane	\$39.34	\$41.30
25m Lane	\$26.22	\$27.53
12.5m Lane	\$13.12	\$13.77
COMMERCIAL PRIVATE		
SSLA, Guildford Aquatics	\$624.73	\$655.97
Grandview Heights	\$780.91	\$819.96
50m Lane	\$70.31	\$73.82
37.5m Lane	\$52.73	\$55.37
25m Lane	\$35.15	\$36.91
12.5m Lane	\$17.57	\$18.45
Aquatics High Performance Sustainability Fund (per competitor)	\$5.00	\$5.00
SCHOOL BOARD	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		

Newton Wave Pool

All Fees are subject to applicable taxes; Per hour fee,
unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
NON-PROFIT SURREY YOUTH		
All times	\$212.99	\$223.64
NON-PROFIT SURREY ADULT		
All times	\$332.83	\$349.47
<i>Additional staff charge at ratio of one guard for every additional 50 people over 100</i>		
NON-PROFIT NON-SURREY		
All times	\$332.83	\$349.47
<i>Additional staff charge at ratio of one guard for every additional 50 people over 100</i>		
COMMERCIAL/PRIVATE		
All times	\$443.88	\$466.07
SCHOOL BOARD		
All times	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		

Outdoor Pool Rentals

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Surrey Swim Clubs - May - September		
25m Lane (per hour)	\$8.04	\$8.44
Dead space (2 lane area) Hjorth Road & Bear Creek	\$8.04	\$8.44
Park Pools only (per two lane per hour)		
Dive tank (per tank per hour)	\$8.04	\$8.44
NON-PROFIT ADULTS		
Whole Pool	\$127.23	\$133.59
NON-PROFIT NON-SURREY		
Whole Pool	\$127.23	\$133.59
COMMERCIAL/PRIVATE		
Whole Pool	\$171.09	\$179.65

Facility Rentals

Room Rentals

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted
Rental rates do not include staffing or other additional costs.

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Small Meeting Rooms – up to 30 people		
Non-Profit Surrey Youth	\$11.60	\$12.19
Non-Profit Surrey Adult	\$15.07	\$15.82
Non-Profit Non-Surrey	\$15.07	\$15.82
Commercial/Private	\$26.36	\$27.68
Medium Size Rooms and Kitchens – 30 to 75 people		
Non-Profit Surrey Youth	\$21.28	\$22.34
Non-Profit Surrey Adult	\$28.88	\$30.32
Non-Profit Non-Surrey	\$28.88	\$30.32
Commercial/Private	\$50.54	\$53.07
Small Halls and Large Meeting Rooms – 75 to 140 people		
Non-Profit Surrey Youth	\$31.48	\$33.05
Non-Profit Surrey Adult	\$41.15	\$43.21
Non-Profit Non-Surrey	\$41.15	\$43.21
Commercial/Private	\$75.38	\$79.15
Large Halls – 140 to 300 people		
Non-Profit Surrey Youth	\$43.45	\$45.62
Non-Profit Surrey Adult	\$57.99	\$60.89
Non-Profit Non-Surrey	\$57.99	\$60.89
Commercial/Private	\$101.50	\$106.57
Stand Alone Halls		
Non-Profit Surrey Youth	\$23.05	\$24.20
Non-Profit Surrey Adult	\$30.73	\$32.27
Non-Profit Non-Surrey	\$30.73	\$32.27
Commercial/Private	\$53.78	\$56.47
Gymnasium		
Full Gyms		
<i>Bridgeview, Chuck Bailey, Cloverdale Recreation Centre, Fraser Heights, Guildford, Newton and South Surrey</i>		
Non-Profit Surrey Youth	\$80.77	\$84.81
Non-Profit Surrey Adult	\$110.81	\$116.35
Non-Profit Non-Surrey	\$110.81	\$116.35
Commercial/Private	\$166.22	\$174.54
Tarp Fee (cost includes tape cost and labour)	\$392.10	\$411.71
<i>Maximum Tournament Rate is 8 times the hourly rate</i>		
Newton Gym - Mat Room		
Non-Profit Surrey Youth	\$22.39	\$23.51
Non-Profit Surrey Adult	\$29.84	\$31.33
Non-Profit Non-Surrey	\$29.84	\$31.33
Commercial/Private	\$52.22	\$54.83
Other Fees		
Facility Attendant	\$33.33	\$35.00
Stand-Alone facility cleaning fee	\$38.10	\$40.00
AV/Projector rental fee - per rental	\$24.74	\$26.00
Misc Fees (chair cleaning, equipment rental...)	Cost + 20%	Cost + 20%

