

DISTRICT OF ELKFORD BYLAW NO. 682

A Bylaw respecting fees payable to the District of Elkford

WHEREAS Council for the District of Elkford desires to set fees within the municipality for certain services provided to the public as per Part 7, Division 2 of the Community Charter.

NOW THEREFORE, Council for the District of Elkford, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "District of Elkford Fees & Charges Bylaw No. 682, 2007.
2. General Conditions and Information:
 - (a) All fees are subject to GST except single pool and single skating admissions.
 - (b) All rentals must be prepaid.
 - (c) Cancellation Notice:
 - (a) One month notice will be required for arena ice rental
 - (b) Two weeks notice for all other rentals

3. Definitions:

Infant	0 to 2 years
Preschool	3 to 5 years
Child	6 to 12 years
Youth	13 to 18 years
Adult	19 to 59 years
Senior	60 years plus
Family	Mom, Dad & own children
Local	Residents of Elkford, B.C.
Group, Adult	Any group of local adults 19 years & over
Group, Senior	Any group of local seniors 60 years & over
Group, Youth	An organization operating in the District of Elkford, dedicated to the enhancement of the welfare of local young people and with membership available to local youth. In order to qualify for a subsidized rate under this category, the membership must be made up of at least 80% people under 19 years of age and resident in the District of Elkford, includes school classes.
Commercial User	Commercial, political, out-of-town, non-charitable group

4. Rates - General

- | | | |
|-----|-------------------|--|
| (a) | Photocopying: | \$1.00 per copy
If municipal staff photocopying, \$4.00/10 minutes
Paper, 10 cents/sheet or \$15.00/500 sheet ream |
| (b) | NSF Cheque Fee: | \$20.00 |
| (c) | Facsimile: | Receiving \$2.00/first page and \$1.00/page thereafter
Sending \$2.00/first page and 50 cents/page thereafter |
| (d) | Pins: | Lapel Pins \$ 2.00 per pin |
| (e) | Tax Certificates: | \$10.00 each |
| (f) | Maps: | Small \$ 5.00 each
Large \$10.00 each |

- (g) Copies of Bylaws:
 - 1 – 20 pages \$ 5.00
 - Over 20 pages \$10.00
 - Land Use Bylaw \$25.00
 - Official Community Plan \$50.00

- (h) Laminating:
 - small (less than 4" x 8.5") \$ 2.00/item
 - 8.5" x 11" \$ 3.00/sheet
 - 8.5" x 14" \$ 4.00/sheet

5. Rate Schedules

- (a) Parks and Recreation - Schedule "A" attached hereto and forming part of this bylaw
- (b) Pool & Library Complex - Schedule "B" attached hereto and forming part of this bylaw
- (c) Public Works - Schedule "C" attached hereto and forming part of this bylaw
- (d) Festival & Special Events Insurance Requirements – Schedule "D" attached hereto and forming part of this bylaw.
- (e) Renter's Responsibilities – Schedule "E" attached hereto and forming part of this bylaw.
- (f) Rental Contract – Schedule "F" attached hereto and forming part of this bylaw.

7. Recreation Centre & Pool/Library Complex Loadings

Arena & Bleachers	Curling Rink Ice Area – 618 persons
Bleachers only – 586 persons	Curling Lounge – 75 persons
Ice Area Only (85' X 180') 1,277 persons	
Banquet Hall	Multi-Purpose Room – 50 persons
General Assembly (94' X 49' including stage) 351 persons	
Banquet (70' X 49' without stage) 300 persons	

6. District of Elkford Fees & Charges Bylaw No. 645, 2004 and all amendments thereto are hereby repealed.

Read a first time this 11 day of June 2007.

Read a second time this 11 day of June 2007.

Read a third time this 11 day of June 2007.

Adopted this 25 day of June 2007.

Mayor D. McKerracher

Norma Everett
Director of Corporate Services

**BYLAW NO. 682
SCHEDULE "A"
PARKS & RECREATION DEPARTMENT FEES AND CHARGES FOR SERVICES**

RATE SCHEDULE

All rates quoted are within normal operating hours. Labour rates outside of normal operating hours will be charged out in accordance with the CUPE Agreement, plus 30% overhead fee.

