



FALSE CREEK
COMMUNITY CENTRE

RENTAL GUIDE



Get in Touch

1318 Cartwright Street

Vancouver, BC V6H 3R8

Telephone: 604-654-0792

Email: falsecreekrentals@vancouver.ca

Website: <https://falsecreekcc.ca/room-descriptions/>



How to Book Your Space

We offer a range of meeting and event spaces; from small rooms for workshops to larger halls for celebrations and community gatherings. Rates below include GST. A viewing is recommended so you can choose the best fit for your event.

 **Tip:** Book a viewing to see the space before confirming your reservation.

Quick Booking Steps

1. **Contact us:** Call **604-654-0792** or email falsecreekrentals@vancouver.ca.
2. **Book a viewing (recommended):** See the space before you confirm.
3. **Wait for approval:** We'll confirm within **3–5 business days**.
4. **Confirm & pay deposit:** Sign the agreement and submit the required deposit.

Reservation Eligibility

To keep our spaces welcoming and appropriate for all community members, we're unable to host events that:

- Include admission fees or for-profit ventures managed by the event facilitator.
- Are hosted on behalf of religious or political organizations.
- Are advertised to the general public.
- Include media attendance.

If you're unsure whether your event qualifies, please contact the Rental Coordinator before submitting a request.



Rooms and Rental Rates

Room Name	Highlights	Square Footage	Capacity	Hourly Rate (GST incl.)
Board Room	● Park view ● Whiteboard ● Carpet	500	20 people	Regular: \$35.00 Society: \$25.73
Chinook Room	● Skylight ● Whiteboard	500	15 people	Regular: \$35.00 Society: \$25.73
Fairview Room	● Chalkboard ● Small hand washing sink	700	15 people	Regular: \$35.00 Society: \$25.73
Granville Island Room	● Small hand washing sink ● Couches and casual seating	640	20 people	Regular: \$35.00 Society: \$25.73
Kitchen	● New appliances ● Lots of space	—	—	Regular: \$35.00 Society: \$25.73 *\$500 Damage Deposit
Lind Hall	● Weddings, parties, and large meetings ● Natural light ● Kitchen access for storage/reheating ● Doors to Sutcliffe Park	3100	200 people	Regular: \$115.00 Society: \$84.53
Tyee Hall	● Weddings, parties, and mid-to-large meetings ● Natural light ● Kitchen access for storage/reheating ● Door to Alder Bay ● Suitable for rehearsal/dance	1050	60 people	Regular: \$70.00 Society: \$51.45
Mini Gym	● Sport bookings and trade shows ● Front entrance location ● Two window walls / two solid walls	2400	60 people	Regular: \$70.00 Society: \$51.45

All rates include GST. Registered societies receive discounted rates.



Equipment

Optional add-ons are available to support your meeting or event (subject to availability).

Equipment Options	Rates
Projector and portable screen <i>Projector: Epson Home Cinema 1060 Screen: Grandview X-Press Pull-Up Portable Screen 16:9 (80" x 45")</i>	\$25
Microphone and small speaker <i>Microphone: Shure BLX Wireless Speakers: Yorkville YXL10P</i>	\$50
Microphone and small speaker damage deposit	\$500

Additional Charges

The following standard fees may apply depending on your event type, timing, and requirements.

Charge	Description	Amount
Staffing	Staffing is determined by the Rental Coordinator based on your event type. Events with more than 60 guests require two rental staff members. Our staff are on-site to ensure building security, maintain compliance, and provide assistance during emergencies. Please be advised that staff are not responsible for event setup or teardown; these tasks remain the responsibility of the renter.	\$28 per staff member per hour *overtime fees will apply
Booking Fee	Non-refundable, applied to balance	\$25-\$250
Damage deposit	Applies to Tyee Hall, Lind Hall, and Mini Gym rentals for after-hours, special events, and weddings and kitchen	\$1000-\$1500
Entandem	Mandatory music royalty tariff for all rentals with music and with/without dancing; dependent on group size and activity.	\$32-\$95

Important: Any additional documentation or certification required (such as a Certificate of Insurance, Special Event Permit, or Foodsafe certificate) is the responsibility of the rental patron to obtain and submit to the Rental Coordinator no later than **one month prior to the event date**.