Room Rental Listing

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

Small Meeting Rooms – up to 30 people

- Archive - Multi-purpose room
- Barn (Elgin Heritage Park)
- Chuck Bailey - Reading Lounge
- Clayton Community Hall
- Cloverdale Arena Conference Room
- Cloverdale Athletic Park Meeting Room
- Cloverdale Recreation Centre Activity Room
- Cloverdale Recreation Centre Workshop 201 and 206
- Community Rooms (All unless specifically listed)
- Elgin Centre
- Fleetwood Community Centre - Board Room
- Fleetwood Community Centre - Room #1
- Fleetwood Community Centre - Multi-purpose Room #5
- Fleetwood Community Centre - Multi-purpose Room #6
- Fraser Heights Community Centre – Multi-purpose Room #1
- Grandview Heights Aquatics Centre - Deck Side Classroom
- Guildford Recreation Centre: Meeting Room
- Guildford Recreation Centre: MPR A
- Guildford Recreation Centre: Training Room
- Guildford Recreation Centre: Small Meeting room
- Kensington Prairie Community Centre - Activity Room
- Kensington Prairie Community Centre - Community Room 1
- Kensington Prairie Community Centre - Community Room 2
- Lobbies (table/booth setup only)
- Meridian Centre
- Newton Athletic Pavilion - Upper Meeting Room
- Newton Seniors' Centre - Meeting Room
- Newton Seniors' Centre - Quiet Room
- Newton Wave Pool – Multi-purpose Room #1
- Newton Wave Pool – Multi-purpose Room #2 (Youth Lounge)
- North Surrey Recreation Centre Computer Room
- North Surrey Recreation Meeting Room #2
- South Surrey Recreation Centre Meeting Room
- South Surrey Recreation Centre Arts Office
- Sport & Leisure – Youth Room
- Sport & Leisure Complex - Arena Meeting Room
- Sport and Leisure - Poolside Classroom
- Sport and Leisure - Timing room
- Sunnyside Hall - Lounge only
- Surrey Arts Centre Conference Room
- Surrey Museum Program Room 1
- Surrey Museum Program Room 2
- Surrey Nature Centre - Dogwood Room
- Tamanawis Park Field House - Upper Meeting Room

