

## Fee Waiver Application Form

### APPLICATION PROCESS

Port Moody based groups can apply for a fee waiver for their event that is being held in a City facility. The maximum value for a fee waiver for the Inlet Theatre/Galleria is \$500 per organization per calendar year. The maximum value for all other City facilities is \$367 per organization per calendar year.

The City provides annual funding for fee waivers as follows: \$3,000 for Inlet Theatre/Galleria and \$3,000 for recreation facilities. The waivers are available on a first come basis and once the funding has been exhausted, no further waivers will be considered for the remainder of the calendar year.

#### The following guidelines will be followed for fee waiver applications:

- 1) Rental fee waiver applications will only be received from registered non-profit Port Moody groups or organizations whose membership consists of a majority of Port Moody residents.
- 2) Groups that serve the Tri-Cities may be considered for a fee waiver at the discretion of the General Manager of Community Services.
- 3) Groups will be limited to one rental fee waiver per calendar year to a maximum value of \$367 for recreation facility rentals and \$500 for Theatre/Galleria rentals.
- 4) The fee waiver is applicable to the facility rental fee only and does not include any other event related expenses such as, but not limited to staffing costs, liability insurance, liquor license, SOCAN fees, and facility rental taxes and deposit.
- 5) All requests for fee waivers must be received by the Community Services Department a minimum of one month in advance of the event.
- 6) A group roster and the most current financial statement of the organization are to accompany the completed fee waiver application form.
- 7) The facility must be booked and a contract in place prior to the fee waiver application being reviewed.
- 8) The General Manager of Community Services will review all applications for eligibility and approve those that meet the established criteria.

### APPLICANT INFORMATION

Name of Group: \_\_\_\_\_  
(as listed on the venue rental contract)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact's Phone: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Should the City have any further questions pertaining to your request, you may be contacted to provide further details. The applicant will be informed of the decision in writing and, if approved, will be required to sign the City's standard rental agreement and will be obligated to comply with any and all associated rental contract conditions.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Which of the following best describes you (check one):**

- Community Group
- Registered Non-Profit
- Other (please specify) \_\_\_\_\_

**Purpose of the event:** \_\_\_\_\_

\_\_\_\_\_

**ACTIVITY INFORMATION**

**Please provide the following details regarding the activity your application pertains to.**

Event Name: \_\_\_\_\_

Location being requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event start/end times: Start: \_\_\_\_\_ End: \_\_\_\_\_

Open to the Public: Yes  No

Anticipated Attendance: \_\_\_\_\_ People

**FUNDING REQUEST**

Facility booked:  Inlet Theatre &/or Galleria Contract #: \_\_\_\_\_

Other (please specify) \_\_\_\_\_  
Contract # \_\_\_\_\_

**Description of need:** Please describe why the waiving of fees is required:

---

---

---

Have you received any other sources of funding:    Yes     No

If YES, please describe: \_\_\_\_\_  
\_\_\_\_\_

**Please forward your completed form by email, mail or in person:**

**Email:**

[theatre@portmoody.ca](mailto:theatre@portmoody.ca) for Inlet Theatre and/or Galleria bookings  
[facilitybooking@portmoody.ca](mailto:facilitybooking@portmoody.ca) for all other venues in Port Moody

**Mail or in person:**

Attention "Theatre" or "Facility Booking" (depending on the venue you booked)  
City of Port Moody  
100 Newport Drive, Port Moody, V3H 5C3

---

**FOR OFFICE USE ONLY**

Request approved                       Does not meet criteria, request denied

---

General Manager of Community Services

---

Date

# EVENT BUDGET

The following event information is required as part of the fee waiver application process.

EVENT EXPENSES		EVENT INCOME	
<b>Administration</b>		<b>Ticket Revenue</b>	\$ _____
1. Facility Rental	\$ _____	_____ participants x \$ _____ ticket fee	
2. Liability Insurance	\$ _____		
3. Artists/Performers	\$ _____	<b>Donations/Sponsorships</b>	
4. Administrative	\$ _____	1. Corporate/Business	\$ _____
5. Equipment Rental	\$ _____	2. Clubs/Organizations	\$ _____
6. Tickets/Marketing	\$ _____	3. Other/Misc.	\$ _____
7. Supplies	\$ _____		
8. Food	\$ _____		
9. Other/Misc.	\$ _____		
<b>Total Expenses</b>	<b>\$ _____</b>	<b>Total Revenue</b>	<b>\$ _____</b>