Furniture for Lind or Tyee Hall



Furniture Type	Dimensions
Rectangular Tables	12' x 2.5' and 2.5' x 6'
Round Tables	4' and 5'
Square Tables	3' x 3'
Chairs	0.25W x 20.5D x 30.5H

All meeting rooms are equipped with sufficient tables and chairs for each room capacity noted above.

Please confirm in advance with your Rental Coordinator specifying how many and which tables you will need at least two weeks prior to your rental.



Society Discount

Events booked by a registered provincial or federal society are eligible for discounted rates. Please provide your society number for verification at the time of booking.

⚠ Important: Discounts cannot be applied retroactively to past rentals.

Payment

Full payment is due no later than 14 days for small events and 30 days for larger events in advance of your reservation date. Payment can be made online, by phone or in person during operating hours.

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

Liability Insurance

Liability insurance protects both you and the facility during your event.

Insurance Requirements

- Minimum \$2,000,000 liability coverage required
- Must name City of Vancouver, Vancouver Park Board, and False Creek Community Association as additional insurers
- Required for: after-hour rentals, special events, weddings, receptions, adult parties, tradeshow, and sporting events

Must be submitted one month before your event date

Insurance is not typically required for daytime group meetings or workshops without high-risk activities.

Need Insurance?

You may use your own provider or purchase event insurance at:
<https://www.eventpolicy.ca>



Cancellations

General Events:

- Cancellation requests must be received in writing via email.
- **Small events:** 14 days' notice required for a refund, minus a \$25 administrative fee.
- **Large events:** 30 days' notice required for a refund, minus a \$250 administrative fee.

After-Hour Reservations and Weddings:

- Cancellation requests must be received in writing via email.
- A minimum of 60 days' notice is required for a refund of fees paid, minus a \$250.00 administrative fee.

Please note all refunds must be approved by the Community Centre's Supervisor before being granted. Cancellation requests received less than the indicated time are not eligible for a refund.

Alcohol, Food & Beverage Guidelines

Please be aware that alcohol is **not** permitted on-site during the centres operating hours. However, alcohol service is allowed for events held after hours (after 4:00 PM on Saturdays and Sundays) if the following conditions are met:

1. Obtain approval from the Rental Coordinator.
2. Acquire a Liquor Permit. For more information, visit <https://justice.gov.bc.ca/lcrb/sep>
3. The permit holder must have a Serving It Right or Special Event Server certificate. More details can be found at <https://www.responsible-service-bc.ca/serving-it-right-course>

You are welcome to bring your own food or hire any catering company for your event. Please note that the Community Centre does not offer catering services. Catering companies need to provide a copy of their current Food Safe Certification **one month** before the reservation date.

Please note: Cooking or preparing food on-site is not permitted. Our kitchen is only licensed for storing and reheating food.



Noise Policy

Maximum Noise Levels (as indicated by a sound meter):

8 AM – 10 PM: 75 dB

10 PM – 1 AM: 70 dB

Please ensure that the doors at the back of the centre, facing Sutcliffe Park, and the side doors/windows remain closed after 10 PM. However, the front door of the centre may be opened for airflow if necessary.

If noise levels exceed the maximum allowable limit, the following protocol will be enforced:

1. **First Violation:** A verbal warning will be issued.
2. **Second Violation:** A written warning will be given, along with a \$100 deduction from the damage deposit.
3. **Third Violation:** A written warning will be issued, with a \$500 deduction from the damage deposit.
4. **Fourth Violation:** Forfeiture of the entire deposit and termination of the event.

Rental patrons will be allowed a reasonable period (15–20 minutes) to adjust the volume before the next warning is issued.

Outdoor Space Usage (Sutcliffe Park)

Rental Agreements refer to the specific rooms within the building. Use of common space outside of the centre such as for BBQs, food trucks, or reserved parking must be approved by C.M.H.C (Canada Mortgage and Housing Commission) well in advance of the reservation date. Any documentation specifying such approvals must be provided to the Rental Coordinator two weeks prior to the event. Please contact C.M.H.C. directly at 604-666-6655 for further details.

