



FALSE CREEK
COMMUNITY CENTRE

General Rental Guide



1318 Cartwright Street
Vancouver, BC V6H 3R8

604-257-8195
falsecreekcc@vancouver.ca
www.falsecreekcc.ca



Rooms and Rental Rates

Meeting Rooms	Highlights	Square footage	Capacity	Hourly rate (inclusive to GST)
Board Room	<ul style="list-style-type: none"> Park view White Board 	400	10-15 people	Regular \$31.50 Affiliate \$21.00
Chinook Room	<ul style="list-style-type: none"> Skylight White Board 	500	10-15 people	Regular \$31.50 Affiliate \$21.00
Fairview Room	<ul style="list-style-type: none"> Chalkboard Small hand washing sink 	420	15-20 people	Regular \$26.25 Affiliate \$15.75
Granville Island Room	<ul style="list-style-type: none"> Small hand washing sink Various couches and casual seating 	640	15-20 people	Regular \$31.50 Affiliate \$21.00
Special Event Rooms	Highlights	Square footage	Capacity	Hourly rate (inclusive to GST)
Lind Hall	<ul style="list-style-type: none"> Perfect for weddings, parties, and large meetings Lots of natural light for your event Access to kitchen for storage and reheating Door leading directly outside 	3100	200 people seated	Regular \$105.00 Affiliate \$78.75 After Hour Flat Rates: Regular \$840.00 Affiliate \$708.75
Tyee Hall	<ul style="list-style-type: none"> Perfect for weddings, parties, and mid to large meetings Lots of natural light for your event Access to kitchen for storage and reheating Door leading directly outside Performance rehearsal or dance space 	1050	60 people seated	Regular \$63.00 Affiliate \$47.25 After Hour Flat Rates: Regular \$603.75 Affiliate \$472.50
Mini Gym	<ul style="list-style-type: none"> Ideal for sport bookings and trade shows 	1000	100 people	Regular \$63.00 Affiliate \$47.25 After Hour Flat Rates: Regular \$603.75 Affiliate \$472.50 July + August Flat Rate: \$950.00



Additional charges

Charge	Description	Amount
Staffing	For rentals outside of regular operating hours; number of staff required dependent on activity and capacity of your event. Any events over 100 people in attendance are required to have two rental staff at minimum.	\$21.20 per staff per hour
Booking Fee	Booking fee to secure your event date. Applicable to after hour rentals and weddings <i>This fee is non-refundable</i>	\$262.50
Damage deposit	Deposit fee applies to all Tyee Hall and Lind Hall after hours events	\$1,000
SOCAN	(Society of Composers, Authors & Music Publishers Federal Tariff) Music royalty tariff for all rentals with music and/or dancing; dependent on rental group size and activity	Starting at \$31.30

Reservation Eligibility

In order to rent space at False Creek Community Centre; please be advised of the following regarding reservation eligibility:

We cannot host events that:

- Require admission fees or for profit ventures managed by the facilitator of the event.
- Represent religious or political organizations
- Advertised to the general public
- Attended by the media

Next steps

- If you have not yet come to see the room, we recommend that you come view the facilities prior to creating a reservation. Please call our reception desk at 604-257-8195 to enquire when a space may be vacant to view.
- The Rental Coordinator will contact you within 3-5 business days to let you know if your request has been approved or denied. Please remit payment once your Rental Coordinator has confirmed your inquiry. Payment can be made online, by phone or visiting in person at the Front Desk of the Community Centre.



Important Information

Reservation Information

Set Up & Clean Up Information:

All general reservations that are during the Centre's operational hours are inclusive to set up and clean up. All groups are responsible for their own set up, take down and basic cleanup of the rented space. Your reservation time is inclusive to set up and clean-up of the Community Centre room and tables and chairs used during your rental.

❗ Please note our rental staffs do not handle any rental supplies and equipment or other items brought in by the group. Our rental staffs are employed to oversee the event and ensure compliance of the rental policies.

Afterhours/Wedding Rentals Set Up and Clean Up Information:

- Centre closes on weekends at 4:00 pm.
- Rental setup can begin at 4:30 pm.
- The event must finish by 12:00 am.
- Clean up is from 12:00 am-1:00 am.

General Notice:

- Rooms at the Community Centre may be rented based on availability during designated hours. Center programs have priority and all rentals are subject to the approval of the False Creek Community Association.
- During Community Centre operating hours for meetings, you can book 2 or 3 months in advance. Community Centre programs are run seasonally, and get first priority for rooms. The halls may be rented after hours on a Saturday or Sunday up to one year in advance.
- Can we advertise using the Community Centre name?
 - The name "False Creek Community Centre" or its phone number cannot be used on any promotional material without prior and specific permission from the False Creek Community Association. The address of the centre only may be displayed.



Payment

Call 604-257-8195 or come in (Mon to Fri 9 am - 4 pm) with the following information for the Front Desk Associate:

- 1) Type of event
- 2) Date and time of event
- 3) Number attending
- 4) Payment over the phone or in person
- 5) Completed rental agreement when applicable

NOTE: If you have GST exempt status, your GST registration number is required at the time of booking.

