

CITY OF SURREY

BY-LAW NO. 15391

As amended by By-law Nos. 15682, 03/07/05; 16527, 01/14/08; 17140, 04/12/10; 17141, 04/12/10; 17362, 02/28/11; 17610; 04/23/12; 17927, 05/27/13; 18164, 03/10/14; 18463, 05/29/2015; 18723, 05/16/16; 18991, 12/05/16; 19436, 12/18/17; 19528, 12/19/18; 19722, 12/19/18; 19778, 02/11/19; 19988, 12/16/19

THIS IS A CONSOLIDATED BY-LAW PREPARED BY THE CITY OF SURREY FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BY-LAW PROVISIONS.

- (a) WHEREAS the council of the City of Surrey manages, maintains, improves, operates, conserves, controls and uses property held by the City to provide pleasure, recreation, culture and community services in the City;
- (b) AND WHEREAS pursuant to Section 194 of the "Community Charter", S.B.C. 2004, c.26, Council may impose fees in respect of services provided by the municipality and for the use of municipal property;
- (c) AND WHEREAS the Council may by by-law establish fees for administrative costs and services;

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

- 1. Pursuant to Section 194 of the "Community Charter" there is hereby levied fees for the Parks, Recreation and Culture services provided by the City as set out in Schedule A attached hereto and forming part of this by-law.
- 2. "Surrey Parks and Recreation Special Rates By-law, 1983, No. 7691" is hereby repealed.  
"Surrey Parks and Recreations Special Rates By-law, 1983, no. 7691 Amendment By-law, 1987, no. 9169 is hereby repealed.

3. This By-law shall be cited for all purposes as "Surrey Parks, Recreation and Culture Fee-Setting By-law, 2004, No. 15391."

PASSED THREE READINGS on the 7th day of June, 2004.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 21st day of June, 2004.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK

# Schedule A

## Surrey Parks, Recreation and Culture

### Fees and Charges 2020/2021

Effective September 1<sup>st</sup>, 2020

## Table of Contents

Parks and Recreation Facilities .....	3
Rentals .....	4
Rental Guidelines .....	5
Ice and Ice Complex Rentals .....	8
Ice Rentals Definitions .....	9
Ice Rentals .....	10
Ice Complex Rental .....	11
Dry Floor Rentals .....	12
Pool Rentals .....	13
Indoor Pool Definitions .....	14
South Surrey Pool .....	15
Guildford, Grandview Heights and Surrey Sport and Leisure Pool .....	16
Newton Wave Pool .....	17
Outdoor Pool Rentals .....	18
Facility Rentals .....	19
Room Rentals .....	20
Room Rental Listing .....	22
Outdoor Sport Facilities .....	25
Ward's Marina .....	28
Surrey Arts Centre Main Stage .....	29
Surrey Arts Centre Studio Theatre .....	30
Surrey City Hall Council Chambers .....	31
Surrey Arts Centre Rental Fees .....	32
City Hall Plaza .....	33
Facility Admission Schedules .....	34
Admissions - Definitions .....	35
Admissions .....	36
Facility Passes - Terms and Conditions .....	37
Facility Passes .....	38
Specialty Session Admission Rates .....	39
Outdoor pools .....	40
Seniors' Centres .....	41
Other User Fees .....	42
Facility Program Schedule .....	43
Program Pricing Philosophy .....	44

# Parks and Recreation Facilities

## ***Rentals***

## Rental Guidelines

### General

- 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, including but not limited to, Ice Allocation, Pool Allocation and SportsField Allocation, and supersede these Rental Guidelines. Refer to the appropriate allocation policy as required
- E. Political and religious bookings require General Manager approval
- F. Client must be 19 years or older to rent a facility

### Insurance

- A. Insurance:
  - a. Minimum liability coverage required\*
    - i. No insurance required for small and medium meeting room - low risk activities\*
    - ii. \$2,000,000 Low-Risk: Meetings, weddings, bridge clubs, banquets
    - iii. \$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 or other public school districts. Non-SD36 schools in Surrey qualify for Non-Profit Surrey Youth rate. Non-SD36 schools outside of Surrey qualify for Non-Profit Non-Surrey rate.
- 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. Rentals have a \$250 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 Complex Rental

