



SPECIAL EVENT RENTALS AT THE FRASER RIVER DISCOVERY CENTRE **FREE APPLICATION GUIDE**

The Fraser River Discovery Centre Society, (FRDC) offers a program of free access to non profit community organizations whose activities and initiatives are aligned with FRDC's mission and vision.

Eligibility

- Any organization or group within the Fraser River Basin who can fulfill the program criteria is invited to apply.
- Priority will be given to New Westminister citizens or organizations when submissions of equal interest are made.
- Successful applicants are welcome to apply again in future years however priority may be given to new initiatives or organizations.
- Unsuccessful applicants are welcome to apply again for the same event in the future unless instructed the event was ineligible.
- Applications for events which serve to benefit specific political or religious organizations will not be considered.
- FRDC reserves the right to withhold execution of this program at its discretion. In such a case, any eligible applications submitted will be carried forward for review in the next cycle.

Assessment Criteria

Ensure you have addressed the following criteria in your application as the successful application(s) will be for events which aspire to meet the following objectives:

- To advance education about aspects of the Fraser River (history, cultures, environment, industry and/or ecology)
- To support charitable causes
- To showcase, advance or enhance tourism and visitation to the New Westminister waterfront

Acknowledgement

The successful applicant will be required to acknowledge The Fraser River Discovery Centre at the event and in the program if available. The FRDC must receive four tickets to any event.

Details of Support

FRDC for Free provides free rental of the facilities but all other costs associated with the event are the responsibility of the recipient. Costs for after hours security guard services will be billed to the recipient. All other conditions of the FRDC Rental Policy apply.



FRDC for FREE Application Form

1. **Organization Full Legal Name:** *If you have another version of this name for common use, please put in brackets following the registered name. If this is a collaborative project, please identify the lead organization and other partner organizations.*

2. **Contact Person, Name and Position:** *This is the contact we will enter in our database. Please inform us of any changes immediately.*

3. **Organization Mailing Address:**
City: _____ Postal Code: _____

4. Telephone: _____ Fax: _____ Email: _____

5. **Event Summary:** *Please provide us with an overview of the event you wish to undertake.*

6. **What is the desired date for the event?**

9. **Is the date flexible, based on availability?**

10. **Please provide a brief history or overview of the organization.**

11. **Please describe the organization's history with FRDC if it exists.**

12. **Please outline how receipt of this support will assist the organization in its charitable aims.**