



FACILITY RENTALS

Frequently Asked Questions (FAQs)

1. WHAT IS INCLUDED IN MY RENTAL?

Room rentals include:

- Tables – Rectangular 2.5 x 6ft (seats 6-8 people) or Round 60 inch diameter (seats 8 people)
- Chairs

2. WHAT IS THE CANCELLATION POLICY?

The licensee may cancel the rental agreement and receive a full refund by providing the Facility Rental team with written notice at least 14 days before the rental date.

3. WHAT ARE THE INSURANCE REQUIREMENTS FOR RENTING A FACILITY?

All renters who book a facility in the District of West Vancouver must provide liability insurance for a minimum of \$2 million per occurrence, and name the District of West Vancouver (750 17th St, West Vancouver, BC V7V 3T3) as additional insured. We require a copy of insurance for our records at least 14 days before the rental date.

4. WHAT IF MY EVENT IS A FUNDRAISER?

If the event is a fundraiser, a letter from the charitable organization is required, including their charitable registration number, contact information, and acknowledgement of the event.

5. WHAT IF MY EVENT IS POLITICAL?

Management approval is required for this purpose. Please specify whether your event is open to members of public or private, and provide the event details.

6. CAN I SERVE FOOD AT MY EVENT?

If you are serving food, and it involves the service of a caterer or the preparation and service of food to members

of the public, please contact Vancouver Coastal Health to obtain approval. A damage deposit will be charged if you are serving food at your event.

7. WHAT IF THERE IS MEDIA, INCLUDING PHOTOSHOOTS, AND FILMING AT MY EVENT?

Written pre-approval from the West Vancouver Communication department is required.

8. CAN I SERVE ALCOHOL AT MY EVENT?

If you are serving alcohol, you are required to provide proof of your special event permit and a *Serving It Right* certificate. A damage deposit will be charged if you are serving alcohol at your event.

9. CAN I ADVERTISE MY EVENT IN THE FACILITY THAT I AM RENTING?

Renter may be permitted to display notice of their meeting/event in the room they are renting for up to one hour prior to the event, subject to approval. The District of West Vancouver retains the right to limit the number and placement of all signage. The renter is required to remove all signage after the event.

10. WHAT ARE THE SOCAN/RESOUND FEES ON MY CONTRACT?

Socan/Resound is the Society of Composers, Authors, and Music Publishers of Canada, a Canadian copyright collective that administers the performing rights of more than 90,000 members by licensing the use of their music in Canada. We collect license fees on their behalf. The fee is determined by the number of people attending the event, and if there is music, or music and dancing.

QUESTIONS: 604-925-7270

