

The Gleneagles Clubhouse + General Event Booking FAQ

Q: What's included in my rental?

A: We provide:

- ◆ Room rental
- ◆ Tables - rectangular 2.5 x 6 ft (seats 6-8 people), or round 60-inch diameter (seats 8 people)
- ◆ Chairs

Q: How far in advance can I book my event?

A: Events can be booked up to a year in advance.

Q: What is the cancellation policy?

A: 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.

Q: What are the insurance requirements for renting a facility?

A: All renters 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. A copy of the insurance must be submitted at least 14 days before the rental date.

Q: What if my event is a fundraiser?

A: A letter from the charitable organization is required, including their charitable registration number, contact information, and acknowledgement of the event.

Q: What if my event is political?

A: Management approval is required. Please specify whether your event is open to the public or private, and provide full event details.

Q: Can I serve food at my event?

A: If you are serving food through a caterer or preparing and serving food to the public, please contact Vancouver Coastal Health for approval. A damage deposit will be charged.

Q: What if there is media, including photoshoots and filming at my event?

A: Written pre-approval from the West Vancouver Communications department is required.



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Q: Can I serve alcohol at my event?

A: Yes. You must provide proof of a Special Event Permit and a Serving It Right certificate. A damage deposit will be charged.

Q: Can I advertise my event in the facility that I am renting?

A: Renters may be permitted to display notices of their event in the rented room for up to one hour prior to the event, subject to approval. The District of West Vancouver may limit signage placement and quantity. All signage must be removed after the event.

Q: What are the SOCAN/Re:Sound fees on my contract?

A: SOCAN and Re:Sound are Canadian copyright collectives that license music use on behalf of artists. Fees are based on the number of attendees and whether there is music only, or music and dancing.

