

OLD ORCHARD HALL/THE MEADOW
TERMS AND CONDITIONS

PLEASE READ CAREFULLY

GENERAL

1. All rooms and facilities are booked on a first come first served basis. To guarantee a booking the renter must pay the damage deposit upon booking of facility.
2. All renters must sign contract and initial the Terms and Conditions document. Both items are to be returned to the facility booking office at Kyle Centre (**due within seven (7) days of booking**).
3. Final Payment for rental can be made by; cash, personal cheque, Debit, Visa, MasterCard or American Express. Payment must be made in full at least sixty (60) days prior to rental date. Please see page 3 for post dated payment options.
4. Rental groups will only have access to rooms in Port Moody facilities as stated on contract. Room/Hall access is not permitted outside of contract time frames.
5. Rental groups must present a General Liability Insurance certificate and, if serving liquor, a Host Liquor Liability Insurance certificate along with a liquor licence - see Insurance/Liquor Procedures below.
6. Society of Composers, Authors and Music Publishers of Canada (SOCAN) fee is \$62.13 (TAX included). It is a required fee for all renters where music and dancing is present.
7. All events must end no later than 1:30am. Exception, New Year's Eve - closing time 3:00am.
8. It is required that each renter using City of Port Moody facilities provide sufficient security.
9. The licensee or an adult person acting as the licensee's agent shall be present at the facility and shall be responsible for the activities in the facility at all times while the agreement is in effect and shall take all reasonable actions necessary to ensure the facilities are left undamaged and in a clean and tidy condition.
10. Facilities rented for an underage event must be booked by the parent. The parent(s) must be present in the facility/room at all times. Chaperones are also required to monitor the party, the ratio is 10:1 and a list of names/ages and phone numbers must be provided at time of booking. No alcohol can be served or allowed on premises at any underage event. The city at their discretion can close down the facility if the underage party gets out of hand.
11. All City of Port Moody owned or operated buildings are designated 100% smoke free. Smoking Regulation Bylaw No. 2773. Smoking is only permitted 7.5 metres away from any window, door or air intake.
12. The City of Port Moody has taken a leadership role in reducing solid waste throughout the city. To this end we would ask our renters of our facilities to assist with the goal of reducing packaging and not using unsustainable products such as styrofoam cups and/or plates.
13. **If assistance is required after office hours, during a rental, please call the maintenance cell numbers: 604.562.5612 or 604.562.5613.**
14. The City of Port Moody Community Services Department assumes no responsibility for lost or stolen property, property damage or injuries during the activities authorized by this agreement. Persons using city building, grounds or equipment do so at their own risk.

DAMAGE DEPOSIT/REFUNDS

1. Full refund issued, less an administrative charge (10% of total rental cost), for cancellations made in writing sixty (60) days prior to the booking. Loss of damage deposit on facility rental will occur if less than sixty (60) days notice is given.
2. Damage Deposit will be refunded at end of contract. Allow up to thirty (30) days for return.
3. The City of Port Moody may cancel a rental to accommodate for City functions, maintenance/cleaning, or other undetermined events. In the event of a cancellation by the City, a minimum of two weeks notice will be provided. In extreme unforeseen cases, the City may cancel with no advance notice (for example in an emergency situation). In the event that the City must cancel the renter will be reimbursed for the rental cost of that day.
4. Facilities, amenities and surrounding areas of hall shall be left in the condition they were prior to use. Terms and Conditions must be adhered to or loss of full damage deposit may occur.
5. The licensee is responsible for damage inflicted to any part of the facility during the licensee's event and all costs for damage repairs, lost furniture, and staff overtime will be assessed to the licensee accordingly. Note that damage repair costs are assessed by maintenance staff and invoices are issued to rental client as proof of total repair cost. In the event that damages exceed the amount of the damage deposit, the renter will make payment for remaining amount due within ten (10) business days of contract completion.

RENTAL PROCEDURES

1. Old Orchard Hall rentals and rates cover either a 4 hour or 15 hour period. A rental group must do set up and clean up during time frame indicated on contract. In some cases a request for an extension of time may be made. This must be done at time of booking, additional hourly charges will apply.
2. **The Old Orchard Hall Key can be picked up 15 minutes before the booking at the Port Moody Recreation Complex (300 loco Road). Key must be returned directly to the Recreation Complex front desk the following business day.**
3. **Renters are responsible for locking and securing the building, checks to ensure that all interior and exterior doors and windows are locked and secured must be done prior to leaving premises.**
4. Rental groups are responsible for table and chair set up/take down, decorating of hall and equipment set up/take down during rental time frame.
5. Clean up must be completed on the night of the rental.
6. Renter is responsible for putting the room/hall back to its original state. All tables and chairs put away. Banquet paper or linens must be removed, and tables wiped clean. All decorations must be removed from walls & ceilings.
7. Floor must be clear of all large debris and liquid messes.

8. The seating capacity of each room must be adhered to.
9. Tables, chairs and any other equipment are **not to be dragged** across the floor, taken apart, or removed from the premises. Any damage done during an event will be assessed and cost will be deducted from damage deposit.
10. Tables and chairs are to be stacked properly on racks.
11. **To assist in returning tables and chairs to storage room pictures of room arrangement are on doors.**
12. Renters must check with staff prior to putting up any decorations. Staples, nails or tacks are not to be applied to any table or wall.
13. No confetti or rice is to be thrown inside or outside facilities.
14. Helium balloons are not permitted inside facilities.
15. All garbage must be removed from room and placed in the garbage cans provided. Additional bags can be obtained at bottom of bins or contact the maintenance staff for additional supplies night of rental.
16. Please be aware of "No Parking" signs at Old Orchard.
17. Barbeques are allowed outside the front of building on the cement sidewalk only. No Barbeques allowed on back deck.
18. Only tables, chairs, and podium are to be removed from the storage room. All other items are not accessible to renters.
19. Renter is responsible for locking and securing hall at the end of the rental.

