

KITSILANO COMMUNITY CENTRE

General Rental Guide

2690 Larch Street Vancouver, BC V6K 4K9



P: 604-257-8607 | E: kitscc@vancouver.ca | W: kitscc.com

Room Rates and Dimensions

Rooms	Highlights	Area & Room Capacity	Hourly Rate
Boardroom	<ul style="list-style-type: none"> - Professional meeting space for small groups - Natural lighting and fluorescent lighting - Tables and chairs included - Installed AV equipment (projector, screen and speakers) 	<ul style="list-style-type: none"> - 22 ft x 14 ft - 308 sq.ft. total - 18 People Max 	\$20/hour
Meeting Room	<ul style="list-style-type: none"> - Professional meeting space for small groups - Interior window facing the south entrance - Fluorescent and soft lighting - Tables and chairs included - Installed AV equipment (TV and speakers) 	<ul style="list-style-type: none"> - 15 ft x 14 ft - 210 sq.ft. - 10 People Max 	\$20/hour
Maddies Lounge	<ul style="list-style-type: none"> - Casual meeting space for small groups - Natural lighting and fluorescent lighting - Couches, tables and chairs included - Small kitchenette (no fridge) 	<ul style="list-style-type: none"> - 22 ft x 14 ft - 308 sq.ft. total - 12 People Max 	\$20/hour
Multipurpose Room	<ul style="list-style-type: none"> - Casual meeting space great for mid to large groups - Two mirrored walls equipped with a small kitchenette (no fridge) - Natural lighting and fluorescent lighting - Tables and chairs included - Installed AV equipment (projector, screen and speakers) 	<ul style="list-style-type: none"> - 34 ft x 34 ft - 1156 sq.ft. - 40 People Max 	\$40/hour
Snowy's Lounge	<ul style="list-style-type: none"> - Casual or formal meeting space for mid to large groups - Accessed within the main lobby front entrance, side entrance to load equipment in/out - Rink facing windows - Natural and track lighting - Small sink and counter space available - Tables and chairs included 	<ul style="list-style-type: none"> - 57 ft x 32 ft - 1824 sq.ft. - 100 People Max 	\$50/hour
Lobby Room	<ul style="list-style-type: none"> - Casual or formal meeting space for mid to large groups - Park facing ceiling to floor windows - Small sink and counter space available - Tables and chairs included - Installed AV equipment (projector, screen and speakers) 	<ul style="list-style-type: none"> - 32 ft x 28 ft - 896 sq.ft. - 50 People Max 	\$50/hour
Dance Studio	<ul style="list-style-type: none"> - Casual space for small to mid-sized groups - Large space with plenty of natural lighting - Privacy in the south wing of the facility - *No shoes or equipment permitted - *Anytime deposit of \$300 required 	<ul style="list-style-type: none"> - 36 ft x 22 ft - 792 sq.ft. - 50 People Max 	\$50/hour
Gymnasium	<ul style="list-style-type: none"> - Large space great for sporting and special events - Natural and fluorescent lighting - Bleachers - Tables and chairs provided upon request <p>*Bring your own equipment</p>	<ul style="list-style-type: none"> - 90 ft x 55 ft - 4950 sq.ft. - 400 People Max 	\$50/hour

Additional Charges

Staff Wages	<ul style="list-style-type: none"> - Any groups of 50 or more must have 2 staff assigned to supervise. - <i>Staff supervision is employed at the discretion of the Rental Coordinator.</i> - <i>Mandatory for any events presiding outside of operating hours</i> 	\$28/hr
Damage Deposit	<ul style="list-style-type: none"> - Can vary depending on activity and equipment requested. - Amount is determined by risk assessment by the Rental Coordinator. - <i>Mandatory for any events presiding outside of operating hours.</i> 	\$100-\$1000
Cleaning Fee	Should any rental party leave without properly cleaning the space (leaving the room as originally found) may have additional charges applied or potentially loss of all or portion of their damage deposit.	\$100 plus applicable staff wages

***Please note; any additional documentation or certification required such as a Certificate of Insurance, Special Event Permit, etc is the responsibility of the Rental Patron to acquire and remit applicable fees to the associated agencies.