Medium Size Rooms and Kitchens – 30 to 75 people

- Bridgeview Community Centre Multipurpose rooms 1, 2, 3
- Bridgeview Community Centre Kitchen
- City Hall - Community Rooms
- Chuck Bailey - Arts & Craft
- Chuck Bailey - Kitchen
- Chuck Bailey - Multi-Purpose A/B/C
- Chuck Bailey - Preschool
- Chuck Bailey - Youth
- Cloverdale Ball Park Fieldhouse
- Cloverdale Recreation Centre Multipurpose Room 101, 102, 103, 202, 203, 204, 205
- Cloverdale Recreation Centre Multipurpose Room Wellness Room
- Cloverdale Recreation Centre Kitchen
- Fleetwood Community Centre Room #3
- Fleetwood Community Centre Room #4
- Fraser Heights Community Centre – Multi-purpose Room 2, 3, 4, 5
- Grandview Heights Aquatics - Patio
- Guildford Recreation Centre Craft Rooms 1 & 2
- Guildford Recreation Centre MPR B
- Guildford Recreation Centre Seniors' Lounge
- Guildford Recreation Centre Youth Lounge
- Kensington Prairie Community Centre - Classroom 1 to 6
- Newton Athletic Park - Community Room
- Newton Seniors' Centre Multi-Purpose Room
- Newton Seniors' Centre Activity Room
- North Surrey Recreation Centre – MP #1 Preschool Room
- North Surrey Recreation Centre – MP #2 Fitness Studio
- North Surrey Recreation Centre Conference Room
- South Surrey Arena (Upper Lounge)
- South Surrey Recreation Centre – Multi-Purpose 1 Community Lounge
- South Surrey Recreation Centre – Multi-Purpose 2
- South Surrey Recreation Centre – Multi-Purpose 3 Preschool
- South Surrey Recreation Centre – Multi-Purpose 4 Preschool
- South Surrey Recreation Centre – Multi-Purpose 5 Fitness
- South Surrey Recreation Centre - Childminding
- South Surrey Recreation Centre – Multi-Purpose 6 Youth Lounge
- South Surrey Recreation Centre Arts MP 9A
- South Surrey Recreation Centre Arts MP 9B
- South Surrey Recreation Centre Arts Studio
- South Surrey Recreation Centre Arts Pottery Studio
- Stewart Hall (Elgin Heritage Park)
- Surrey Arts Centre Art Studios – Classroom 1 and 2
- Surrey Arts Centre Program Room
- Surrey Museum - Theatre
- Surrey Museum Program Room 3
- Surrey Nature Centre - Forest Room
- Surrey Sport & Leisure – Multi-Purpose 1
- Surrey Sport & Leisure – Multi-Purpose 2
- Surrey Sport & Leisure – Multi-Purpose 3
- Surrey Sport & Leisure Fitness Studio

Large Meeting Rooms and Small Halls – 75 to 140 people

- Chuck Bailey - Multi-Purpose
- Fleetwood Community Centre - 1/2 Large Hall
- Fleetwood Community Centre Studio
- Fraser Heights Community Centre – Fitness Studio
- Guildford Recreation Centre – Multi-purpose Room
- Kensington Prairie Community Centre - Gym 1
- Kwomais Point Park - Lodge
- Kwomais Point Park - Sanford Hall
- Museum Program Room 1, 2, Foyer and Theatre
- South Surrey Recreation and Arts Centre - MP 7 Fitness Room
- Surrey Sport & Leisure – Multi-Purpose 1 & 2 combined

Large Halls – 140 to 300 people

- City Hall Atrium (City Room)
- Don Christian Large Hall
- Fleetwood Community Centre - Large Hall
- Newton Community Hall - Multi-Purpose 4
- Newton Seniors' Centre - Auditorium

Stand Alone Halls (no staff)

- Bear Creek Pavilion
- Clayton Hall
- Elgin Hall
- Sunnyside Hall
- West Newton Cricket Oval: Fieldhouse

Outdoor Sport Facilities

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Permit Processing Administration Fee	\$33.84	\$35.54
Key Replacement Fee	\$15.81	\$16.61
<i>Gate, Light, Washroom Keys...</i>		
Grass Sports Fields, Ball Diamonds, Game Courts and Running Tracks		
Adult Non-Prime (M-F before 4pm).	\$7.38	\$7.75
Adult Regular Season Rental	\$14.77	\$15.51
Commercial Sport Camps		
Per amenity - 4 hours or less	\$70.87	\$74.41
Per amenity - more than 4 hours	\$141.74	\$148.83
Cancellation Fee	\$19.93	\$20.92
Lighted grass sports fields, ball diamonds		
Youth (younger than 19 years of age)	\$6.81	\$7.15
Adult (19 years of age and older)	\$24.33	\$25.55
Lighted grass and gravel practice fields: Monday - Friday 5:30pm - 10:30pm		
Youth	\$6.80	\$7.14
Adult	\$9.55	\$10.03
Adult Tournaments and Track Meets		
Surrey Non-Profit Association, per day	\$95.88	\$100.68
Non-Surrey, non-profit associations, commercial and private groups - per day	\$136.90	\$143.75
Half day charges		
<i>(Mon. to Fri. only, after 5 p.m. No half days on Sat., Sun. or Statutory Holidays)</i>		
Surrey Non-profit Associations	\$47.96	\$50.36
Non-Surrey Non-profit Associations, Commercial and Private Groups	\$68.50	\$71.92
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, invitationals, provincials and nationals.		

