

## RENTAL PROCEDURES

Rental requests at the FRDC are welcomed up to one year in advance. If you are interested in renting space at the Discovery Centre you can contact the Operations Manager at [info@fraserriverdiscovery.org](mailto:info@fraserriverdiscovery.org).

### 1. Rental request

- Rental request must be received 3 weeks before desired rental date
- Submit your request online ([fraserriverdiscovery.org/facilityrentals](http://fraserriverdiscovery.org/facilityrentals))
- Once you have submitted your request, it will be reviewed to ensure that your event does not conflict with existing programs or events
- A site visit is required

### 2. Booking confirmation & Security/Damage Deposit

- A booking confirmation will be emailed within 5 business days after a site visit
- \$150 security/damage deposit is due within 5 days upon receiving the confirmation invoice, Payment may be made way of Visa, MasterCard, Cheque, debit card or cash
- Unfortunately, we often have more than one request for the same date and as a result, if the deposit is not received on time, you will lose your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if canceled within 30 days of your event.

### 3. Event requirements

After your deposit has been received and processed, the Operations Manager will discuss the details of your event to determine staff and equipment needs. You are responsible for your own event (including setup, catering, rentals needs, take down, etc.) and ensuring all information has been communicated to the Operations Manager no later than 7 days prior to the event day.

### 4. Invoice

You will receive an invoice within 5 business days after discussing the event requirement with the breakdown of the event cost, including room rate, staff labour costs, equipment costs and any other additional charges.

### 5. Payment and rental agreement

A signed rental agreement and full payment (not including the security/damage deposit) must be received at least 10 days prior to the event date. Without the receipt of payment, the FRDC reserves the right to cancel the event and any obligations, implied or in writing, that have been made with the renter. Payment may be made way of Visa, MasterCard, Cheque, debit card or cash.