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

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

2020/21  
Base

#### All Seasons/All Year

##### NON-PROFIT SURREY YOUTH

Subject to the Ice Allocation Policy

Non-allocated hours to be charged once the allocated hours have been met

Prime, Allocated Hours	\$145.45
Non-Prime, Allocated Hours	\$86.74
Prime, Non- Allocated Hours	\$218.17
Non-Prime, Non-Allocated Hours	\$130.10

##### NON-PROFIT SURREY ADULT

Prime	\$362.78
Non-prime	\$189.60

##### NON-PROFIT NON-SURREY

Prime	\$362.78
Non-prime	\$189.60

##### COMMERCIAL/PRIVATE

Prime	\$452.30
Non -prime	\$270.76

##### LAST MINUTE ICE

7 days prior (less 25% off applicable rate)	\$272.08
1 - 3 days prior (less 50% off applicable rate)	\$181.39

Rate does not apply to minor sport

##### SCHOOL BOARD

All times	\$0.00
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As per the Reciprocal Agreement with Surrey School District 36

## Ice Rentals

Cloverdale, Newton, South

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

**2020/21  
Base**

### NON-PROFIT SURREY YOUTH

#### A. September 1 - March 31

Prime, Allocated Hours	\$138.86
Non-prime, Allocated Hours	\$83.04
Prime, Non-Allocated Hours	\$208.30
Non-prime, Non-Allocated Hours	\$124.56

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

Prime	\$145.45
Non-prime	\$86.84

#### C. Minor Sport Tournament Rate - All hours

\$138.86

### NON-PROFIT SURREY ADULTS

#### A. January 1 - December 31

Prime	\$327.96
Non-prime	\$189.60

### NON-PROFIT NON-SURREY

#### B. January 1 - December 31

Prime	\$327.96
Non-prime	\$189.60

#### C. Junior Hockey "A"

Practices	\$189.60
Games	\$327.96

### COMMERCIAL/PRIVATE

Prime	\$452.30
Non-prime	\$270.76

### SCHOOL BOARD

\$0.00

*As per the Reciprocal Agreement with School District 36*

### LAST MINUTE ICE

7 days prior (less 25% off applicable rate)	\$241.16
1 - 3 days prior (less 50% off applicable rate)	\$160.78

Rate does not apply to minor sport

## Dry Floor Rentals

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

	<b>2020/21 Base</b>
<b>NON-PROFIT SURREY YOUTH Minor (Lacrosse, Ball Hockey)</b>	
<b>A. Weekdays</b>	
Prime	\$57.82
Non Prime	\$35.81
<b>B. Tournament Rate</b>	
Each Tournament	\$59.55
<b>SURREY NON-PROFIT AND USER GROUPS</b>	<b>\$485.60</b>
<i>Surrey Non-Profit (Service Groups) and User Groups (Hockey/Lacrosse) once per season for dance, banquet, awards ceremony</i>	
<i>Day Rate (includes facility attendant)</i>	
<b>Cloverdale Curling Rink (April to August)</b>	
<b>Adult Groups</b>	\$62.92
<b>Minor Groups</b>	
Prime	\$35.73
Non-Prime	\$21.50
<b>Senior A and B Lacrosse, Ball Hockey (Adult)</b>	
<b>A. All Hours</b>	\$104.86
<b>B. Junior Lacrosse</b>	
Practice	\$64.28
Game	\$84.02
<b>COMMERCIAL/PRIVATE</b>	<b>\$205.80</b>
<i>(8 hour minimum)</i>	
<b>SCHOOL BOARD</b>	<b>\$0.00</b>
<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.