Reservation Eligibility

In order to rent space at Kitsilano Community Centre; please be advised of the following regarding reservation eligibility:

We cannot host events that:

- Require admission fees or for profit ventures managed by the facilitator of the event.
- Represent religious or political organizations
- Advertised to the general public
- Attended by the media

Room rentals for programs, seminars, lectures, workshops, etc., are not permitted; please submit a program proposal - kitscc.com/program-proposal-form/

Next steps

- If you are not familiar with the Centre and room space, we recommend to schedule an appointment to view the facilities with the Rental Coordinator prior to creating a reservation. Please call 604-257-8607. Please be sure to schedule in advance to ensure you can connect with the Rental Coordinator and ensure the space is vacant for your viewing.
- The Rental Coordinator will contact you within 3-5 business days to let you know if your rental reservation request has been approved or denied. Please remit payment once your Rental Coordinator has confirmed your reservation by providing a Rental Agreement. Payment can be made online, by phone or visiting in person at the Front Desk of the Community Centre. The Front Desk can be reached at 604-257-6976 to process any payments by referencing your Rental Agreement number.

General Notice

- All rentals are subject to the approval of the Kitsilano Community Centre Association. All rentals enquiries will be responded to within 3-5 business days.
- All rooms are reserved on an “as is basis” and must be left in the condition found. Rooms at the Community Centre may be rented based on availability during designated operating hours and after hours depending on vacancies and available staffing.
- Center programming has priority over room availability. Community Centre programs run seasonally. As such, you may book 2 or 3 months in advance if the programming season is scheduled the season prior.
- The name “Kitsilano Community Centre” or its phone number cannot be used on any promotional material without prior and specific permission from the Kitsilano Community Centre Association. The address of the Centre only may be used for invitation purposes.
- Admissions or ticket sales cannot be collected for events hosted within the Centre.
- Political, religious or spiritual events cannot be hosted within the Centre.
- No overnight or pre-event storage is available outside of reservation times. You may be able to secure storage in advance of our reservation with the Rental Coordinator.
- (If Applicable) Insurance Policy holder must be present for the duration of the entire reservation time
- Tacking, nailing or drilling is not permitted on any surface within the Centre; non-residue adhesive or removable hooks are permitted for decorations. Confetti or open flame candles are not permitted.
- Rental and Centre Staff retain the right to terminate the event at any time should any rental patrons or guests not comply with the Centre’s rental policies.

Payment

Payment can be made online, by phone or in person during operating hours. Please call or email your Rental Coordinator for more details.

Alternatively, call 604-257-6976 or visit the front desk during operating hours (Mon to Fri 9 am - 10 pm; Sat & Sun hours vary throughout the year - please visit kitscc.com/facilities/hours/ to confirm beforehand) Full payment and applicable deposits are due at the time of booking or required to be remitted no later than 30 days in advance of your reservation date.

Cancellations

Cancellation requests must be received in writing (email) and require a minimum of fourteen (14) days' notice to receive a refund of fees paid. Cancellation requests received less than fourteen (14) days prior to your reservation date will not be eligible for refund.

**Please note all refunds must be approved by the Community Centre's Supervisor*

Set Up & Clean Up Information:

All reservation times depicted on the Rental Agreement are inclusive to set up and clean up. All groups are responsible for their own set up, take down and basic cleanup of the rented space. Cleaning supplies will be provided. Your reservation is inclusive to the use of the room and available tables and chairs (enough seating for the room capacity) used during your rental. Please confirm with your Rental Coordinator specifying how many and which tables you will need at least two weeks prior to your rental to ensure these items are available to you on the day.

Please note Centre Staff do not handle any rental supplies, equipment or other items brought in by the rental group. Rental Supervisors are employed at the discretion of the Rental Coordinator to oversee the event to ensure compliance of the rental policies, ensure the building is secure and provide emergency assistance.

Liability Insurance

A Certificate of Liability Insurance detailing minimum of \$2 million liability with the City of Vancouver, the Vancouver Park Board and Kitsilano Community Centre Association named as additional insurers is required for any after hour rentals, special events and high risk events such as receptions, adult parties, trade shows, sporting events, etc.

In most cases, we do not require insurance for group meetings or workshops where no high risk activities

are involved and are hosted during the Centre's operating hours. Any after hour, special events, sporting activities and high risk events noted above are required to provide a copy of the insurance documents one month in advance of the reservation date.