Cancellations

Cancellation requests must be received in writing (email) and require a minimum of thirty (30) days' notice to receive a refund of fees paid, less a \$25.00 booking fee. Cancellation requests received less than thirty (30) days prior to your event will receive a partial refund, which amounts to 50% of the rental fee paid, less a \$25.00 booking fee.

After hour reservations and Weddings - Cancellation requests must be received in writing (email) and require a minimum of ninety (90) days' notice to receive a refund of fees paid, less a \$262.50 booking fee. Cancellation requests received less than ninety (90) days before your event will not receive a refund for both the rental and \$262.50 booking fee.

! Please note refunds of rental fees will not be issued for event cancellations received less than seven days prior to the event.

Non-Profit Organization Discount

Events that are booked by a registered provincial or federal non-profit society are eligible for discounted rates. Please inquire directly by providing your non-profit society number for verification. Discount will be applied once non-profit has been verified by Rental Coordinator.

NOTE: If you have GST exempt status, your GST registration number is required at the time of booking.

****Affiliate and non-profit rates listed above*



Liability Insurance

Depending on the risk level assessed for your event, a minimum of \$2 million liability with the City of Vancouver and the Vancouver Park Board named as additional insurers may be required. Higher risk events include receptions, adult parties, tradeshow, etc. In most cases, we do not require insurance for group meetings or workshops where no high risk activities are involved. Any after hour events inclusive to weddings are to provide a copy of the insurance documents one month in advance.

All sports activities in our gymnasiums are required to have liability insurance.. You may wish to use your own broker or you can use one of the companies listed below that regularly issue insurance for events at our facility:

- [All Sport Marketing Insurance](#) 
- [Event Policy](#) 

Alcohol, Food and Beverage

Please note, alcohol is not permitted during the Centre's operating hours. However, after hour rentals can provide alcohol service, contingent that the following is supplied:

- 1) approval from the Rental Coordinator.
- 2) liquor permit and 'Serving It Right' certificate. *Please visit your local Liquor Distribution Branch to obtain licensing

You may bring in your own food or engage any catering vendor to provide food and beverage services at your event.

 Please note that cooking or preparing of any food is not permitted.



Equipment

You may bring in audio visual equipment for your event or meeting. Please note we do not supply any audio visual equipment at this time. Any sound systems we have are not available for use.

Equipment for Lind or Tyee Hall available for use:

1	Kitchen Facility (warming & re-heating only)
19	Round tables , 5 Ft
17	Rectangular Tables, 6' x 30"
2	Double Rectangular Tables, 12 Ft
4	Small Round Tables, 4 Ft
200	Chairs

Noise Policy

Maximum Noise Levels (as indicated by sound meter):

Before 10pm	75 dB
After 10pm	70 dB

Doors at back of centre (facing Sutcliffe Park) and side must be kept closed after 10pm unless there is no music at the event. (Front door of centre may be opened to allow airflow into venue).

If noise levels are above maximum allowable level, the following protocol will be followed:

1. First violation: A verbal warning will be given (and rental contact will sign report)
2. Second violation: Written warning and loss/fine of \$100 of damage deposit (rental contact will sign report)
3. Third violation: Written warning and loss/fine of \$500 of damage deposit (rental contact will sign report)
4. Fourth violation: Forfeit entire deposit and shutdown of function.

All rentals will have a clearly identified contact person (in writing) for rental supervisor to connect with regarding noise or any other issues with rental.



Rental will be given a reasonable amount of time to comply (15 – 20 minutes) before next warning given (if volume is not adjusted). All renters will be advised of noise policy and asked to initial it when signing rental agreement. A standard noise violation incident form will be drawn up for rental supervisors. A written warning will also be drafted (or a photocopy of the incident form could be used, showing signatures of supervisor and rental contact at each stage).

Rental supervisor will show decibel reading on sound meter to rental contact when issuing warnings.

Sutcliffe Park

Can I reserve Sutcliffe Park for a Wedding?

No, only designated Vancouver Park Board picnic sites can be "reserved". See www.vancouverparks.ca for all details. If you would like your wedding in the park, your group must be 50 people or less with no set up. Additional tents, rental chairs, alcohol, confetti, amplifiers are not allowed (one 10'x10' canopy for the couple only). Please be respectful of other park users.

What about taking wedding photos in Sutcliffe Park?

All park areas are first-come, first-served. Please be respectful of other park users when choosing an area for photos.

How do I book the Granville Island Picnic Pavilion?

The Picnic pavilion is not a Vancouver Park Board Picnic Pavilion. It is currently managed through Granville Island CMHC (Canada Mortgage and Housing Commission). The Picnic Pavilion is located next to the Cat's Social House Restaurant & by the Waterpark. Please call 604-666-6655 for further information.

How do I book the 'grassy mound' by Performance Works?

Please call CMHC for further details; 604-666-6655