

HOW TO RENT A FACILITY IN THE SCRD

ONE-TIME EVENTS

The SCRD welcomes applications to use its facilities for a wide range of functions. We have parks, fields, halls, arenas, pools, and a multitude of other indoor areas to accommodate your events.

STEP 1: THE APPLICATION

EVENT APPLICATION

All requests start with an application. Please complete **all the sections** of the application:

Event Name: Please name your event as descriptively as possible and include your event name or group name. For example, “25th Wedding Anniversary” is too general whereas “Jones 25th Anniversary at Chaster House” is better.

Event Date: Please include the set up dates and clean up dates in your date range, if necessary.

Facility: Please review the facilities on our website to find the right one for your event. If you are uncertain and need to check availability, make your inquiries and come to your decision before completing your application.

Event Organizer Information: This section is to help us contact you before, during, and after your event. Please give us all contact info to ensure we can reach the correct person in more than one way and have back up in case that person is not reachable.

EVENT INFORMATION:

Private or Public Events: A private event is one where attendance is by invitation and controlled. A public event is open to walk-in visitors.

Event Description: **IMPORTANT** – Please ensure the description of your event is thorough. You will be permitted to use the facility only for what is described here and we will be using your description of your event as stated here as we continue through the process. For example, if you describe your event as a meeting and receive a permit, but decide to hold a yoga class instead, your permit would no longer be valid.

Dates and Attendance: Staff need to know when you will be at the facility to set up and take down/clean up to ensure they are also ready for your event. With a mind to limiting the spread of contagious diseases, please make sure you allow yourself adequate time for additional cleaning. Public Health Orders may determine the size of gathering permitted in the facility, so check with staff regarding capacity before setting your attendance levels.

Event Details and Map: If you are setting up equipment at the facility, it may be helpful to include a map and do a site plan. This will ensure communication with staff is clear and there are no surprises.

INSURANCE

Organizers must obtain, maintain, and pay for comprehensive general liability insurance naming the Sunshine Coast Regional District as additionally insured, with a minimum of \$2,000,000 liability coverage. Note that the SCRD is not the same as the District of Sechelt or Town of Gibsons. If you plan to use facilities in more than one of these jurisdictions, you need to have each one specifically named in your policy. Insurance is required to cover bodily injury and/or death to any one or more person including voluntary medical payments and property damage. Let us know how you plan to be insured.

Self-insured: If you are part of a larger organization, you may already have coverage. Please send us a copy of your Certificate of Insurance and we will verify that our minimum requirements are met. You may wish to purchase additional insurance depending on the nature of your activity.

[EventPolicy Portal](#): The SCRD is please to now offer this free service allowing users to obtain rental liability insurance 24/7 through any web browser or smart phone. Affordable rates for most activities are offered with limits up to \$5 million. If you use this service, we will automatically be notified of your coverage and you do not need to do anything further.

EQUIPMENT

The SCRD has equipment available for rent such as chairs, tables, easels, TVs, and projectors with screens. Please consult with your Recreation representative for pricing on these rentals and staff time to set up/take down.

FOOD SERVICES

If food is being served at your event, a copy of your food permit from Vancouver Coastal Health must be given to the SCRD prior to the event. If not received, the event will not be given approval.

LIQUOR SERVICES

If liquor is being served at your event, a copy of your liquor permit from the Liquor and Cannabis Regulation Branch (LCRB) must be given to the SCRD prior to the event. If not received, the event will not be given approval.

EMERGENCY PLANS

Things can go wrong during an event and we need to know that you've thought it through and have a plan. Of course, we want to make sure that everyone is safe and you are prepared for a medical or fire emergency. We also like to know who staff can contact for additional information as we have internal adjustments that may need to take place in the event of a cancellation. Please do not leave out this section.

NOISE REGULATION

If you have music or other anticipated high decibel sound at your event, please make sure to consider this when selecting your venue. Many of our facilities are in residential areas and staff will need to advise you on whether your plans can be accommodated.

ADDITIONAL STRUCTURES

Power: Some of our facilities (including outdoors) have power available. Do let us know if it is needed and we will provide you with instructions on how it may be accessed.