Artificial Turf Fields - per hour unless noted

Prime Time

Monday to Friday: 5:30 p.m. – 10:30 p.m.
 Saturday & Sunday: 8:00 a.m. – 6:00 p.m.

Non-Prime Time

Monday to Friday: 8:00 a.m. to 5:30 p.m.
 Saturday & Sunday: 6:00 p.m. to 10:30 p.m.

July and August - Non-Prime Time

Monday, Friday, Saturday and Sunday: All-day (non-prime time rates apply)

Last Minute Turf

7 days prior (less 25% off applicable rate)
 1 - 3 days prior (less 50% off applicable rate)

Cloverdale Athletic Park 2a Synthetic - warm up/mini practice

1/3 of applicable rate as listed below

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Prime Time		
Surrey based youth (includes School District #36)	\$28.46	\$29.88
Surrey based adult	\$49.17	\$51.63
Non-Surrey based youth/private youth use	\$54.77	\$57.51
Non-Surrey based adult/private adult use	\$95.75	\$100.54
Commercial Use	\$127.70	\$134.08
Surrey based youth tournaments - per day	\$206.84	\$217.18
Surrey based adult tournaments - per day	\$368.59	\$387.02
Non-Surrey based youth tournaments/private youth tournament - per day	\$455.53	\$478.31
Non-Surrey based adult tournaments/private adult tournaments - per day	\$574.55	\$603.28
Non-Prime Time		
Surrey based youth (includes School District #36)	\$14.20	\$14.91
Surrey based adult	\$24.60	\$25.83
Non-Surrey based youth/private use youth	\$27.42	\$28.79
Non-Surrey based adult/private use adult	\$47.92	\$50.32
Commercial Use	\$127.70	\$134.08
Commercial Sports Camps – Surrey Based Youth - per field (4 hours or less)	\$70.87	\$74.41
Commercial Sports Camps – Surrey Based Youth - per field (more than 4 hours)	\$141.74	\$148.83
Commercial Sports Camps Cancellation Fee - Per Field	\$19.93	\$20.92
Kabaddi Event	\$4,339.68	\$4,556.67
Tennis/Pickleball Courts		
Commercial Tennis/Pickleball School and Tennis Clubs - per hour per court	\$8.86	\$9.31
Boot Camps and Fitness/Performance Training		
Operators of for-profit program on Park land - Per Hour	\$17.72	\$18.60
Community Sport Trailer		
Per event maximum	Cost + 20%	Taxable
Damage Deposit (Refundable)	\$2,000.00	\$2,000.00

Ward's Marina

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Moorage (monthly; per lineal foot)	\$5.54	\$5.81
Short Term Storage (monthly; per lineal foot) <i>(i.e. Washdown Pad)</i>	\$5.66	\$5.95
Lockers - Per Month		
Half	\$7.43	\$7.80
Full	\$14.86	\$15.60
Blackie Spit Parking Lot Rental Fee, per day (Theatre Production)	\$259.75	\$272.74

Surrey Arts Centre Main Stage

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted
(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. Please contact the Arts Centre (604 501 5566) and ask for the Theatre Rental Office.