You may wish to use your own broker or one of our preferred vendors that regularly issue insurance certificates for events hosted at our facility:

- Event Policy - www.eventpolicy.ca
- All Sport Insurance - <http://www.allsportinsurance.com/products/special-events.htm>

Alcohol, Food and Beverage

Please note, alcohol is not permitted during the Centre's operating hours. However, after hour rentals can provide alcohol service contingent that the following is supplied in advance:

- 1) Approval from the Rental Coordinator
- 2) Liquor permit or Special Event Permit
- 3) Serving It Right Certificate.

**Please visit your local Liquor Distribution Branch online to obtain licensing at specialevents.bcldb.com* You may bring in your own food or hire any catering company to provide food and beverage services at your event. Catering services are not available through the Community Centre. Catering companies must provide a copy of their current Food Safe Certification one month prior to the reservation date.

Please note that cooking or preparing any food from scratch is not permitted. Our kitchens (available only in certain rooms) are only to store and reheat food. If you would like to reserve the commercial kitchen located within Snowy's Lounge, where cooking from scratch is permitted – an additional application is required in advance of your reservation date.

Equipment

You may bring in additional equipment and/or audio visual equipment for your event or meeting. Please note we do not supply any extraordinary equipment such as sporting, catering/food or other. Any sound systems currently installed within the building are not available for public use.

All meeting rooms are equipped with sufficient tables and chairs for each room capacity.

Equipment available for use:

- Tables & Chairs to accommodate up to the room capacity limit (some equipment may need to be acquired from other rooms). Please confirm attendance in advance of your reservation

- AV equipment are available in specific rooms and projectors are available by request. Please be sure to connect with the Rental Coordinator to ensure the rooms amenities meet the needs of your reservation.

Please confirm with the Rental Coordinator two weeks prior to your reservation date should you need additional equipment or customized arrangements.

Noise Policy

Music must be kept at a reasonable level (70 decibels before 10PM, 65 decibels after 10PM). Noise levels must be in accordance with the by-laws stated by the City of Vancouver and all exterior doors and windows **MUST** remain closed after 10PM so that sound does not travel. If the Centre is cited and fined, the damage deposit will not be refunded and in addition to forfeiture of the deposit, the applicable fines are to be paid by the rental patron.

If noise levels are above maximum allowable level, the following protocol will be followed:

1. First violation: A verbal warning will be given
2. Second violation: Written warning and loss/fine of \$100 of damage deposit
3. Third violation: Written warning and loss/fine of \$500 of damage deposit
4. Fourth violation: Forfeiture of entire deposit and shutdown of function.

Rental patrons will be given a reasonable amount of time to comply (15 – 20 minutes) before next warning given (if volume is not adjusted). A standard noise violation incident form will be drawn up for Rental Supervisors. Rental supervisor will show decibel reading on sound meter to rental contact when issuing warnings.

Use of Common Space Outside of the Centre

Rental Agreements are inclusive to specific space within the building. Use of common space outside of the Centre including pathways, green space and reserved parking must be approved by Vancouver Parks Board well in advance prior to the reservation date if you would like exclusive use of any exterior space. Any documentation specifying such approvals must be provided to the Rental Coordinator at minimum two weeks prior to the event.

Reserved Parking

Parking is located on the West side of the building (between Kitsilano Secondary) and North end surrounding the Rink. Please note, parking may be limited especially on weekends and during the summer months. If you are bringing in heavy equipment, having a food truck or require a reserved load in area, please connect with the Rental Coordinator 30 days in advance of your reservation date.

Parking or obstruction of fire lanes that surround the Centre is strictly prohibited at all times.

Use of other Public Spaces

How do I book space within Connaught Park?

Only designated Vancouver Park Board picnic sites can be "reserved". See www.vancouverparks.ca for all details. If you would like your wedding in the park, your group must be 50 people or less with no set up. Additional tents, rental chairs, alcohol, confetti, amplifiers are not allowed (one 10'x10' canopy for the couple only). Please be respectful of other park users. In order to secure space within any public park please visit: <https://vancouver.ca/files/cov/special-events-application-form-parks.pdf>

Phone: 604-257-8516

Email: parkevents@vancouver.ca

Website: vancouverparks.ca

What about taking photos in Connaught Park?

All park areas are first-come, first-served. Please be respectful of other park users when choosing an area for photos.

