



City of Richmond
Parks and Recreation Services
5599 Lynas Lane
Richmond, BC V7C 5B2

Minoru Sports Pavilion Rental Application Form

E-mail: rentals@richmond.ca Phone: (604) 233-3304 Fax (604) 233-3340

APPLICANT INFORMATION:

Date of Application:	Contact Name:
E-mail:	Department/Group:
Address:	Postal Code:
Phone Number:	Fax Number:

BOOKING INFORMATION:

Day(s) of Week: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Type of Booking: <input type="checkbox"/> one day <input type="checkbox"/> weekly <input type="checkbox"/> monthly	
Start Date:	Start Time:
End Date:	End Time:
Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Social <input type="checkbox"/> Other:	
Estimated Attendance:	Will you be using the kitchen? <input type="checkbox"/> yes <input type="checkbox"/> no
Number of Tables Required:	Number of Chairs Required:
SOCAN Fee: <input type="checkbox"/> No Music or Dancing <input type="checkbox"/> Music <input type="checkbox"/> Music and dancing	
Please select a Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card	
Name of Cardholder:	Card Number:
Type of Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Expiry Date:
I HAVE RECEIVED A COPY OF THE 'TERMS AND CONDITIONS' AND AGREE TO ABIDE BY THEM.	

Signature	

STAFF USE ONLY:



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Minoru Sports Pavilion Rules and Conditions

7191 Granville Avenue, Richmond, BC V6Y 1N9

ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS.

CAPACITY:	The maximum number of people permitted in the Upper Hall is 160 with chairs in a Theatre style set up or 120 with chairs and tables set up.
FEE:	<p>\$80.00 per hour (plus applicable taxes). The fee is due at time of booking. Cheques are made payable to 'The City of Richmond'. A \$25.00 fee will be charged for any NSF cheques.</p> <p>Rentals must be for a minimum of four hours.</p>
DAMAGE DEPOSIT:	A \$500 damage deposit is required, due at time of booking. Monies will be deducted for any breakages, losses, or damages to the building, or if the rental contract start or end times are not adhered to. \$80/hour or portion of an hour will be charged for any overage of time.
TO CANCEL:	No refund will be issued if less than 14 days notice is given. If more than 14 days notice is given a refund of 75% of the total rental fee will be returned to the renter upon receipt of written notice of the cancellation.
TO CONFIRM:	<p>A minimum of 1 month notice is required for any new bookings. A signed application, a copy of your insurance certificate, liquor license and payment must be received by the Rentals Office before a booking is confirmed.</p>
INSURANCE:	<p>All groups must purchase and provide proof of liability insurance.</p> <p>Groups must forward a copy of the insurance certificate, which shows the type of insurance, the expiry date, the amount (minimum \$2,000,000) and a statement naming the 'City of Richmond' and 'School District 38 (Richmond)' as additional insured.</p>
LIQUOR LICENCE:	The "applicant" shall not permit liquor, beer, or any other alcoholic beverages on or in the premises except with a valid permit under the BC Liquor Control and Licensing Act. The "applicant" must comply with the BC Liquor Control and Licensing Regulations. The permit must be displayed in a prominent place. Failure to provide this permit will result in immediate cancellation of your event, with no refund given. A copy of your liquor license must also be forwarded to the rentals office.



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SOCAN LICENCE:	A license to play music must be purchased from SOCAN (Society of Composers, Authors and Music Publishers of Canada) through the Rentals office prior to the event. The fee is \$28.75 plus taxes for events without dancing and \$57.55 plus taxes for events with dancing.
END TIMES:	<ul style="list-style-type: none">• Friday and Saturday rentals must finish by 1:00am.• Sunday rentals must finish by 11:00pm <p>The renter must have the hall cleaned and vacated by the end time on their contract.</p>
UNAUTHORIZED USE:	The 'Applicant' shall not permit any persons, groups or organizations not named in their contract to use or occupy the premises without the City of Richmond's written consent.
LIABILITY:	The City of Richmond is not responsible for lost or stolen items.
SET-UP & CLEAN-UP:	All set-up and clean-up must be done by the renter. Failure to do an adequate clean-up will result in additional charges. Please Contact 604-718-8006 with any questions or to arrange a viewing.
DECORATIONS:	All decorations must be approved by the building caretaker (604-718-8006). Confetti, rice, birdseed, petals etc. are not permitted in the Pavilion or on the grounds.
TICKET SALES:	Ticket sales at the door during an event is strictly prohibited by the law (Liquor Act)
NOTES:	<ul style="list-style-type: none">• The stove may be used for boiling or heating items only. Portable gas or propane appliances are not permitted.• This hall is located in a major sports park, so sporting activities may be occurring outside at the same time as your event.
RENTALS OFFICE:	City Operations Yard, Parks Department 5599 Lynas Lane, Richmond, BC V7C 5B2 Phone: (604) 233-3304 Fax: (604) 233-3340 E-mail: rentals@richmond.ca Office Hours: Monday to Friday, 9:00 am - 1:00 pm and 2:00 pm - 4:00 pm