



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

Brighthouse Park Rental Application Form

E-mail: rentals@richmond.ca Phone: (604) 233-3304 Fax (604) 247-4464

APPLICANT INFORMATION:

Date of Application:	Contact Name:
Email:	Department/Group:
Address:	Postal Code:
Phone Number:	Fax Number:

BOOKING INFORMATION:

Room Required:	<input type="checkbox"/> Room A (20 max)	<input type="checkbox"/> Room B (12 max)	<input type="checkbox"/> Room C (12 max)				
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/End Date:	Number of People:						
Start Time:	End Time:						
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:				
Notes:							
<p>I HAVE RECEIVED A COPY OF THE 'TERMS & CONDITIONS' AND AGREE TO ABIDE BY THEM.</p> <p>_____</p> <p>Signature</p>							



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Brighthouse Park Terms and Conditions

7840 Granville Avenue, Richmond, BC V6Y 1P2

ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS.

USE: Meetings, workshops, and classes only.

CAPACITY: Room A = 20 Room B = 12 Room C = 12

FEE: Room A is \$20.00 per hour (plus applicable taxes)
Room B/C is \$10.00 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.

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: A minimum of 10 business days is required for any new bookings. A signed application, a copy of your insurance certificate, and payment must be received by the Rentals Office before a booking is confirmed.

INSURANCE: All groups must purchase and provide proof of liability insurance.

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' as additional insured.

AVAILABILITY: Monday to Sunday: 8:00 am to 10:00 pm

START/END TIMES: Groups must be cleaned-up and out of the room by the end time stated on the contract.



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WASHROOMS: The washrooms are located on the east side of the building, and will be opened by the caretaker Monday to Friday. On Saturdays and Sundays, please use the key you will receive from the rentals office to unlock/lock the washrooms during your rental.

CLEAN-UP: Rooms must be left exactly as they are found. All groups must wipe down the tables, chairs and counters. Put all disposables in the garbage cans, and return all tables and chairs to their original positions (do not stack the chairs). All doors and windows must be locked before you leave (push the catch down on the inside lock).

Failure to do an adequate clean-up will result in charges for this service.

LIABILITY: The City of Richmond is not responsible for lost or stolen items.

COMPLIANCE: The 'Applicant' must comply with the City's terms and conditions as listed on the contract. The site caretaker may visit without notice to ensure terms and conditions are being followed.

PARKING: Pay parking is in effect. Parking restrictions are strictly enforced. Contact the Events/Rentals Office for up-to-date parking fees.

NOTE: This facility is located next to a sports park, so there may be other activities occurring at the same time as your rental.

RENTALS OFFICE: City Operations Yard, Parks Department
5599 Lynas Lane, Richmond, BC V7C 5B2
Phone: (604) 233-3304 Fax: (604) 247-4464
E-mail: rentals@richmond.ca
Office Hours: Monday to Friday, 8:15 – 5:00 pm