SERVICES

The District of Elkford has available for use by the public certain facilities and parks, as follows:

- Recreation Centre
- Pool/Library Complex
- Ball Diamonds
- Tennis Courts (\$20.00 deposit for key)

- (a) There are individual rooms, areas and services within the facilities that the public will be charged as per the Rate Schedule.
- (b) Rates may differ for the type of user renting the facility or equipment. See definitions.
- (c) Users renting facilities on statutory holidays are subject to being charged the basic rental plus overtime wage rates.
- (d) All users requiring facilities outside of normal operating hours shall be charged as per the Rate Schedule.
- (e) Users not vacating the facilities as per the booking time shall be charged additional rates as per the Rate Schedule.
- (f) Local non-profit youth groups or meetings of volunteer adults providing services to the youth will be allowed free meeting room use during regular facility hours upon availability.
- (g) Local Seniors Groups will be allowed free use of facilities provided that a paying group does not require the facilities.
- (h) Facilities shall be provided at no cost for local funerals or memorial services.
- (i) All billings for facility use must be paid in full within 30 days or future use shall be denied.
- (j) Damage deposits shall be refunded after the event providing billing has been paid and no damage has occurred.
- (k) The renter shall provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of the rules and regulations of the facility. Failure to adhere to, or comply with the said rules and regulations may result in the termination of usage without refund or any rental fees paid, and may also include invoicing of penalties and/or additional costs incurred by the District of Elkford.
- (l) The following local recreation, cultural or service organizations will be allowed one banquet hall rental and one meeting room rental or one dry floor curling rink rental or dry floor arena rental for a 12-hour period per year at a 50% discount from normal rates. Privileges are not transferable between groups.

Elkford Minor Hockey	Elkford Figure Skating Club	Elk Valley Air Cadets
Elkford Guiding Association	Elkford Scouting Association	Elkford Snowmobile Association
Elkford Minor Soccer	Elkford Rod & Gun Club	Elkford Lion's Club
Elkford Counter Attack Group	Elkford Grad Committee	Elkford Canadian Red Cross
Elkford Health & Wellness	Elkford 50 Plus Club	Elkford Slo Pitch
Elkford Minor Ball Association	Elkford Women's Task Force	Elkford Early Childhood Development Society

Elkford Public Library and the Elkford Fire Department Social Club receive one free use per year:

- Motion No.13634 dated September 25, 2000 permits free use of the Recreation Centre by the Elkford Fire Department for the Annual Fire Fighters Dance.
- Motion No.13647 dated October 10, 2000 permits free use of the Banquet Hall and Kitchen for one event per year for the Public Library.

Arena : Ice In

Prime Time: Monday to Friday and entire weekend, 6 pm to midnight

Non-Prime Time: 3 pm to 6 pm Monday to Friday

Weekday: 8 am to 3 pm Monday to Friday

Hourly Rate	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Prime Time	44.00	45.00	46.00	47.00	48.00
Non-Prime Time	33.00	34.00	35.00	36.00	37.00
Weekday	21.00	22.00	23.00	24.00	25.00

Non-Prime Time Rate will apply to Elk Valley Minor Hockey and Elkford Figure Skating Club

Public Skating: Single Admissions – free
School Use as per the Joint Use Agreement

Arena: Dry Floor/Ice Out (April 1 – September 30)

Hourly Rate	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Child, Youth	12.40/hour	12.75/hour	13.15/hour	13.50/hour	13.90/hour
Adult	24.75/hour	25.50/hour	26.25/hour	27.00/hour	27.80/hour
Commercial	49.45/hour	51.00/hour	52.50/hour	54.00/hour	55.60/hour
Damage Deposit – per use	360.00	370.00	380.00	390.00	400.00
Cleanup - District personnel	250.00	260.00	270.00	280.00	290.00
School Use	As per Joint Use Agreement				