User Categories

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

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Theatre Rental		
<i>Includes up to six hours access, with one on-stage technician and one House Supervisor</i>		
School District	\$815.00	\$855.75
Non-Profit Surrey	\$1,009.50	\$1,059.98
Non-Profit Non-Surrey	\$1,396.50	\$1,466.33
Cultural Business	\$1,396.50	\$1,466.33
Commercial Business	\$2,361.00	\$2,479.05

Additional Services

Additional Hours performance day	\$144.00	\$151.20
Staffing (per hour, min. 4 hr. call-out) *	Cost	Cost

*overtime rates may apply

Dark Days	\$233.50	\$245.18
<i>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.</i>		

Deposits & Payments

Non refundable at time of booking, per day booked	\$200.00	\$200.00
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Balance of rental charges due 14 days prior to booking or at the discretion of the General Manager or designate.

Surrey Arts Centre Studio Theatre

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Performance Days		
School District	\$414.00	\$434.75
Non-Profit Surrey	\$414.00	\$434.75
Non-Profit Non-Surrey	\$496.00	\$521.00
Cultural Business	\$496.00	\$521.00
Commercial Business	\$866.50	\$910.00
(Includes up to five (5) hours access, one on-stage Technician and one House Supervisor)		
Additional Rates (Rate per hour)		
Additional Hours		
Performance Day	\$101.00	\$106.25
Staffing (minimum 4 hour call)*	Cost	Cost
*Overtime rates may apply		
Dark Day	\$148.50	\$156.00
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		
Deposits and Payments		
Non refundable at time of booking, per day booked	\$200.00	\$200.00

Balance of rental charges due 14 days prior to booking or at the discretion of the General Manager or designate.

Surrey City Hall Council Chambers

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Theatre Rental		
<i>Includes up to six hours access, with one on-stage technician and one House Supervisor</i>		
Non-Profit Surrey	\$754.50	\$792.25
Non-Profit Non-Surrey	\$906.50	\$952.00
Cultural Business	\$906.50	\$952.00
Commercial Business	\$1,132.00	\$1,188.75

Additional Services

Additional Hours

Performance day	\$124.50	\$130.75
Staffing (per hour, min. 4 hr. call-out) *	Cost	Cost

*overtime rates may apply

Dark days	\$176.00	\$185.00
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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.

Deposits & Payments

Non refundable at time of booking, per day booked	\$200.00	\$200.00
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Balance of rental charges due 14 days prior to booking or at the discretion of the General Manager or designate.

Centre Stage Sale of Merchandise Surcharge

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

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

Renters that are registered as 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 Surrey facilities are only permitted with a gaming event license.

Surrey Arts Centre Rental Fees

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted
The following rental fees may apply to rentals held at the Surrey Arts Centre or City Hall

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Equipment Rental		
Piano		
For the use of acoustic pianos regularly tuned and maintained	\$155.85	\$163.75
Requested additional tuning.	\$145.50	\$153.00
Projector (per event)	\$259.75	\$272.75

Ticket Service Charges

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	\$1.89	\$2.00
Complimentary tickets	\$0.91	\$1.00
A maximum of 10 tickets per curtain are exempt from the complimentary ticket charge		
Ticket exchange	\$1.96	\$2.25
Use of an outside ticket agent	\$0.91	\$1.00
A Theatre Capital Fund Surcharge will be added to all Tickets \$10.00 and over	\$1.00	\$1.00

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 as 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 Surrey facilities are only permitted with a gaming event license.

City Hall Plaza

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
General Public		
Non-Profit Surrey	Free	Free
Non-Profit Organization		
Hourly (Max 4 hours)	\$125.00	\$131.25
Daily	\$1,250.00	\$1,312.50
Commercial		
Hourly (Max 4 hours)	\$250.00	\$262.50
Daily	\$2,500.00	\$2,625.00
Additional Services Extra (Security, Janitorial, Equipment Rental)	Cost	