## South Surrey Pool

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

	2020/21 Base
<b>NON-PROFIT SURREY YOUTH</b>	
Non-prime	
37.5m Lane	\$11.74
25m Lane	\$7.83
12.5m Lane	\$3.91
Prime	
37.5m Lane	\$22.29
25m Lane	\$14.85
12.5m Lane	\$7.43
Swim Meets	\$146.19
<b>NON-PROFIT SURREY ADULT</b>	
Whole Pool	
SSIP	\$218.36
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>	
37.5m Lane	\$36.46
25m Lane	\$24.31
12.5m Lane	\$12.15
<b>NON-PROFIT NON-SURREY</b>	
Whole Pool	
SSIP	\$218.36
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>	
37.5m Lane	\$36.46
25m Lane	\$24.31
12.5m Lane	\$12.15
<b>COMMERCIAL PRIVATE</b>	
Whole Pool	
SSIP	\$411.38
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>	
37.5m Lane	\$48.87
25m Lane	\$32.58
12.5m Lane	\$16.28
<b>SCHOOL BOARD</b>	\$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

	<b>2020/21 Base</b>
<b>NON-PROFIT SURREY YOUTH</b>	
Non-prime	
50m Lane	\$17.74
37.5m Lane	\$13.30
25m Lane	\$8.87
12.5m Lane	\$4.43
Prime	
50m Lane	\$33.67
37.5m Lane	\$24.24
25m Lane	\$16.84
12.5m Lane	\$8.43
Swim Meets - Per lane 25m (short course)	\$21.17
Swim Meets - Per lane 50m (long course)	\$42.35
Swim Meets - Full Facility* 8 lanes	\$392.35
Swim Meets - Full Facility* 10 lanes	\$446.89
Facility Attendant Meet Assistant	cost plus 20%
<i>*Full Facility includes all pool areas and change rooms</i>	
<b>NON-PROFIT SURREY ADULT</b>	
50m Lane	\$55.11
37.5m Lane	\$41.33
25m Lane	\$27.54
12.5m Lane	\$13.78
<b>NON-PROFIT NON-SURREY</b>	
50m Lane	\$55.11
37.5m Lane	\$41.33
25m Lane	\$27.54
12.5m Lane	\$13.78
<b>COMMERCIAL PRIVATE</b>	
SSLA, Guildford Aquatics	\$656.34
Grandview Heights	\$820.43
50m Lane	\$73.87
37.5m Lane	\$55.39
25m Lane	\$36.93
12.5m Lane	\$18.46
Aquatics High Performance Sustainability Fund (per competitor)	\$5.30
<b>SCHOOL BOARD</b>	<b>\$0.00</b>
<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

	<b>2020/21 Base</b>
<b>NON-PROFIT SURREY YOUTH</b>	
All times	\$223.77
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<b>NON-PROFIT SURREY ADULT</b>	
All times	\$349.66
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<i>Additional staff charge at ratio of one guard for every additional 50 people over 100</i>	
<b>NON-PROFIT NON-SURREY</b>	
All times	\$349.66
<hr/>	
<i>Additional staff charge at ratio of one guard for every additional 50 people over 100</i>	
<b>COMMERCIAL/PRIVATE</b>	
All times	\$466.33
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<b>SCHOOL BOARD</b>	
All times	\$0.00
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<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*

	<b>2020/21 Base</b>
<b>Surrey Swim Clubs - May - September</b>	
25m Lane (per hour)	\$8.45
Dead space (2 lane area) Hjorth Road & Bear Creek	\$8.45
Park Pools only (per two lane per hour)	
Dive tank (per tank per hour)	\$8.45
<b>NON-PROFIT ADULTS</b>	
Whole Pool	\$133.67
<b>NON-PROFIT NON-SURREY</b>	
Whole Pool	\$132.64
<b>COMMERCIAL/PRIVATE</b>	
Whole Pool	\$179.76

***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.

	2020/21 Base
<b>Small Meeting Rooms – up to 30 people</b>	
Non-Profit Surrey Youth	\$12.30
Non-Profit Surrey Adult	\$15.98
Non-Profit Non-Surrey	\$15.98
Commercial/Private	\$27.94