Curling Rink: Dry Floor/Ice Out (May 1 – August 31)

Hourly Rate	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Child, Youth	12.40/hour	12.75/hour	13.15/hour	13.50/hour	13.90/hour
Adult	24.75/hour	25.50/hour	26.25/hour	27.00/hour	27.80/hour
Commercial	49.45/hour	51.00/hour	52.50/hour	54.00/hour	55.60/hour
Damage Deposit – per use	360.00	370.00	380.00	390.00	400.00
Cleanup - District personnel	250.00	260.00	270.00	280.00	290.00
School Use	As per Joint Use Agreement				

Curling Rink Lounge (May 1 – August 31)

Hourly Rate	2007	2008	2009	2010	2011
Meetings	21.00/hr	22.00/hr	23.00/hr	24.00/hr	25.00/hr
Damage Deposit – per use	360.00	370.00	380.00	390.00	400.00
Cleanup - District personnel	250.00	260.00	270.00	280.00	290.00

Banquet Hall & Kitchen

Hourly Rate	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Child, Youth	28.00/hr	29.00/hr	30.00/hr	31.00/hr	32.00/hr
Adult	50.00/hr	51.50/hr	53.05/hr	54.64/hr	56.28/hr
Commercial	65.00/hr	66.00/hr	67.00/hr	68.00/hr	69.00/hr
Damage Deposit - per use	500.00	525.00	550.00	575.00	600.00
Cleanup - District Personnel	400.00	425.00	450.00	475.00	500.00
Setup: Table & chairs, does not include tablecloths or centre pieces. Setup diagram to be supplied by renter	75.00	80.00	85.00	86.00	87.00

Banquet Hall and Kitchen

- Example: Includes Banquet Hall and Kitchen from 1 p.m. to 1 a.m. on Saturday (Decorating can be done the day prior during Recreation Centre hours of operation, providing facility is not in use)
- Rental access prior to 1 p.m. will be charged the hourly rate for the Banquet Hall and Kitchen facility
- Any hours after 1 a.m. will be an additional charge for the renter in accordance with the Rate Schedule.

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Functions	500.00	515.00	545.00	560.00	575.00

Meeting/ Hobby Room

Hourly Rate	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Meeting/Function	5.15/hr	5.30/hr	5.45/hr	5.60/hr	5.75/hr
Commercial	20.50/hr	21.10/hr	21.75/hr	22.50/hr	23.20/hr
School Use	As per Joint Use Agreement				

Equipment Rental

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Tables – per day	4.15 per table	4.25 per table	4.35 per table	4.50 per table	4.65/per table
Chairs – per day	2.05 per chair	2.10 per chair	2.15 per chair	2.20 per chair	2.10 per chair
Damage Deposit Tables & Chairs	103.00	106.00	110.00	113.00	116.00
Coffee urn - 30 cup	10.30	10.60	10.90	11.25	11.55
100 cup Coffee Urn	20.60	21.20	21.80	22.45	23.10
TV, VCR & Stand – on site only at Rec or Aquatic Centre	25.75	26.50	27.30	28.10	28.95
Deposit for TV/VCR & Stand	206.00/day	212.00	218.00	225.00	231.00

Ball Diamonds, Fields, Concessions, etc.

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Ground for Midway, circus,	206.00	212.00	218.00	225.00	231.00
Damage Deposit -above	257.50	265.00	273.00	281.00	289.00
Devonian Park Concession	26.00/day	27.00/day	28.00/day	29.00/day	30.00/day
Damage Deposit - Devonian Concession	257.50	265.00	273.00	281.00	289.00
Clean up - District Personnel for grounds/concession	155.00	160.00	165.00	170.00	175.00

Linen Rental

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
White – 20 X 20 napkin	1.80	1.85	1.90	1.95	2.00
White – 71 X 71 tablecloth	17.75	18.25	18.80	19.35	20.00
White – 54 X 120 tablecloth	19.60	20.15	20.75	21.35	22.00
Red – 71 X 72 tablecloth	26.25	27.05	27.85	28.70	29.55