Can I book the Rink and a room for the same time?

The Rink and private rentals are managed independently of one another. If you are booking both spaces, please be sure to notify both booking parties (Rink Rental Coordinator and the Community Centre Rental Coordinator)

Rink Rentals:

Phone: 604-257-6976

Email: kitscc@vancouver.ca

Community Centre Room Rentals:

Phone: 604-257-8607

Email: kitscc@vancouver.ca

Rental Policies

The rental group is responsible for following directions from the Kitsilano Community Centre Staff in charge of the building. Please check with staff at the beginning of the rental. KCCA Rental Supervisors and Community Centre Staff retain the right to terminate your reservation at any time should any rental patron or their guests not comply with rental policies. KCCA Rental Supervisors may be employed at the discretion of the KCCA Rental Coordinator and are to provide direction to various rooms and equipment, supervise the building and activity and assist in any emergencies.

Below is a brief outline of our Rental Policies that must be adhered to by all guests during your event. Should there be any contravention of the policies; the Rental Supervisor attending your event reserves the right to:

1. Apply additional charges after the event
2. Retain portion or all of your damage deposit (if applicable)
3. Terminate the event at any time

The facility is rented on an “as is basis”, with the following regulations required to be adhered to:

1. The Renter is responsible for the behavior of all guests while they are inside or outside the facility. Any excessive noise or damage will result in partial or total loss of the damage deposit. The KCCA Rental Supervisor and Centre Staff retain the right to eject any person or persons that are not in adherence to any policy set forth within this document.
2. Renter is restricted to use of the room or rooms listed on the front of the contract. Renter is responsible for following directions from Community Centre and KCCA Staff on duty during the reservation.
3. Set up and clean up times are included in the total time reserved and must be arranged well in advance of the event. Set up and take down of the tables, chairs and decorations are the responsibility of the renter. Failure to clean up will result in further charges and/or partial or total loss of damage deposit. Clean up includes all necessary wiping, sweeping and mopping of floors and tables, in addition to depositing all garbage in appropriate receptacles. The property must be left exactly as found; this includes all areas that were used by the rental group. Rental and Centre Staff are not able to assist with set up and clean up but will provide appropriate cleaning supplies. Failure to satisfactorily clean the venue as found will result in additional charges of a \$100 cleaning fee and applicable staff wages for extra time required to clean on your behalf.

As the Kitsilano Community Centre is now a Zero Waste site, all event garbage must be removed from the premises by the Rental Group. The Community Centre does not have the facilities available to accommodate excess garbage and appreciates your cooperation in helping with this new initiative. Recyclable drink cans and bottles must be placed in the recycling containers provided. If the room does not have a bin for recyclables, please take to a bin in the front lobby, or if this is full, please take home. Other recyclable materials such as paper, cardboard, etc., must be packed out by the renter.

4. All activities must end at the time specified on the rental agreement and the Centre must be vacated quietly. Failure to leave by the specified time will result in a partial or total loss of the damage deposit and/or additional charges invoiced afterwards; additional charges could apply should the rental group exceed their reservation bracket.

Renter must notify Centre Staff prior to vacating any area used. If the renter vacates a room/area without notification and doesn't properly secure the area used, the patron will be held liable for any items that are lost, stolen or damaged. Replacement costs of these items will be charged by invoice and/or deducted from the damage deposit.

5. Capacity limits for the rooms are set by the Fire Marshall. The Renter must ensure that the number of guests are within the limits stated within the Rental Agreement. KCCA Rental Coordinator may further restrict the number of people to enforce clear access to specific spaces such as fire exits. Violations of the specified limit will result in immediate cancellation of the event. Emergency exits must remain easily accessible and under no circumstances can they be blocked by tables, chairs, walls, stages, people, etc.
6. Emergency exits must remain easily accessible and under no circumstances can they be blocked by tables, chairs, walls, stages, people, etc.
7. All equipment and goods must be removed at the end of the event. The Centre will remove anything left behind and will not be responsible for damage or loss.

Should there be a requirement for additional beforehand or overnight storage, please contact the Rental Coordinator to reserve additional meeting rooms if available. Please note, additional fees are applicable and arrangements must be made in advance. Items left overnight are at the risk of the rental party; the Centre and Centre Association are not liable to replace any lost items.

