

# Fleetwood Community Centre Booking Request



Room Type & Name	Size & Capacity	Category	Hourly Fees Sep 1 2018 - Aug 31 2019 (including tax)
Small Meeting Room : Board Room, Room #5 or #6	300 – 450 sq. ft. Capacity: 12 - 15	Non-Profit Adult* Commercial/Private	15.82 27.68
Medium Meeting Room: Room #3	42' x 29' = 1218 sq. ft. Capacity: 40	Non-Profit Adult* Commercial/Private	30.32 53.07
Studio Hall	48' x 43' = 2064 sq. ft. Capacity: 125	Non-Profit Adult* Commercial/Private	43.21 79.15
Large Hall	68' x 41' = 2788 sq. ft. Capacity: 220	Non-Profit Adult* Commercial/Private	60.89 106.57

\*Non-Profit Adult fee applies to Surrey or Non-Surrey Non-Profit User Groups

## USER GROUP CATEGORIES

### **Non-Profit Surrey Youth**

Surrey non-profit groups with services for youth (18 years and under). Rates available upon request.

### **Non-Profit Surrey or Non-Surrey Adult**

Surrey or non-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).

### **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).

## PAYMENT SCHEDULE

- Rental costs and all associated fees are due in full, 30 days in advance of the booking.
  - \$100 Non-refundable Initial Deposit is required at time of booking.
  - \$400 Security Deposit is required for Social Events; due 30 days in advance of the booking.
- Full refunds will only be given on cancelled bookings when notified 30 days prior to the event.
- Allow 2 business days for assessment and processing of Security Deposits.

## INSURANCE

- Insurance is required. Minimum liability coverage is \$2m for low-risk to \$5m for high-risk events; based on the booking.
- If using own coverage, the insurance policy must list the City of Surrey as an additional insured: 13450 104<sup>th</sup> Avenue, Surrey, B.C. V3T 1V8.

## LICENSE REQUIREMENTS

- A Temporary Food Permit may be obtained from Fraser Health for clients who will be selling food. Application forms can be found on the Fraser Health website [www.fraserhealth.ca](http://www.fraserhealth.ca) or by calling 604-930-5405.
- If serving alcohol, a Special Occasion Liquor License is required; visit [www.solo.bcldb.com](http://www.solo.bcldb.com).

## ADDITIONAL COSTS (if applicable)

- SOCAN Music Tariff
- Re:Sound Music Tariff
- Janitorial or Staffing Costs
- AV Equipment (subject to cost/availability per location)

Booking requests are received on a first come, first served basis, pending approval. Allow 3 to 5 business days for a reply.

Date: <b>Booking Request</b>		
<b>Meeting:</b> 2 hour minimum (within operational hours). Insurance required.		
<b>Social Event:</b> 4 hour minimum. Initial Deposit, Security Deposit and Insurance required.		
Contact Name		
Organization Name		
Address		
Phone Number Cell Number		
Email Address		
Non Profit (copy of Society Registration letter required)	Yes	No
Type/Nature of Event		
Location/Room Name		
Date(s) of Event		
Time of Rental (inclusive of set up/take down time)	Start Time:	End Time:
*set up time must be adjacent to booking time		
Number of Guests Attending		
Tables and Chairs are provided and are to be set up by the user group.	Number of Tables:	Number of Chairs:
Bringing in additional equipment? If so, what?		
Is this event open to the public?		
If yes, will group be charging admission?		
Is the event being advertised? Where?		
Additional information is required for Social Event Requests. Please complete the section below:		
Selling Food	Yes (food permit is required)	No
Serving Alcohol (upon site approval)	Yes (liquor license is required)	No
Playing Music: SOCAN/Re:Sound	With dancing	Without dancing      No
Additional Comments:		
Return to: <b>CUSTSERVPRC@surrey.ca</b> Visit our website: <a href="http://www.surrey.ca/rentals">www.surrey.ca/rentals</a>		