Storage Rooms: Storage of recreational equipment \$0.35/sq. ft./month

Other Areas

Arena Concession – lease agreement

Playschool Area – lease agreement

Curling Lounge and Ice Area – lease agreement

**BYLAW NO. 682
SCHEDULE "B"
POOL AND LIBRARY COMPLEX FEES AND CHARGES FOR SERVICES**

AQUATIC CENTRE/LIBRARY COMPLEX:

Single Admission	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Infant	Free	Free	Free	Free	Free
Preschool	1.25	1.50	1.55	1.60	1.65
Child	2.50	2.75	2.85	2.95	3.00
Youth	3.00	3.25	3.35	3.45	3.55
Adult	4.00	4.25	4.35	4.45	4.55
Senior/Disabled	2.50	2.75	2.85	2.95	3.00
Family	8.75	9.00	9.30	9.60	9.90
Aquafit Drop In	5.75	6.00	6.20	6.40	6.60
Lock Rental	.50	.50	.50	.50	.50
Physiotherapy (regular rates)					

1 Year Pass	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Preschool	37.10	38.25	39.40	40.60	41.80
Child	129.80	133.70	137.70	141.85	146.10
Youth	166.90	171.90	177.05	182.35	187.80
Adult	241.00	248.25	255.70	263.40	271.30
Senior/Disabled	129.80	133.70	137.70	141.85	146.10
Family	519.15	534.75	550.80	567.30	584.30

15 Swim Punch Card (pay for 13)	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Preschool	16.25	19.50	20.10	20.70	21.30
Child	32.50	35.75	36.80	37.90	39.00
Youth	39.00	42.25	43.50	44.801	46.15
Adult	52.00	55.25	56.90	58.60	60.35
Senior/Disabled	32.50	35.75	36.80	37.90	39.00
Family	113.75	117.00	120.50	124.10	127.85

Aquafit Punch Pass –1 hour classes	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
18 punch – 40% discount	60.40	62.20	64.05	66.00	68.00
15 punch – 35% discount	53.30	54.90	56.55	58.25	60.00
12 punch – 30% discount	45.70	47.10	48.50	49.95	51.45
9 punch – 25% discount	37.60	38.75	39.90	41.10	42.35
6 punch – 20% discount	27.40	28.25	29.10	30.00	30.90

Aquatic Programs	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
10 – 1 hour Synchro	62.85	64.75	66.70	68.70	70.75
10 – ½ hour Junior Swim Club	34.55	35.55	36.60	37.70	38.85

Red Cross/Lifesaving Lessons	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
10 - ½ hour classes	34.00	35.00	36.05	37.10	38.20
10 – 45 minute classes	46.20	47.60	49.00	50.50	52.00
10 – 1 hour classes	61.95	63.80	65.70	67.70	69.75
10 ½ hour – adult classes	46.70	48.10	49.55	51.00	52.55

Boating Course	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Manual	10.30	10.60	10.90	11.25	11.60
Course & Exam	72.10	74.25	76.48	78.75	81.10
Exam Only	30.90	31.85	32.80	33.75	34.80

Miscellaneous Products

Aquatic Products	Cost plus 20%
Replacement Badges	Cost
Red Cross Swim Cards	Cost

Meeting/ Hobby Room

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
Hourly Rate	5.15	5.30	5.45	5.60	5.75
Commercial	20.50	21.10	21.75	22.50	23.20
School Use	As per Joint Use Agreement				

Private Pool Rental

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
School - Pool Rental	51.50/hr	53.05/hr	54.65/hr	56.30/hr	58.00/hr
School – Extra Guard	25.75/hr	26.50/hr	27.30/hr	28.10/hr	28.95/hr
Private – Pool Rental	85.00/hr	87.55/hr	90.15/hr	92.85/hr	95.65/hr
Private – Extra Guard	CUPE loaded rate				

Public Pool Safety – Children 5 years and under

Supervision of children in accordance with provincial guidelines for swimming pools, requires a responsible person 16 years of age or older, at all times to be within arms reach of all children 5 years and under. LIFEJACKETS do not substitute for adult supervision.