Facility Admission Schedules

Admissions - Definitions

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/Youth	2 - 18 years inclusive
Adult	19 - 59 years inclusive
Senior	60+ years
Student	*Students must show valid student card dated for the current school year
Family with Dependants	A family consisting of 1 or 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
Fee Structure	
Infant	Free
Child/Youth	50% of Adult Rate
Adult	100%
Senior	75% of Adult Rate
Student	75% of Adult Rate
Family	Equal to the child rate for each family member
Value	50% of regular rates
Attendant	Free, when attending to someone with a disability
Punch Cards (10)	10% discount of the applicable rate
Punch Cards (20)	20% discount of the applicable rate
Rounding	After-Tax admission fees will be rounded up to the nearest quarter (\$0.25)

* *Student Rate Definition: PRC recognizes a student as a person (regardless of age) who possess 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 And 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*

Admissions

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
<i>Valid at all City Operated Facilities</i>		
Infant (under 2 years)	\$0.00	\$0.00
Children/Youth	\$3.28	\$3.50
Adult	\$6.56	\$7.00
Senior/Student	\$4.92	\$5.25
Family*	\$3.28	\$3.50
Senior 90 Years and Older	\$1.64	\$1.75
Value Time	50% discount	50% discount
Shower Only Fee	\$3.28	\$3.50

*Per family member (minimum 1 parent or guardian and at least one dependant child 18 years or younger). Valid for family members to participate in:

- drop-in program (exclusions apply);
- parents of a child registered in a program; or
- parents of a child participating in a Sport Group activity.

Family members accompanying a Full-Facility Pass holder qualify for the family drop-in rate.

Facility Passes - Terms and Conditions

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

Full Facility Passes are valid at all City operated pools, arenas and community recreation centres. Passes are non-transferable and non-refundable.

Replacement cards are subject to an administrative processing fee.

Student pass requires proof of ID from an accredited post secondary institution.

Family Pass is defined as 1 or 2 parent/guardian(s) with an unlimited number of related children (18 years and younger). Drop-in is per person in the family. Family drop-in admission applies to the following:

- Family members participating in drop-in programs;
- Parent(s)/Guardian(s) of children participating in a registered program. (eg, Drop-in swim);
- Parent(s)/Guardian(s) of children participating in a sport group activity. (eg, Swim Club);
- Family members do not need to participate in the same activity to qualify for family admission;
- Family members must be together at the facility's front counter to receive family pricing.

Swipe Passes expire 2 years from the date of purchase.

Monthly Payment Options

Surrey offers monthly payment options on 1-year full-facility passes. Make monthly payments using Automatic Debit, Credit Card or post-dated cheques. Payments will be withdrawn on the 1st day of each month.

A \$5 fee will be charged for declined automatic debit and credit card payments. A \$30 fee will be charged for declined cheques.

Pass Cancellation Policy

A \$5 fee will be charged to cancel a full-facility pass. A pro-rated refund will be issued from the date of cancellation if applicable.

Pass Renewal

If you renew your annual pass before it expires, you are eligible to receive one extra month for no additional cost.

Annual Pass Extension Policy

Annual passes can be suspended and extended, once, for up to three months.

Facility Passes

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Monthly		
Infant	\$0.00	\$0.00
Children/Youth	\$34.03	\$35.75
Adult	\$68.06	\$71.50
Senior/Student	\$51.05	\$53.75
Family	\$136.13	\$143.00
Senior 90 Years and Older	\$17.02	\$18.00
Annually		
Infant	\$0.00	\$0.00
Children/Youth	\$249.33	\$262.00
Adult	\$498.65	\$523.75
Senior/Student	\$373.99	\$392.75
Family	\$997.30	\$1,047.25
Senior 90 Years and Older	\$124.66	\$131.00
Swipe Passes		
Children/Youth/Childminding		
10 Swipe Pass	\$29.50	\$31.50
20 Swipe Pass	\$52.45	\$56.00
Adult (19+ years)		
10 Swipe Pass	\$59.00	\$62.00
20 Swipe Pass	\$104.90	\$111.00
Senior/Student		
10 Swipe Pass	\$44.25	\$47.50
20 Swipe Pass	\$78.67	\$84.00
<p>10 swipe passes are offered on drop-in rates at a 10% discount off regular admission 20 swipe passes are offered on drop-in rates at a 20% discount off regular admission Unused punches expire 2 years from date of purchase.</p>		
Other Passes		
Leisure Access Admin Fee	\$15.00	\$15.00
MY Fun Pass - valid September - June for children aged 2-12	\$103.90	\$110.00
Simon Fraser University (Surrey Campus) Letter of Understanding per semester, per eligible student	\$32.75	\$34.39

