



Centennial Park Rental Policy

Policy Purpose:

The Village of New Denver owns and manages a number of facilities in Centennial Park which are available to meet the educational, recreational and social needs of the community. The purpose of this policy is to:

- promote a safe, enjoyable environment for those who use these facilities;
- provide clear guidelines to renters on the rules for renting these facilities;
- protect Village assets, including buildings, equipment and property, and;
- ensure that rentals are provided fairly and consistently.

Definitions:

“*Charity*” means an organization with charitable status designated by the Canada Revenue Agency.

“*Commercial use*” means an activity intended to generate profits for business or private purposes.

“*For-profit organization*” means an incorporated or unincorporated business entity or individual which returns a profit to its owners.

“*Fundraising event*” means an activity intended to solicit voluntary donations for a humanitarian, disaster relief, or community benefit purpose.

“*Full-day*” means from 6:00 a.m. until 12 midnight in a given calendar day.

“*Half-day*” means a continuous four hour period in a given calendar day.

“*Non-profit organization*” means an incorporated or unincorporated organization that uses surplus revenues to achieve its goals, rather than distributing them as profit or dividends.

“*Private*” means carried on by an individual for the exclusive use of their guests.

“*Village*” means the Village of New Denver

General:

1. All users will complete and sign the Centennial Park Rental Agreement form and provide the rental fee, security/damage deposit, proof of insurance and any other necessary documentation prior to the date of the event.
2. A security/damage deposit of \$150, in addition to the rental fee, will be required for all bookings and may be refunded if no additional maintenance is required. In case of cancellation, one week's notice must be given or the deposit is non-refundable.
3. The Village will not be responsible for personal injury or damage, for loss, damage or theft of any items, materials and/or equipment on the premises. The renter shall indemnify and save harmless the Village and provide proof of insurance in the amount of at least \$2,000,000 liability coverage which will show the Village on the insurance policy as an additional named insured for the purpose of the event. Additional requirements may be imposed.
4. The Village does not provide facility opening and closing services. As such, the renter will be responsible to obtain keys and access instructions during normal Village office hours. Instructions for use of the equipment shall be by appointment arranged at least one week prior to the event.
5. It is the responsibility of the renter to obtain and set up any needed equipment or materials. Wall decorations are not permitted on any Village-owned buildings.
6. Smoking is not permitted within Village facilities or within 3 meters of doorways, open windows or air intakes.
7. Community groups requesting a fee waiver can apply to Council for a Grant-In-Aid.
8. Alcohol is not permitted except for community events as specifically authorized by Council. A provincial liquor licence will be required.
9. Users are expected to leave facilities in a state of cleanliness. This includes removing all garbage (including food and food waste) wiping all surfaces and sweeping the floor.
10. For-profit organizations and commercial users must have a valid Village of New Denver business licence.
11. Groups serving food are required to obtain a Temporary Food Services Permit from Interior Health Authority.
12. The provisions of the Village of New Denver's Anti-Noise Bylaw No. 338, 1986 apply to Centennial Park: It is prohibited to cause sounds which disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood.

Fees:

1. All fees are subject to applicable taxes.
2. The following rental fees will apply for events involving 100 people or fewer:

FACILITY	HALF DAY	FULL DAY
Gazebo	\$50	\$100
BBQ Shelter	\$50	\$100
Field	\$50	\$100
Cookhouse	\$50	\$100

3. The following rental fees will apply for events involving more than 100 people:

FACILITY	HALF DAY	FULL DAY
Gazebo	\$75	\$140
BBQ Shelter	\$75	\$140
Field	\$75	\$140
Cookhouse	\$75	\$140

Effective: April 8, 2014