CATERING & KITCHEN PROCEDURES

1. If food is served, all health regulations under the *Health Act* must be met. No cooking is permitted on premises. Any person/caterer who serves or prepares food or drinks for a public function or gathering must have an interim permit for that function.
2. All secondary service providers related to a rental (ex: caterers, decorators, etc) must arrive during the rental contract period. Access to the room or building outside of contract time frame will not be allowed. In some cases additional time may be added, for a fee. Requests for this must be made at time of booking.
3. Coffee urns and kitchen supplies (ex: cutlery, dishes, linens, etc.) are to be supplied by renter.
4. No propane tanks are to be left in building.
5. Fridges can be used for storage of food & beverages. Ovens can be used for warming of food only.
6. **CATERERS MUST REMOVE ALL SUPPLIES NIGHT OF RENTAL. No exceptions.**

INSURANCE/LIQUOR PROCEDURES

1. In cases where liquor will be brought in and/or consumed, a provincial special occasion liquor licence (SOL) is required. **The SOL must be obtained no less than thirty (30) days prior to event** and may be purchased online at <http://www.bcliquorstores.com/special-occasion-licence>.
2. **The SOL must be obtained by the person(s) named on the contract.**
3. Individuals issued a SOL **may** be required to obtain a Serving It Right certificate. Further information is available on the website <http://www.bcliquorstores.com/special-occasion-licence>.
4. General Liability Insurance is required for a minimum of \$2,000,000 coverage (\$5,000,000 if liquor is served). If serving liquor, HOST Liquor Liability Insurance is required. The City of Port Moody is to be added to the policy as an additional insured and the certificate is to be sent directly to the facility booking office, no less than thirty (30) days prior to the function. Insurance may be purchased at the company of your choice or from the following list:
Online (for events without alcohol only): <https://bc.events.insure>: *The certificate is automatically emailed to facility booking office.*
Port Moody Insurance Agencies (for events with or without alcohol):
Renter is required to deliver certificate to the facility booking office (in-person, emailed or faxed).
 - Leaders Insurance, Suite 106-3003 St Johns ST 604.469.1799
 - Port Moody Insurance Services, 221 Ioco RD #390 604.469.1142
 - Suter Brook Insurance Services, 162 Brew ST 604.469.9355
5. **General Liability Insurance and HOST liquor Liability Insurance must be obtained by the person(s) named on the contract no less than thirty (30) days prior to event or the contract may be cancelled and the Damage Deposit not returned.**
6. *B. Y. O. B. (bring your own booze) type functions are NOT permitted in any situation.*
7. **Bar Service and music must end at least thirty (30) minutes prior to the end of a rental.**
8. Liquor is not to be stored in the building in open view prior to the rental, brought in day of rental during contract time frame only, all remaining liquor must be removed by end of rental period.

MEADOW PROCEDURES

1. The Meadow is provided free of charge to renters of Old Orchard Hall, to be used only for the wedding ceremony and picture-taking immediately following the ceremony, and for the maximum number of attendees as indicated in the Old Orchard Hall rental contract. Once the ceremony and picture-taking are over, The Meadow is to be vacated and is not to be used for any part of the reception.
2. The Meadow must be booked at time of hall booking for the time period of the ceremony/picture-taking only on day of booking (ie, 3:00pm-4:30pm).
3. Up to ten (10) chairs may be used for guests who cannot stand for the ceremony, as well as two planters for an archway, and a small table for signing documents. These items must be supplied by renter. They are not provided by the City of Port Moody, and are not to be removed from Old Orchard Hall.
4. Please adhere to the posted Parks regulations.
5. Alcohol is strictly prohibited outside of Old Orchard Hall.
6. The beach area is not to be used for the ceremony.

**Will you be using The Meadow for your ceremony/picture taking?
Please indicate with YES or NO _____**

If YES please indicate time The Meadow will be used.* _____

** Time period is for ceremony/picture taking only on day of booking (ie, 3:00pm-4:30pm)*

FINAL PAYMENT OPTION

1. Final Payment for rental can be made by; cash, personal cheque, Debit, Visa, MasterCard or American Express. Payment must be made in full at least sixty (60) days prior to rental date.
2. **For added convenience, final payment for the rental can automatically be applied to a credit card sixty (60) days before the date of the rental. Would you like this option (please circle one) YES / NO - If YES please fill out the below section.**

The undersigned hereby authorizes the City of Port Moody to withdraw by electronic entry, one final payment due by the undersigned to the City of Port Moody sixty (60) days prior to rental, as per the amount/term indicated on contract/invoice.

CREDIT CARD INFORMATION

VISA MASTERCARD AMERICAN EXPRESS

FIRST NAME: _____ LAST NAME: _____

CARD #: _____ EXPIRATION (MM/YY): _____

This agreement is authorized by the City of Port Moody Community Services Department Bylaws 2894/2857-C.
Please sign and date that you have read and understand the above Terms and Conditions and return this document along with your signed Contract.

Date: _____ Print Name: _____

Signature: _____