Specialty Session Admission Rates

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Adult Drop-in Rec. Hockey* or Adult Figure Skating*		
Weekday	\$8.40	\$9.00
Weekend	\$11.71	\$12.50
Parent and Youth Hockey*		
Child/Youth	\$6.95	\$7.50
Adult	\$8.40	\$9.00
Child Minding Service	\$3.28	\$3.50
<i>max. 90 minutes</i>		
<i>LAP entitled to 75% discount for each child</i>		
Winter Ice Palace*	\$4.21	\$4.50
Outside Personal Rehabilitation Trainer		
Admission Rate for Client	Drop-In admission	
Rehabilitation Trainer Fee	2X Adult Fee 1	

*included with a full facility pass

Outdoor pools

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
GENERAL ADMISSION		
Public Swims	\$0.00	\$0.00

Seniors' Centres

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

Rates Applicable to Senior Services facilities

	2018/19 Base	2018/19 Fee (Incl. Taxes)
City-wide Seniors' Membership	\$23.81	\$25.00

City-wide Seniors' Membership allows access to seniors' activities at any senior services centres.

Notes:

Passes are valid 1-year from time of purchase

The Membership is available to those 55 years or older

The City-wide Senior Services Facility Membership is included for 1-Year Full Facility pass holders

Applicable for the LAP discount, based on the client's age

Other User Fees

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2018/19 Base	2018/19 Fee (Incl. Taxes)
Skate Sharpening	\$7.03	\$7.50
Skate Rentals	\$2.93	\$3.25
Helmet Only	\$1.47	\$1.75
Skate/Helmet Punch Pass – 10 punch pass available at a 10% discount		
Withdrawal Fee - Passes* and Registered Programs less than \$250	\$5.00	\$5.00
<i>For unsubstantiated withdrawals 7 days prior to the start time of the registered program valued under \$250, inclusive of taxes</i>		
<i>*Pass withdrawals are not subject to a notice period</i>		
Returned Post-Dated Payments	\$5.00	\$5.00
<i>For declined post-dated payments made using Credit Card or Electronic Funds Transfer</i>		
Withdrawal Fee - Registered Programs \$250 and over**	\$25.00	\$25.00
<i>For unsubstantiated withdrawals 7 days prior to the start time of the registered program valued at \$250 and over, inclusive of taxes</i>		
<i>**exclusive of registered preschool or out of school care over \$1,000</i>		
Withdrawal Fee - Preschool and Out of School Care Programs over \$1,000	\$50.00	\$50.00
<i>For unsubstantiated withdrawals 7 days prior to the start time of each registered preschool course valued at \$1,000 or more, inclusive of taxes</i>		

Facility Program Schedule

Program Pricing Philosophy

Program Fees

Programs rates will be set to cover all direct costs plus at least 20% to cover administration costs. Direct costs include the following:

- a. Labour costs
- b. Material and supply costs for the program
- c. Facility costs – where applicable, i.e., a facility is rented to house the program

Recognition of Town Centre Needs

General admissions for facilities and program registration fees may be developed with consideration given to specific Town Centre needs.

Subsidies - Programs

- a. Developmental Programs - activities/programs that do not initially cover direct costs may be offered at a loss in order to encourage and promote interest. It is expected that eventually these programs will break even.
- b. Experimental or Academic Programs - programs with limited users, but important to community and facility mandates, may be subsidized to ensure public access to specialized topics.
- c. Partnerships and Community Development Program Pricing - As external partners have decision making roles in these programs, standard fees and charges may not apply.