<b>Medium Size Rooms and Kitchens – 30 to 75 people</b>	
Non-Profit Surrey Youth	\$22.55
Non-Profit Surrey Adult	\$30.60
Non-Profit Non-Surrey	\$30.60
Commercial/Private	\$53.57

<b>Small Halls and Large Meeting Rooms – 75 to 140 people</b>	
Non-Profit Surrey Youth	\$33.36
Non-Profit Surrey Adult	\$43.61
Non-Profit Non-Surrey	\$43.61
Commercial/Private	\$79.90

<b>Large Halls – 140 to 300 people</b>	
Non-Profit Surrey Youth	\$46.05
Non-Profit Surrey Adult	\$61.46
Non-Profit Non-Surrey	\$61.46
Commercial/Private	\$107.57

<b>Stand Alone Halls</b>	
Non-Profit Surrey Youth	\$24.43
Non-Profit Surrey Adult	\$32.58
Non-Profit Non-Surrey	\$32.58
Commercial/Private	\$57.00

## Gymnasium

### Full Gyms

*Bridgeview, Chuck Bailey, Cloverdale Recreation Centre, Fraser Heights, Guildford, Newton and South Surrey*

Non-Profit Surrey Youth	\$85.60
Non-Profit Surrey Adult	\$117.45
Non-Profit Non-Surrey	\$117.45
Commercial/Private	\$176.18
Tarp Fee (cost includes tape cost and labour)	\$415.57

*Maximum Tournament Rate is 8 times the hourly rate*

<b>Newton Gym - Mat Room</b>	
Non-Profit Surrey Youth	\$23.73

Non-Profit Surrey Adult	\$31.62
Non-Profit Non-Surrey	\$31.62
Commercial/Private	\$55.34

**Other Fees**

Facility Attendant	\$35.33
Stand-Alone facility cleaning fee (social bookings)	\$40.38
AV/Projector rental fee - per rental	\$26.22
Misc. Fees (chair cleaning, equipment rental...)	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
- City Hall - Community Rooms 1E Room A, 2E Room A, 2E Room B
- 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
- Fleetwood Park Meeting Room
- 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
- Museum of Surrey Program Room 1
- Museum of Surrey Program Room 2
- 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 Sport and Ice Complex Community Board Room
- 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 Nature Centre - Dogwood Room
- Tamanawis Park Field House - Lower Meeting Room
- Tamanawis Park Field House - Upper Meeting Room
- Unwin Park Meeting Room



- West Newton Community Park: Fieldhouse 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 1E Room B, 1E Combined A&B, 2E Combined A&B
- Chuck Bailey - Arts & Craft
- Chuck Bailey - Kitchen
- Chuck Bailey - Multi-Purpose A/B/C
- Chuck Bailey - Preschool
- Chuck Bailey - Youth
- Clayon Community Centre Multipurpose Room
- 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
- Museum of Surrey Theatre, Programs Room 1&2, Textile Program Room
- Newton Athletic Park - Community Room
- Newton Seniors' Centre Multi-Purpose Room
- Newton Seniors' Centre Activity Room
- North Surrey Sport and Ice Complex Fitness Studio
- North Surrey Sport and Ice Complex Multi-Purpose Room 1
- North Surrey Sport and Ice Complex Multi-Purpose Room 2
- North Surrey Sport and Ice Complex Multi-Purpose Room 3
- 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 Nature Centre - Forest Room
- Surrey Sport & Leisure Fitness Studio

**Large Meeting Rooms and Small Halls – 75 to 140 people**

- Chuck Bailey - Multi-Purpose
- Don Christian Small Hall
- 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 of Surrey Lobby & Link (main floor galleries may be added upon request)
- Museum of Surrey Program Rooms 1&2 and lobby (includes use of Theatre)
- South Surrey Recreation and Arts Centre - MP 7 Fitness Room
- Surrey Sport & Leisure – Multi-Purpose 1
- Surrey Sport & Leisure – Multi-Purpose 2
- Surrey Sport & Leisure – Multi-Purpose 3

