



Special Events Rentals Terms & Conditions

RESERVATIONS

We will tentatively hold the space on your behalf, without a deposit, for five days. However, within the five days, if another party requires this same date, we will contact you to request the 50% deposit within 24 hours. Please note if your deposit is not made at this time, we will release your tentative reservation.

CANCELLATION

Due to the high demand for space, a 50% non-refundable deposit is required to confirm and guarantee your booking. Cancellations received less than 48 hours prior to the function are not accepted. Full payment will be charged.

FEES

Half Day Rental (up to 4 hours between 9:00 am and 4:00pm) \$350

Full Day Rental (6 hours between 10 am and 4 pm) \$500

Evening Rental (5pm to 11:00) \$125/hour, minimum four hours (includes fee for after hours security guard)

Rental times and fees include setup and take down.

RENTERS' RESPONSIBILITIES

All renters must adhere to the following:

Move-in

Setup of events will not begin prior to closing time, unless by special permission.

All equipment and supplies are to be delivered on the day of the event to the Administrative Entrance at 788 Quayside Drive.

Equipment and Supplies

Fraser River Discovery Centre assumes no responsibility for checking or counting items or ensuring their safety.

Open flames are prohibited with the exception of sterno pots in designated area.

Smoking is strictly prohibited.

Nothing may be placed on free standing displays or display cases. Relocation of exhibits is prohibited.

All signage and decor must be free standing. Signage and decor on exhibits and walls is not permitted. Only air-filled balloons (not helium) are permitted. Use of confetti and sparklers is prohibited. All floral material must come from a florist and be pest free.

The FRDC will set up a limited number of tables and chairs for each function with the Customer or caterer providing tabletop, set-up and additional chairs and tables as required for the event.



Fire regulations prohibit any obstruction of aisles or exits in any room. Legal capacity limits will be strictly enforced.

All health, safety and liquor permits are the responsibility of the renter

The FRDC does not provide catering, but would be pleased to recommend caterers to provide food and refreshments for your function or meeting.

Cleanup

Teardown must occur immediately after the event and all rental or decor items 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 (including Saturdays and Sundays) 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 cleanup 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 as prep rooms must be swept and mopped and garbage removed.

Renters will be charged for any cost incurred by the Fraser River Discovery Centre for unusual cleanup such as removal of garbage left behind or any damages to the premises.

Floor Mats and Covering

All bars, meat carving and coffee stations, temporary kitchen and clearing stations set up on the carpeted area will have protective covering placed beneath them.

Garbage

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 Fraser River Discovery Centre's dumpster is used and extra pick up is necessary, the renter will be invoiced for this service.

Parking

Only the supply van may be parked outside the Administrative Entrance during the event. All other vehicles found parked around the Fraser River Discovery Centre building will be towed, as the roundabout is considered a fire lane. Private vehicles can be parked in the paid parking lot located east of the Fraser River Discovery Centre. The cost is \$1.00 per two hours or \$6.00 per day and is payable by credit card only. Additional parking is located west of the Fraser River Discovery Centre. The cost is \$1.00 per two hours and \$6.00 per day, payable by cash, debit and credit card.

Damages & Liabilities

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 licence and any group wishing to serve liquor must obtain a licence 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.

Renter Covenants

The Renter covenants and agrees that it will indemnify and save harmless the Fraser River Discovery Centre from and against any and all claims, damages, costs, charges, expenses, and liabilities including indemnification in respect of any legal or other costs incurred in defending against any such claim suffered or sustained by the Fraser River Discovery Centre as a result of the Renter's use or occupation of the FRDC's premises and facilities, howsoever caused including the actions or omissions of the Renter or any of its servants, agents, employees, workmen, or invitees.

I have read, understand and agree to adhere to the above.

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

Signed by: _____
Renter's representative

Signed by: _____
For FRDC