Note: Sutcliffe Park is a public space and, as such, is not available to reserve for private events. The park is for intermittent use only (limited to **6:00 AM–10:00 PM**) and is free to use by renters of Lind Hall with the following conditions:

- Maximum group size is 15.
- No tents, tables, chairs, caterers, decorations, or rental equipment.
- No amplification of any kind.
- No alcohol at any time.
- No barbeques (unless approved by C.M.H.C.).
- All park users must be able to pass by unimpeded.



Rental Policies

The rental group is responsible for following directions from the False Creek Community Centre staff in the building. Please check in with staff at the beginning of the rental. FCCA Rental Supervisors and Community Centre Staff retain the right to terminate your reservation at any time should any rental patron or their guests not comply with rental policies. FCCA Rental Supervisors may be employed at the discretion of the FCCA Rental Coordinator and are to provide direction to various rooms and equipment, supervise the building and activity and assist in any emergencies.

The facility is rented on an “as is basis”, with the following regulations:

1. **Admission Charges:** Admission charges are not permitted to be collected at the door.
2. **Alterations:** Alteration or tampering with any electrical panel or outlet is strictly prohibited. Any request for additional electrical power must be approved by the FCCC Rental Coordinator in advance and noted in the rental contract.
3. **Behaviour:** The renter is responsible for the behaviour of all guests inside or outside the facility. Excessive noise or damage will result in partial or total loss of the damage deposit. FCCC Rental Supervisors and Community Centre Staff have the right to eject any person(s) not adhering to policies.
4. **Cancellations:** Cancellation of your rental requires a minimum of 14 or 30 days' notice depending on your event size. Failure to comply will result in full payment of the rental fee and/or forfeiture of any payments received.
5. **Capacity Limits:** Capacity limits for the rooms are set by the Fire Marshall. The renter must ensure the number of guests is within the limits stated in the rental agreement. The FCCC Rental Coordinator may further restrict the number of people to ensure clear access to specific spaces such as fire exits.
6. **Compliance:** Community Centre Staff and FCCC Rental Staff reserve the right to refuse the use of any room to individuals/groups who do not meet all conditions outlined in the rental agreement.
7. **Decorations:** Decorations may be attached to the vertical wooden beams and must be removed after use. No decorations or materials that will mar, deface, or injure walls, ceilings, or floors are permitted. Non-residue adhesive or removable hooks are allowed. Failure to comply may result in additional charges and/or loss of the damage deposit. Renters must bring their own ladder; hydraulic lifts are not permitted. The Centre does not provide storage for ladders.



8. **Deposit and Payment:** If the damage deposit or room rental payment is not received 14 days before the reservation date for small events and 30 days for larger events, the False Creek Community Association has the right to void the rental.
9. **Emergency Exits:** Emergency exits must remain easily accessible and cannot be blocked by tables, chairs, walls, stages, people, etc.
10. **Equipment Removal:** All equipment and goods must be removed at the end of the evening. The Centre cannot accommodate any storage. The Centre will remove anything left behind and will not be responsible for damage or loss.
11. **Insurance:** Weddings, special events, and sporting events require private liability insurance with a minimum \$2,000,000 coverage. Documentation must be provided one month before the event date.
12. **Kitchen Use:** No cooking of food is permitted within the Centre as it is not licensed. If kitchen use is included in the agreement, the rental patron is permitted only to reheat and/or store food.
13. **Liquor Permits:** If applicable, the rental group must obtain a liquor permit and present it to the Centre no later than one month before the event. FCCC will not accept a "bring your own bottle" license. The permit cannot extend beyond 1:00 a.m., and liquor must be kept inside the reserved room. All empty bottles must be removed after the reservation. A "Serving it Right" certificate is required, and the Special Event Permit must be posted within the rental room. Alcohol consumption is not permitted during the Centre's operating hours.
14. **Load-In:** Please plan your logistics carefully, as **we do not have a designated loading area** at our facility.
15. **Misrepresentation:** If the applicant deliberately, negligently, or innocently misrepresents any information required by this agreement, or is determined to be in violation of the terms of this agreement, the agreement will be canceled immediately, and the rental will not be allowed to commence or continue if the event is already in progress.
16. **Music and Noise:** Music must be kept at a reasonable level (max 75 decibels before 10 PM, 70 decibels after 10 PM). Noise levels must comply with City of Vancouver by-laws, and back doors and windows must remain closed after 10 PM to prevent sound from traveling. If the Centre is cited and fined, the damage deposit will not be refunded. City of Vancouver By-Law No. 6555 states: *"No person shall make or cause, or permit to be made or caused, any noise or sound in a street, park, or similar public place which disturbs or tends to disturb unreasonably the quiet, peace, rest, enjoyment, comfort, or convenience of persons in the neighborhood or vicinity."*