8. Storage space is not available before or after rental. Should you require additional overnight storage contact the Rental Coordinator to reserve additional meeting rooms if available for next day pick up. Please note, additional fees are applicable and arrangements must be made in advance.
9. This is a non-smoking facility. Please note that smoking is not permitted within 15 meters of entrances, airways and intake ventilation. Please ask KCCA Rental Supervisors or Community Centre Staff to help identify possible appropriate locations.
10. Decorations may be attached to the interior of the rented room(s) and must be removed after use. No decorations or application of material to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces. Non-residue adhesive or removable hooks are permitted. Failure to comply may result in additional charges and/or partial or total loss of the damage deposit.
11. Confetti, open flame candles and amusement inflatables (bouncy castles) from outsourced vendors are not allowed inside or in the vicinity of the building.

12. Alteration or tampering with any electrical panel or outlet is strictly prohibited. Any request for additional electrical power must be approved by the KCCA Rental Coordinator in advance of the rental date and noted within the rental contract.
13. (If Applicable) The rental group must obtain its own liquor permit and present it to the Centre one month prior to the event. KCCA will not accept a "bring your own bottle" license. The permit cannot extend beyond midnight; liquor must be kept inside the room reserved. All empty bottles must be removed once the reservation is finished. "Serving it Right" certificate is required and posting of the Special Event permit within the rental room is mandatory. Alcohol consumption is not permitted during the Centre's operating hours.
14. The Association does not have staff or facilities to permit individual persons to rehearse using musical instruments or tap shoes. Limited space makes individual use of rooms unsuitable & the lack of sound treatment between rooms makes conflict with other user groups inevitable.

Music must be kept at a reasonable level (70 decibels before 10PM, 65 decibels after 10PM). Noise levels must be in accordance with the by-laws stated by the City of Vancouver and the back doors and windows MUST remain closed after 10PM so that sound does not travel. If the Centre is cited and fined, the damage deposit will not be refunded. City of Vancouver By-Law No. 6555 states:

No person shall make or cause, or permit to be made or caused, any noise or sound in a street, park or similar public place which disturbs or tends to disturb unreasonably the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighborhood or vicinity.

15. If music is performed at rental functions, we are required to collect Re:Sound & SOCAN fees.

Re:Sound: Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Empowered by the Federal Government, before the Copyright Board of Canada, Re:Sound has directed all public facilities hosting functions or services where people will be listening/dancing to copy written material to pay a federal tariff. This fee will be over and above the rental fee of the facility. Visit www.resound.ca for more information.

SOCAN: The Society of Composers, Authors and Music Publishers of Canada is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. Empowered by the Federal Government, before the Copyright Board of Canada, SOCAN has directed all public facilities hosting functions or services where people will be listening/dancing to copy written material to pay a federal tariff. This fee will be over and above the rental fee of the facility. Visit www.socan.ca for more information.

16. No cooking of food is permitted within the Centre. If the use of Kitchen is included in the agreement as a reserved space; the rental patron is permitted only to reheat and/or store food in the small kitchens within the rental rooms (except Ken's Commercial Kitchen)
17. All special events and sporting events require private liability insurance with minimum \$2,000,000 coverage.
18. Admission charges are not permitted to be collected at the door. A rental group found to be in breach of this condition may be asked to leave the premises immediately and may have all or a portion of their deposit withheld. No refunds will be permitted.

19. The rental group may not use the name "Kitsilano Community Centre" on any promotional material without special written permission from the Kitsilano Community Association. For directions to the event, promotional material may refer to the Centre as "a rented community hall at 2690 Larch Street".
20. Solicitation of goods or services, or propagation of political or religious beliefs, is prohibited without written permission from the Kitsilano Community Association.
24. If the applicant deliberately, negligently, or innocently misrepresents any information required of him/her by their Agreement, or is determined to be in violation of the terms of the Agreement, then the Agreement will be cancelled with immediate effect and the rental will not be allowed to commence or continue if the event is already in progress.

Centre Staff and KCCA Rental Staff reserve the right to refuse the use of any room to individuals/groups who do not meet with all the conditions outlined in the Rental Agreement.

"Kitsilano Community Centre is a shared and publicly funded community asset and the use of the Centre must reflect this fact. Users of the Centre must comply with all applicable City by-laws and Federal and Provincial legislation, including the British Columbia Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt."