

CITY OF CASTLEGAR EMPLOYEE POLICY AND PROCEDURE MANUAL

Celgar Pavilion Kitchen and Picnic Area Rental Policy			
Section:	Administrative	Resolution No:	44-16
Policy Number:	2-10	Amended by:	
Effective Date:	2016 02 15		

GENERAL STATEMENT:

The **Celgar Pavilion** is a public park facility that is available for use on a rental basis for special events/private parties/weddings/community events, etc.

PURPOSE:

The goal is to make the facility available to community groups, organizations and private groups however; all bookings need to be made in advance. City functions will take priority over all other bookings. The public may use the covered seating area, at any time it is not reserved for private use.

PROCEDURES:

- The Celgar Pavilion is a public facility. Covered seating area can only be reserved when renting the kitchen facility.
- The facility will be available for rent between the hours of 9:00 am – 9:00 pm, 7 days a week, during the summer months and in conjunction with the Millennium Park Concession Contract.
- Any party renting the kitchen and covered seating area may NOT sell food and beverages and compete with the concessionaire.
- Not for Profit organizations must provide proof of registration as such.
- Sprinklers will not be shut off for any function.

Rental Rate :	
Damage Deposit:	<input type="checkbox"/> A \$300 refundable damage deposit is required for all bookings (\$250 damage deposit and \$50 key deposit)
Rental Rates:	<input type="checkbox"/> \$125.00 Including GST Over Four Hours to Full Day <input type="checkbox"/> \$75.00 Including GST Minimum Charge for up to Four Hours (Half Day) <input type="checkbox"/> \$ 60.00 Including GST Non-Profit Rate (full or ½ day)

Renter’s Responsibility

The Organization renting the space is responsible for set-up, clean-up and ensuring the premises is properly secured.

A. Financial

1. Pay a non-refundable cost equal to one half the rental fee at the time of booking;
2. pay the full cost of the rental 14 days prior to the rental date;
3. pay the Castlegar & District Recreation Department, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the premises;
4. provide a \$50.00 key deposit and refundable damage deposit in the amount of \$250 in the form of Mastercard/Visa number or cheque 14 days prior to the rental date.

B. Cancellation Policy

1. If the booking is cancelled less than 14 days of the rental, there is **NO REFUND**.

C. Conditions of Use

1. Renter will not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the City and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
2. Renter will not use tape or adhesives that can damage floor, ceiling, or walls of the premises;
3. Access to the facility for the purpose of decorating or setting up will be at the discretion of the Castlegar & District Recreation Department;
4. maintain the premises in a neat and tidy condition;
5. Remove all goods and belongings of the renter on or before the termination of this Agreement;
6. During the period of occupancy, ensure that all persons using the premises do so in an orderly manner and do not breach any law, regulation, bylaw or rule;
7. Release the Castlegar & District Recreation Department and the City of Castlegar from any responsibility or liability whatsoever that might arise out of the Castlegar & District Recreation Department and the City of Castlegar failing to provide the premises or any services to the premises under the terms of this agreement;
8. Adhere to the BC Liquor Control and Licensing Act and provide proof of approvals and/or certificates from other agencies such as: Serving it Right Certificate; Food Safe Certificate and Special Occasion License will be required, where applicable;
9. In accordance with the City of Castlegar "Consumption of Liquor on City Property" Policy #2-6, proof of \$2 million liability insurance must be provided if alcohol will be served on the premises;
10. The renter agrees to notify the Castlegar & District Recreation Department of any condition that may render the premises or equipment unsafe for use, and if the Castlegar & District Recreation Department or the City of Castlegar has insufficient funds to correct the condition, then the Castlegar & District Recreation Department has the right to cancel the use of the premises until such time as funds are available for the cost of correcting the condition.

D. Rules and Regulations

1. No vehicles will be parked on the grounds. All vehicles to use Millennium Park Parking Area.
2. Do not move picnic tables that are under shelter.
3. Do not dump hot water on the grass (pour in kitchen or bathroom sink)
4. Do not pour grease or marinate in sink or elsewhere, put it in a container and place in dumpster.
5. No garbage, decorations or food to be left behind. Please use dumpster.
6. Nothing to be stapled or nailed to the building or fixtures.
7. No camping tents or portable dance floors allowed on the grass.
8. No open fire pits.

E. Clean Up

1. All tables and benches must be wiped down.
2. Kitchen equipment, counters and floor to be cleaned using supplied cleaning products (stored in janitorial closet).
3. All garbage shall be bagged and removed to the dumpster.
4. All liquor and food shall be removed from the facility at conclusion of function.
5. Facility will be inspected by the Concessionaire Contractor or City at the conclusion of the rental time or as soon after as possible (next day). Concessionaire or City will notify Castlegar and District Recreation Department if release of damage deposit is appropriate.

F. Security

1. Keys must be picked up and returned during regular office hours.
2. Keys are to be returned to the Castlegar & District Recreation Department no later than the next working day after the rental agreement expires.

3. The person picking up the key will be held responsible for the care and control of the key as well as the security of the facility.
4. Doors and windows must be secured upon leaving the premise.

G. Smoking

1. Smoking is prohibited in and around the facility.