**BYLAW NO. 682
SCHEDULE "C"
PUBLIC WORKS DEPARTMENT FEES AND CHARGES FOR SERVICES**

Sign Usage – Industrial Park

- Individual companies occupying space in the Industrial Park are allowed the placement of a logo, company name and address on the Directory Sign at the Industrial Park entrance to a size not exceeding 12" x 96", all costs to be paid by the company. Changes to a company sign after the initial installation shall be at the company's expense as per the Rate Schedule.
- There will be only one individual area 12" x 96" allowed per industrial park company.
- The District of Elkford will install such sign at a cost as per the Rate Schedule.

Rates:

Loaded operator hourly rate, as per CUPE Agreement, will be added to equipment rates plus 30% overhead fee. District of Elkford employees must operate all equipment.

Hourly Equipment Rate**Custom Work Labour & Equipment Rates Excluding Operator**

	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011
¼ ton Truck	11.00	11.35	11.70	12.00	12.40
½ ton Truck	11.50	11.85	12.20	12.55	12.90
¾ ton Truck	12.50	12.85	13.25	13.65	14.05
1 ton Truck	15.00	15.45	15.90	16.35	16.85
5 ton Truck	35.00	36.05	37.13	38.25	39.39
5 ton with attachments	51.00	52.55	54.10	55.75	57.40
Vacuum Unit	41.50	42.75	44.00	45.30	46.65
Flushing Unit	41.50	42.75	44.00	45.30	46.65
Bucket Truck	65.00	66.95	68.95	71.00	73.15
920 Cat Loader with attachments	45.00	46.35	47.75	49.20	50.65
928 Cat Loader with attachments	70.00	72.10	74.25	76.50	78.80
936 Cat Loader with attachments	70.00	72.10	74.25	76.50	78.80
Snow Master Snow Blower	75.00	77.25	79.55	81.90	84.35
Champion Grader	75.00	77.25	79.55	81.90	84.35
Backhoe with attachments	40.00	41.20	42.45	43.75	45.05
Sweeper	85.00	87.55	90.15	92.85	95.65
Water Thaw Unit	10.50 41.50/day	10.80 42.75/day	11.10 44.00/day	11.45 45.30	11.80 46.65
4" Pump	10.50	10.80	11.10	11.45	11.80
2" Pump	5.50	5.65	5.80	6.00	6.20
Generator	20.50	21.10	21.75	22.40	23.05
Welder	20.50	21.10	21.75	22.40	23.05
JD 935 Mower with attachments	17.00	17.50	18.00	18.55	19.10
JD 4300 Mower with attachments	26.00	26.75	27.55	28.35	29.20
Weed Sprayer Unit	15.50	16.00	16.50	17.00	17.50
Trailer	15.50	16.00	16.50	17.00	17.50
Chain Saw	5.50	5.65	5.80	6.00	6.20
Weed eater	5.50	5.65	5.80	6.00	6.20
Push Mower	5.50	5.65	5.80	6.00	6.20
Tamper	10.00	10.30	10.60	10.90	11.25
Tandem Truck	42.00	43.25	44.55	45.90	47.25
Tandem Truck with attachments	60.00	61.80	63.65	65.55	67.51
Air Compressor	22.00	22.65	23.30	24.00	24.70

Air Compressor – Jack Hammer	42.00	43.25	44.55	45.90	47.25
Industrial Park Sign Installation	51.50	53.00	54.60	56.25	57.95
Sewer Camera	51.50	53.00	54.60	56.25	57.95
Sewer Auger (electrical)	10.50 41.50/day	10.80 42.75/day	11.10 44.00/day	11.45 45.30/day	11.80 46.65/day
Wood Chipper	20.00	20.60	21.20	21.85	22.50
Honda Generator 5000W	7.50	7.75	8.00	8.25	8.50
Water Tank 2000 Gallon	24.25	25.00	25.75	26.50	27.30
Garbage Packer & Commercial Bin	100.00	103.00	106.09	109.27	112.55
Mule	15.00	15.45	15.90	16.35	16.85