Other Structures: If you were planning on putting up additional structures, we ask that you include a site map with your application showing us where you plan to erect them. Each site is unique and has unique considerations, so check with staff beforehand to make sure your plans fit with what the site can allow.

Equipment overnight: We do not encourage any equipment to be left overnight as we cannot be held responsible. The time you require to have your equipment held onsite would need to be included in your rental period in order to be covered by your insurance (see Dates and Attendance section above). If you have no other option, please make sure you have adequate surveillance and insurance. We will do our best to work with you.

PARKING

Some of our facilities have very limited parking and are located in residential areas where we rely on the community to accommodate your needs. Please take this into consideration when choosing the right facility for your event. You are encouraged to organize carpooling, use public transit, or set up TRaC bicycle valet services to minimize the carbon footprint of your event.

SUSTAINABILITY AND SITE CLEAN UP

The SCRd relies on users to keep facilities clean, while being mindful of our need to responsibly manage our waste. Your attention to how you dispose of and/or recycle your garbage is important to us and we ask that you think through this aspect of your event in advance. If there are water restrictions at the time of your event, this may also be a consideration. Staff will work with you to ensure your event has a minimal footprint.

DECLARATION

The signatory to the application takes responsibility for the content of the application. If we are able to accommodate your event, your application will form part of your approved permit.

IMPORTANT: If you plan to sign your application electronically, DO NOT save your signature on the document until you have fully completed it. Adobe Reader will not allow you to make changes to your application once it has been saved with your signature and you will need to start over with a new application.

STEP 2: SUBMITTING DOCUMENTS

Once you have completed the application, we then will collect the necessary documents as required. This can take some time, so we ask that you start your inquiry at least 45 days before you plan to hold your event or start your booking. We will do our best to accommodate last minute inquiries, but we cannot guarantee a short turnaround.

All documents will be reviewed by your Recreation contact. If you have any questions about your application or our requirements, please do not hesitate to ask.

STEP 3: RECEIVING YOUR TENTATIVE PERMIT

Once we have received all the documents we require, you will receive a tentative permit for verification and billing purposes. THIS IS NOT YOUR FINAL PERMIT. **Please review the details carefully** and ensure that it is accurate. You are responsible to pay for bookings in the permit and the information on the permit is considered correct.

The tentative permit will also serve as an invoice. **We require payment 14 days before your event.**

STEP 4: PAYMENT

Payment may be made online through your Recreation account. Go to your account online by selecting "My Account".

PAYING BEFORE YOUR DUE DATE:

If your invoice is not yet due, there will not be an amount showing in the Balance. You will need to click on the big green 'Pay on Account' button in order to see your invoice.



Once you click on the 'Pay on Account' button, you will then see the permit invoice, with the option to pay it:

Outstanding Balances

Balance for johndoe07@gmail.com as of Mar 4, 2021 12:11 PM
 To make payments, indicate the amount of each payment in the box provided.
 Click on a receipt number for details.

Receipt Number	Issued	Original Balance	Current Balance	Next Payment Due		Payment Amount
3130637.002	Mar 4, 2021	\$161.25	\$161.25	Mar 5, 2021	✓	\$0.00 or \$ <input type="text"/>
Total		\$161.25	\$161.25			

To make the payment, click [Continue](#)

Don't want to submit payment, click [Cancel](#)

PAYING ON OR AFTER YOUR DUE DATE:

If your due date is on or before the current date, you will see a balance due:

My Account

Account Options for johndoe07@gmail.com



johndoe07@gmail.com [Edit](#)

Birth date: Sep 3, 1984
 1975 Field Road Sechelt, BC V0N 3A1

[Password And Security Info](#) [Change Answers To Questions](#)

Balance

[View Details](#)

Credit on account --

Due now **-\$161.25**

[Pay On Account](#)

Again, click on the 'Pay on Account' button, you will then see the permit invoice, with the option to pay it.

STEP 5: RECEIVING YOUR APPROVED PERMIT

If the details of your permit are correct and payment is received, you will be issued an approved permit.

Check off that you agree to our terms and conditions and return the approved permit to us as soon as possible to confirm your booking. Ongoing users will be instructed on the payment terms for their bookings.

STEP 6: RECEIVING YOUR ENTRY CODE (HALLS ONLY)

Once all steps have been completed, your Recreation contact will provide you with the access code to the building.