**Large Halls – 140 to 300 people**

- City Hall Atrium (City Room)
- Fleetwood Community Centre - Large Hall
- Museum of Surrey – entire building (galleries may be added upon request)
- Newton Community Hall - Multi-Purpose 4
- Newton Seniors' Centre - Auditorium

**Stand Alone Halls (no staff)**

- Bear Creek Pavilion
- Clayton Hall
- Elgin Hall
- Strawberry Hill Hall
- Sunnyside Hall

## Outdoor Sport Facilities

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

2020/21  
Base

### Grass Field Prime Times:

Monday to Friday: 4:00 p.m. – 10:00 p.m.

Saturday & Sunday: 8:00 a.m. – 10:00 p.m.

### Grass Field Non-Prime Time

Monday to Friday: 8:00 a.m. to 4:00 p.m.

<b>Permit Processing Administration Fee</b>	\$35.86
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<b>Key Replacement Fee</b>	\$16.76
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Gate, Light, Washroom Keys...

### Grass Sports Fields, Ball Diamonds, Game Courts and Running Tracks

Adult Non-Prime (M-F before 4pm).	\$7.83
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Adult Regular Season Rental	\$15.66
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### Commercial Sport Camps

Per amenity - 4 hours or less	\$75.12
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Per amenity - more than 4 hours	\$150.23
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Cancellation Fee	\$21.13
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### Lighted grass sports fields, ball diamonds

Youth (younger than 19 years of age)	\$7.22
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Adult (19 years of age and older)	\$25.79
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### Lighted grass and gravel practice fields: Monday - Friday 5:30pm - 10:30pm

Youth	\$7.21
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Adult	\$10.12
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### Adult Tournaments, Track Meets and For Profit Events

Surrey Non-Profit Association, per day	\$101.62
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Non-Surrey, non-profit associations- per day	\$145.11
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Commercial and Private Groups for profit - per day	\$290.21
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### Half day charges

(Mon. to Fri. only, after 5 p.m. No half days on Sat., Sun. or Statutory Holidays)

Surrey Non-profit Associations	\$50.83
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Non-Surrey Non-profit Associations	\$72.59
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Commercial and Private Groups for profit	\$145.19
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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, with the exception of tournaments)

**Last Minute Turf**

7 days prior (less 25% off applicable rate)

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

**2020/21**

**Base**

**Prime Time**

Surrey based youth (includes School District #36)	\$29.61
Surrey based adult	\$52.12
Non-Surrey based youth/private youth use	\$58.05
Non-Surrey based adult/private adult use	\$101.49
Commercial Use	\$135.34
Surrey based youth tournaments - per day	\$217.31
Surrey based adult tournaments - per day	\$390.66
Non-Surrey based youth tournaments/private youth tournament - per day	\$482.80
Non-Surrey based adult tournaments/private adult tournaments - per day	\$608.96

**Non-Prime Time**

Surrey based youth (includes School District #36)	\$14.91
Surrey based adult	\$26.08
Non-Surrey based youth/private use youth	\$29.07
Non-Surrey based adult/private use adult	\$50.79
Commercial Use	\$135.34
Commercial Sports Camps – Surrey Based Youth - per field (4 hours or less)	\$75.12
Commercial Sports Camps – Surrey Based Youth - per field (more than 4 hours)	\$150.23
Commercial Sports Camps Cancellation Fee - Per Field	\$21.13

**Mini Turf Field**

\$10.19

**Kabaddi Field**

Non-Profit	\$143.83
Commercial Event, For Profit	\$4,559.27

**Tennis/Pickleball Courts**

Tennis Courts: Commercial/School/Clubs or Tournament reservations – per hour per court	\$9.39
Pickleball Courts: Commercial/School/Clubs or Tournament reservations – per hour per court	\$3.00

**Boot Camps and Fitness/Performance Training**

Operators of for-profit program on Park land - Per Hour \$18.78

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**Community Sport Trailer**

Per event maximum Cost + 20%

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Damage Deposit (Refundable) \$2,000.00

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## Ward's Marina

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

	<b>2020/21 Base</b>
Monthly Moorage (fee per day multiplied by linear foot)	\$0.20
Short-Term Storage available upon request	\$0.20
<b>Lockers - Daily</b>	
Half	\$0.26
Full	\$0.52
Blackie Spit Parking Lot Rental Fee, per day (Theatre Production)	\$275.30

## 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 36
- Non-Profit Surrey Youth
- Non-Profit Surrey Adult
- Non-Profit Non-Surrey (includes approved Cultural Business)
- Commercial/Private

**2020/21  
Base**

### Theatre Rental (per hour) 6 hours minimum

School District 36	\$77.00
Non-Profit Surrey Youth	\$111.50
Non-Profit Surrey Adult	\$111.50
Non-Profit Non-Surrey*	\$179.00
Commercial/Private	\$340.50

\*Cultural Business can qualify for this rate if approved by Performing Arts Manager

House Supervisor Labour (per hour) 6 hour minimum	\$30.50
Stage Technician Labour (per hour) 6 hour minimum	\$35.00

\*overtime rates may apply

Dark Days	\$241.00
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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

Arts Rental Booking Deposit	\$309.00
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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.

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

	<b>2020/21 Base</b>
<b>Theatre Rental (per hour) 5 hours minimum</b>	
Non-Profit Surrey Youth	\$21.00
Non-Profit Surrey Adult	\$21.00
Non-Profit Non-Surrey*	\$38.00
Commercial/Private	\$114.00

\*Cultural Business can qualify for this rate if approved by Performing Arts Manager

House Supervisor Labour (per hour) 5 hour minimum	\$30.50
Stage Technician Labour (per hour) 5 hour minimum	\$35.00

Dark Day	\$153.00
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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

### Deposits and Payments

Arts Rental Booking Deposit	\$300.00
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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.

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

2020/21  
Base

### Theatre Rental (per hour) 6 hours minimum

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

Non-Profit Surrey Youth	\$65.00
Non-Profit Surrey Adult	\$65.00
Non-Profit Non-Surrey*	\$91.50
Commercial/Private	\$130.00

\*Cultural Business can qualify for this rate if approved by Performing Arts Manager

House Supervisor Labour (per hour) 5 hour minimum	\$30.50
Stage Technician Labour (per hour) 5 hour minimum	\$35.00

Dark days	\$181.50
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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.

### Deposits & Payments

Arts Rental Booking Deposit	\$300.00
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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.

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 Stage 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

	<b>2020/21 Base</b>
<b>Equipment Rental</b>	
Surrey Arts Centre Gallery Admission	Free, donation accepted
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<b>Equipment Rental</b>	
Piano	
For the use of acoustic pianos regularly tuned and maintained	\$160.55
Requested additional tuning.	\$149.90
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Projector (per event)	\$267.55
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### 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
Complimentary tickets	\$0.93
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A maximum of 10 tickets per curtain are exempt from the complimentary ticket charge	
Ticket exchange	\$2.02
Use of an outside ticket agent	\$0.93
A Theatre Capital Fund Surcharge will be added to all Tickets \$10.00 and over	\$1.00
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### Surrey Art Centre Sale of Merchandise Surcharge

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

A surcharge of 15% will be applied to the gross revenue resulting from the sale of any

The 15% surcharge will also be applied to the gross revenues of any merchandise sold in the

Renters that are registered as Surrey non profit organizations will be exempt from the 15%

Also, please be reminded that ticket raffles, calendar raffles and 50/50 draws, etc., in Surrey

## City Hall Plaza

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

	2020/21 Base
<b>General Public</b>	
Non-Profit Surrey	Free
<b>Non-Profit Organization</b>	
Hourly (Max 4 hours)	\$129.00
Daily	\$1,287.50
<b>Commercial</b>	
Hourly (Max 4 hours)	\$257.50
Daily	\$2,575.00
<b>Additional Services Extra (Security, Janitorial, Equipment Rental)</b>	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:

<b>Users</b>	
Infant	0 – 23 months
Child/Youth	2 - 18 years inclusive
Adult	19 - 59 years inclusive
Senior 60-69	60 - 69 years inclusive
Senior 70 years and older	70+ years
Post-Secondary 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
<b>Fee Structure</b>	
Infant	Free
Child/Youth	50% of Adult Rate
Adult	100%
Senior 60 to 69	25% of Adult Rate
Senior 70 Years and older	75% of Adult Rate
Post-Secondary Student	25% 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

	<b>2020/21 Base</b>
<i>Valid at all City Operated Facilities</i>	
Infant (under 2 years)	\$0.00
Children/Youth	\$3.38
Adult	\$6.75
Senior 60 to 69	\$5.06
Senior 70 Years and older	\$1.64
Post-Secondary Student <sup>2</sup>	\$5.06
Parent and Child <sup>1 &amp; 2</sup>	\$3.38
Value Time	50% discount
Shower Only Fee	\$1.90

1 Per person (minimum 1 adult and at least one child 18 years or younger). Valid to participate in:

- drop-in program;
- accompanying someone registered in a program; or
- accompanying someone participating in a sport group rental (e.g. swim clubs)
- accompanying someone a Full-Facility Pass holder qualify for the family drop-in rate.

2: Only available at the front counter

## **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

	2020/21 Base
<b>Monthly</b>	
Infant	\$0.00
Children/Youth	\$35.05
Adult	\$70.11
Senior 60 to 69	\$52.58
Senior 70 Years and older	\$17.53
Post-Secondary Student	\$52.58
Family	\$140.21

<b>Annually</b>	
Infant	\$0.00
Children/Youth	\$256.81
Adult	\$513.61
Senior 60 to 69	\$385.21
Senior 70 Years and older	\$128.40
Post-Secondary Student	\$385.21
Family	\$1,027.22

### Swipe Passes

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.

Unused punches expire 2 years from date of purchase.

### Other Passes

Leisure Access Admin Fee	\$0.00
MY Fun Pass - valid September - June for children aged 2-12	\$107.02
Simon Fraser University (Surrey Campus) Letter of Understanding per semester, per eligible student	\$33.74



## Specialty Session Admission Rates

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

	<b>2020/21 Base</b>
Adult Drop-in Rec. Hockey* or Adult Figure Skating*	
Weekday	\$8.65
Weekend	\$12.06
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Parent and Youth Hockey*	
Child/Youth	\$7.16
Adult	\$8.65
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Child Minding Service	\$3.38
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<i>max. 90 minutes</i>	
<i>LAP entitled to 75% discount for each child</i>	
<hr/>	
Winter Ice Palace*	\$4.33
<hr/>	
External Rehabilitation Trainer	
Admission Rate for Client	Drop-In admission
External Rehabilitation Trainer Fee	2X Adult Fee 1
<hr/>	

\*included with a full facility pass

## Outdoor pools

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

	<b>2020/21 Base</b>
<b>GENERAL ADMISSION</b>	
Public Swims	\$0.00

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## Seniors' Centres

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

*Rates Applicable to Senior Services facilities*

	<b>2020/21 Base</b>
City-wide Seniors' Membership	\$23.81

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*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

	<b>2020/21</b>
	<b>Base</b>
Skate Sharpening	\$7.24
Skate Rentals	\$3.02
Helmet Only	\$1.51
Skate/Helmet Punch Pass – 10 punch pass available at a 10% discount	
Withdrawal Fee - Passes* and Registered Programs less than \$250	\$5.00
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<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
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<i>For declined post-dated payments made using Credit Card or Electronic Funds Transfer</i>	
Withdrawal Fee - Registered Programs \$250 and over**	\$25.00
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<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
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<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.