Shop Labour as per CUPE Agreement plus 30% overhead
 Parts and Supplies cost plus 10%, plus freight
 Administration Fee 15%

BYLAW NO. 682
SCHEDULE "D"
FESTIVAL & SPECIAL EVENTS INSURANCE REQUIREMENTS

- Evidence of current liability insurance is required from an applicant proposing to use municipal streets, parks or facilities for special events.
- The minimum liability insurance requirements are as follows:
 - a) Two Million Dollars (\$2,000,000) Comprehensive General Liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants. The District of Elkford reserves the right to require a higher amount of liability insurance;
 - b) Cross-liability clause;
 - c) District of Elkford named as an additional named insured;
 - d) Thirty (30) days prior written notice of cancellation or material change; and
 - e) Executed copy of Certificate of Insurance, 10 days prior to the event.

**BYLAW NO. 682
SCHEDULE "E"
RENTER'S RESPONSIBILITIES**

General Rules for Banquet Hall, Kitchen and Meeting Rooms

- No smoking is permitted in any District of Elkford (DOE) facility.
- No alcoholic beverages are permitted in any DOE facility or on any grounds without a liquor license.
- No physical or verbal abuse will be tolerated.
- Remove all personal belongings. The District is not responsible for any lost or stolen articles.
- Remove all garbage from all areas being used and dispose of it in the garbage bins outside of facility.
- All floors must be swept. A damp mop is to be used on sticky/wet areas. The staff member on duty can provide a mop and bucket for you.
- The renter shall notify the DOE of any damages and/or maintenance requests.
- Basic and Burn First Aid Kits are located in the kitchen for your use. It is recommended to bring your own if require additional supplies. If our First Aid Kits' supplies were used during your rental please let us know so we can restock used supplies.

Tables & Chairs

- The tables and chairs shall be cleared, wiped down and placed in the appropriate storage area.
- Damaged tables and chairs shall be set aside and reported to the DOE.
- The renter is responsible in doing their own set-up, take down and putting away of the tables and chairs.
- Tables are not to be dragged across the floor.
- To inquire for the costs associated with the set-up and take down of chairs and tables contact the Recreation Department.
- The DOE has for rent rectangle (8' X 2.5') and round (5' across) tables.

Kitchen and Bar

- Perishable food, all liquor/beverages and dispensers must be removed from the refrigerator, coolers and bar area.
- All appliances shall be cleaned and left free of any food particles.
- All food particles shall be scraped off dishes prior to placing dishes in the dishwasher.
- Removal of any kitchen supplies such as dishes from the building is prohibited. Kitchen supplies are for use only in the kitchen and dining area.
- Health Board regulations require that user groups **MUST** wash kitchen items before and after each use.
- Post Permits, Food Safe Certificates and Party Alcohol Liability Insurance Policy (PAL).

Banquet Hall and Decorating Guidelines

- No open flames or candles unless encased in glass containers.
- No staples or tape on tables or walls.
- Regulations state that no more than 20% maximum of flammable material permitted on walls and ceiling.
- No paper allowed on doors.
- No barbeques in front of any fire exit.
- Consult the Fire Department for an inspection and approval prior to decorating. To make the necessary arrangements call 865-2960.
- Seating capacity of the Banquet Hall: Dance - 230 persons, Banquet - 300 persons without stage, General Assembly - 351 persons

I have read and understand the above information.