17. **Non-Smoking Facility:** This is a non-smoking facility. Smoking is not permitted within 5 meters of windows and doors or in Sutcliffe Park. Please ask FCCC Rental Supervisors or Community Centre Staff to help identify appropriate locations.
18. **Prohibited Items:** Confetti, glitter, open flame candles, helium balloons, and amusement inflatables (e.g., bouncy castles) are not allowed inside or near the building. Propane tanks for outdoor barbeques must remain outside the facility and be supervised by a member of your party at all times.
19. **Promotional Material:** The rental group may not use the name "False Creek Community Centre" on any promotional material without special written permission from the False Creek Community Association. For directions, promotional material may refer to the Centre as "a rented community hall at 1318 Cartwright Street."
20. **Room Access:** The renter is restricted to the rooms listed on their contract and must follow directions from Community Centre Staff and FCCC Rental Supervisors during the reservation.
21. **Right to Cancel:** The False Creek Community Association reserves the right to cancel a rental when necessary without notice to the applicant or rental group.
22. **Setup and Cleanup:** These times are included in the total time reserved and must be arranged in advance. Setup and takedown of tables, chairs, and decorations are the renter's responsibility. Failure to clean up will result in additional charges and/or loss of the damage deposit. Cleanup includes, but is not limited to all necessary wiping, sweeping, and mopping of floors and tables, and depositing all waste in appropriate receptacles outside of the building. The property must be left exactly as found, including all areas used by the rental group. Rental and centre staff are not able to assist with setup and cleanup but will provide appropriate cleaning supplies.
23. **Solicitation:** Solicitation of goods or services or propagation of political or religious beliefs is prohibited.
24. **Storage:** Storage space is not available before or after rental.
25. **Vacating:** All activities must end at the time specified on the rental agreement, and the Centre must be vacated quietly. Failure to leave by the specified time will result in partial or total loss of the damage deposit and/or additional charges invoiced afterward. Renters must notify centre staff before vacating any area used. If the renter vacates a room/area without notification and does not properly secure the area used, they will be held liable for any lost, stolen, or damaged items. Replacement costs will be charged by invoice and/or deducted from the damage deposit.



26. **Entandem Fees:** If music is played at rental functions, Entandem fees (previously Re:Sound & SOCAN) will be applied to your rental contract.

- a. *Re:Sound: Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. Empowered by the Federal Government, before the Copyright Board of Canada, Re:Sound has directed all public facilities hosting functions or services where people will be listening/dancing to copy written material to pay a federal tariff. This fee will be over and above the rental fee of the facility. Visit www.resound.ca for more information.*
- b. *SOCAN: The Society of Composers, Authors and Music Publishers of Canada is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. Empowered by the Federal Government, before the Copyright Board of Canada, SOCAN has directed all public facilities hosting functions or services where people will be listening/dancing to copy written material to pay a federal tariff. This fee will be over and above the rental fee of the facility. Visit www.socan.ca for more information.*

"False Creek Community Centre is a shared and publicly funded community asset and the use of the Centre must reflect this fact. Users of the centre must comply with all applicable city by-laws and federal and provincial legislation, including the British Columbia Human Rights Code which prohibits discriminatory conduct including conduct that would expose persons or groups to hatred or contempt."

