

RENTAL TERMS OF USE

Please carefully note and follow the instructions in the following pages that outline your responsibilities as the coordinator/organizer of this booked event at the Fraser River Discovery Centre (FRDC). Failure to follow these instructions will result in the loss of your damage/security deposit. Please sign the agreement on the last page of this document confirming that you understand, accept and will comply with all Fraser River Discovery Centre agreement and terms of use.

GENERAL GUIDELINES

- Event setup time is from the time indicated on the rental confirmation unless special arrangements have been made prior
- All events must be completed by 12:00am, with all guests cleared from the building by 12:30am

LICENSES AND LIABILITY

- Liquor license is required if alcohol will be provided (visit <https://specialevents.bcldb.com>)
- Third party liability insurance is required with a minimum \$5,000,000 coverage naming the Fraser River Discovery Centre as an additional insured party

SETUP

- Room set-up and take-down is the responsibility of the rental group. When moving tables and chairs, please do not drag them across the floor; they leave marks that are very difficult to remove and may result in the loss of your deposit.
- Unless by special permission, all equipment and supplies are to be delivered on the day of the event. Any set-up in the public exhibit areas are not to begin prior to closing time.
- All deliveries and pick-ups are to be made to the Administrative Entrance at 788 Quayside Drive. The FRDC assumes no responsibility for checking or counting items or ensuring their safety.

STAFFING

The FRDC requires two staff members on-site for any evening rentals after 4:30pm for security reasons. Staff are responsible for public safety, and ensuring emergency procedures are followed. The role of the on-site staff is required during your set up, function, and take down to be able to open and close the Discovery Centre and deal with any minor operational issues or needs. However, the staff is not available to help with setup/take down, nor is he/she a technical or maintenance expert. It is the responsibility of the renter to walk through and review any technical and/or operational needs prior to the event and have them addressed before the event occurs. Professional security may be required for some events, at the discretion of the FRDC's Executive Director.

EQUIPMENT & SUPPLIES

The FRDC has a limited number of tables and chairs available for an additional cost. Events requiring any equipment is the responsibility of the renter. The customer or caterer is responsible for providing linen and tabletop set-up as required for the event. All equipment and supplies can be rented from our preferred supplier: Lonsdale Event Rentals at 604-422-8999 or events@lonsdaleevents.com.

- Audio/visual equipment is not provided and is the responsibility of the renter
- All signage and decor must be free standing. Signage and decor on exhibits and walls is not permitted. Nothing may be placed on free-standing displays or display cases. Relocation of exhibits is prohibited
 - **Concrete posts/walls:** Nails and screwing into the posts are not permitted. String, rope and scotch tape are the only means by which décor may be attached to the posts
 - **Windows/glass:** no tape is allowed on the glass and or windows. Suction cups are the only means of displaying décor on the windows or glass
 - **Display walls/panels:** décor is not permitted on any of the display walls or exhibit panels
 - **Balloons:** helium balloons are not permitted in the facility
 - **Confetti/glitter:** confetti and or glitter are not permitted in the facility
 - **Candles:** open flame is not permitted in the facility. However, flameless candles are permitted
 - **Floral:** all floral materials must come from a florist and be pest free
- All health, safety, and liquor permits are the responsibility of the renter
- All bars, meat carving stations, coffee stations, temporary kitchens, and clearing stations set up on the carpeted area must have protective covering placed beneath them

LOADING ACCESS/DELIVERIES

- Unless by special permission, all equipment and supplies are to be delivered on the day of the event
- All delivery and pick-ups are to be made to the Administrative entrance at 788 Quayside Drive.
- The FRDC assumes no responsibility for checking or counting items or ensuring their safety

CLEANUP & GARBAGE

- Teardown must occur immediately after the event and all rental or decor items must be removed from the building. If this is not possible, arrangements can be made to have the rental items left overnight. However, they must be picked up the following morning (excluding Sundays & holidays) between 8:30 am and 10:00 am.
- At the end of the event, it is the responsibility of the renters to conduct a thorough clean-up of all the areas used. All exhibit and public areas must be clear and clean for the next day's activities. Floors of all areas used must be swept and mopped and garbage must be removed.
- All garbage must be bagged from areas where food has been prepared and served and taken away at the end of the event. If the FRDC's dumpster is used and extra pick-up is necessary, the renter will be invoiced for this service.
- If food and beverage are being served, a non-refundable \$100 cleaning fee must be paid up front. Renters will be charged an additional cost incurred by the FRDC for unusual clean-up, the removal of garbage left behind, or any damages to the premises.

PAYMENT

- **Damage/Security Deposit**
 - \$150 damage/security 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.
- **How to make a Payment**
 - Payment may be made way of Visa, MasterCard, Cheque, debit card or cash
 - If paying by cheque: payable to Fraser River Discovery Centre
 - Attn: Operations Manager, Fraser River Discovery Centre
 - 788 Quayside Drive, New Westminster, BC V3M 6Z6

FIRE/SMOKING REGULATIONS

- Fire regulations prohibit any obstruction of aisles or exits in any room and the use of barbeques in the hall or on the boardwalk. Open flames are prohibited with the exception of sterno pots in designated area. Legal capacity limits will be strictly enforced (see capacity chart).
- Smoking is strictly prohibited at the FRDC and the surrounding area. However, there is a smoke shed next to the Tin Soldier near the River Market where smoking is allowed.

DAMAGES & LIABILITY

- The Renter will reimburse the FRDC for any damages or expenses suffered or incurred by the FRDC to any of its premises or equipment, caused by any of the renter's servants, agents, employees, workmen, or invitees.
- Renters are required to secure, at their own expense, Third Party Legal Liability Insurance and, if needed, Host Liquor Liability Insurance.
- The FRDC does not have a liquor license and any group wishing to serve liquor must obtain a license and abide by the restrictions contained within. The FRDC is not responsible for any consequences that may arise as a result of liquor being served in the premises by any Renters and the Renter agrees that FRDC will be indemnified in respect of any such claim as provided in the customer covenants herein.

RENTERS CONSENT

I hereby acknowledge I have completely read, fully understand, and duly consent to the Policy for Rental of Facilities and will pay all the fees by the required times for the services I have requested. I will indemnify the Fraser River Discovery Centre from and against any and all claims, damages, costs, charges, expenses, and liabilities including respect of any legal or other costs incurred in defending against any such claim suffered or sustained by the Fraser River Discovery Centre.

Accepted by: _____ Signature: _____ Date: _____
Print Name/Company (the Renter)