Fire Department Approval of Decorations

Signature of Renter

Signature of Fire Chief

Print Name of Renter

Print Name of Fire Chief

(date)

**Bylaw No. 682
Schedule "F"**



**RENTAL CONTRACT
Aquatic, Parks and Recreation Department**

P.O. Box 340 Elkford, BC V0B 1H0
 Recreation Department: Phone – (250) 865-2257 Fax – (250) 865-2267 Email: pflegal@elkford.ca
 Aquatic Center: Phone – (250) 865-2221 Fax – (250) 865-2600 Email: gstanley@elkford.ca
www.elkford.ca

Date: _____
 (DD/MM/YEAR)

Acct #: _____

Renter: _____

Company name: _____

Mailing address:

PO Box #: _____
 Prov.: _____ PC: _____
 Email: _____

City/Town: _____
 Phone(h)(____) _____ (w)(____) _____
 Fax: ____ (____) _____

Facility

- Individuals/groups use the Elkford Recreation Department facilities at their own risk.
- Individuals/groups are not permitted to bring alcohol into any area of the Elkford Recreation Facilities with the proper permits.
- Refer to the back of the contract for further details concerning the use of the Elkford Recreation Department facilities.

Rental Dates: _____

<i>(For office use only)</i>				
Product	Description	Hours	Quantity	
			SUBTOTAL	
			GST TAX	
			TOTAL	
			(Less - DAMAGE DEPOSIT)	
			AMOUNT OWING	

Additional Information:

See reverse side for further terms and conditions.

CONDITIONS OF RENTAL

I ICE BOOKINGS

Notify the Recreation Department of intended ice use i.e.: hockey, public skating, broomball, lacrosse.

II GENERAL CONDITIONS

- (a) The DISTRICT OF ELKFORD (DOE) its governors, employees shall not be responsible for any loss, damage or destruction of any property whatsoever, or personal injury or death to anyone, howsoever caused and whether arising within or outside the rental facilities.
- (b) The Renter agrees to indemnify and save harmless the DOE and its governors, employees against all claims, demands, damages, cost, expenses including reasonable legal fees, in respect of death, injury, loss or damage to person or property, howsoever caused, arising out of the Renter’s use of the facilities.
- (c) It is the sole responsibility of the Renter to determine what additional insurance coverage is needed, including but not limited to Worker’s Compensation and Participants Insurance. Insurance is MANDATORY for events where a Liquor License is obtained. Insurance is the financial responsibility of the Renter.

III PAYMENT

- (a) A deposit and signed contract is required before facility rental use.
- (b) Payment must be made by Cash, MasterCard or by Debit.
- (c) Failure to pay accounts when rendered may result in cancellation of this contract.
- (d) Regular rentals will be billed at the end of each month (unless otherwise stated).

IV CANCELLATION BY RENTER

- (a) One month notice will be required for arena ice rental
 - (b) Two weeks (14 days) notice for all other rentals
- A renter who cancels without proper notice will be charged for the booking.

V CANCELLATION BY THE DOE

- (a) The DOE may cancel a booking for reasons beyond its control, at any time.
- (b) From time to time the DOE may cancel a booking for a special event.
- (c) Persistent cancellation by a renter or a renter who does not use the ice in a reasonable manner may result in cancellation of privileges.

VI LIQUOR LICENSE

For rentals at which alcoholic beverages are to be served, the procurement of a liquor license is the responsibility of the Renter. A copy **MUST** be provided to the Recreation Office prior to the event.

Liquor brought onto District property without a valid liquor license will result in loss of use of facility privileges.

VII CHANGES

Changes, cancellations, additions, etc must be in writing and will only be accepted between 8:00 am – 4:00 pm, Monday to Friday.

VIII EQUIPMENT & BELONGINGS

- (a) All equipment, displays, goods and chattels of the Renter brought into the said facility shall be the sole responsibility of the Renter and the DOE shall not be liable for any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.
- (b) Any and all belongings of the Renter **MUST** be removed from the premise at the close of the function. This includes: food, beverages, empty containers, decorations, personal items, etc.

IX UNSATISFACTORY CONDUCT

Unsatisfactory conduct while using the DOE facilities will result in cancellation of this contract.

X DAMAGES

The facilities will be checked for damages by the DOE staff and the Renter. The Renter will be billed the cost of cleaning unreasonable messes, or for repairing damage done. Further bookings will be suspended until payment is received.

I have read and understand all the terms and conditions of this contract.

Print name of renter

Date

Signature of renter

Signature on behalf of District of Elkford