



**FALSE CREEK**  
COMMUNITY CENTRE

# General Rental Guide



1318 Cartwright Street  
Vancouver, BC V6H 3R8

604-257-6998  
[falsecreekcc@vancouver.ca](mailto:falsecreekcc@vancouver.ca)  
[www.falsecreekcc.ca](http://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"> <li>• Park view</li> <li>• White Board</li> </ul>	400	10-15 people	Regular \$31.50 Affiliate \$21.00
Chinook Room	<ul style="list-style-type: none"> <li>• Skylight</li> <li>• White Board</li> </ul>	500	10-15 people	Regular \$31.50 Affiliate \$21.00
Fairview Room	<ul style="list-style-type: none"> <li>• Chalkboard</li> <li>• Small hand washing sink</li> </ul>	420	15-20 people	Regular \$26.25 Affiliate \$15.75
Granville Island Room	<ul style="list-style-type: none"> <li>• Small hand washing sink</li> <li>• Various couches and casual seating</li> </ul>	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"> <li>• Perfect for weddings, parties and large meetings</li> <li>• Lots of natural light for your event</li> <li>• Access to kitchen for storage and reheating</li> <li>• Doors leading directly outside towards Sutcliffe Park</li> </ul>	3100	200 people seated	Regular \$105.00 Affiliate \$78.75  <b>After Hour Flat Rates:</b> Regular \$840.00 Affiliate \$708.75  <b>July + August Flat Rate:</b> \$950.00
Tyee Hall	<ul style="list-style-type: none"> <li>• Perfect for weddings, parties, and mid to large meetings</li> <li>• Lots of natural light for your event</li> <li>• Access to kitchen for storage and reheating</li> <li>• Door leading directly outside towards Alder Bay</li> <li>• Suitable for performance rehearsal or dance space</li> </ul>	1050	60 people seated	Regular \$63.00 Affiliate \$47.25  <b>After Hour Flat Rates:</b> Regular \$603.75 Affiliate \$472.50
Mini Gym	<ul style="list-style-type: none"> <li>• Ideal for sport bookings and trade shows</li> <li>• Front entrance of the building, street side facing</li> <li>• 2 walls windows/2 walls solid surface</li> </ul>	1000	100 people	Regular \$63.00 Affiliate \$47.25  <b>After Hour Flat Rates:</b> Regular \$603.75 Affiliate \$472.50



## **Additional Charges**

Charge	Description	Amount
Staffing	Staff required is dependent on activity and capacity of your event and employed at the discretion of the Rental Coordinator. *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 for after hour rentals, special events and weddings *This fee is non-refundable and is towards the balance of your rental	\$262.50
Damage deposit	Deposit fee applies to all Tye Hall, Lind Hall and Mini Gym rentals for after hours, special events and weddings at the discretion of the Rental Coordinator	\$1,000
SOCAN & Re:Sound	Mandatory music royalty tariff for all rentals with music and with/without dancing; dependent on rental group size and activity	Starting at \$31.30

\*\*\*Please note; any additional documentation or certification required such as a Certificate of Insurance, Special Event Permit, etc is the responsibility of the Rental Patron to acquire and remit applicable fees to the associated agencies.

## **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 604-257-6998 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 reservation. Payment can be made online, by phone or visiting in person at the Front Desk of the Community Centre.



## General Notice

- All rentals are subject to the approval of the False Creek Community Association. All rentals enquiries will be responded to within 3-5 business days.
- Rooms at the Community Centre may be rented based on availability during designated hours.
- Center programming has priority over room availability. Community Centre programs run seasonally. As such, you may book 2 or 3 months in advance if the programming season is scheduled the season prior. Tyee and Lind Hall may be reserved up to one year in advance after operating hours (4PM-1AM) on Saturdays or Sundays.
- 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 used for invitation purposes.
- Admissions or ticket sales cannot be collected for events hosted within the Centre.
- Religious or spiritual events cannot be hosted within the Centre.
- No overnight or pre-event storage is available outside of reservation times.
- (If Applicable) Insurance Policyholder must be present for the duration of the entire reservation time
- Tacking, nailing or drilling is not permitted on any surface within the Centre; non-residue adhesive or removable hooks are permitted for decorations. Confetti or open flame candles are not permitted.
- All rooms are reserved on an “as is basis” and must be left in the condition found.
- Rental and Centre Staff retain the right to terminate the event at any time should any rental patrons or guests not comply with the Centre’s rental policies ([Rental Policies](#) 📄).

## Payment

Payment can be made online, by phone or in person during operating hours. Please call or email your Rental Coordinator for more details.

Alternatively, call 604-257-8195 or visit the front desk during operating hours (Mon to Fri 9 am - 9 pm; Sat & Sun 9 am – 4 pm)

Full payment and applicable deposits are required to be remitted no later than 30 days in advance of your reservation date.

NOTE: If you have GST exempt status, your GST registration number is required at the time of booking. If you are a non-profit society, your societal number is required at the time of booking for applicable discounted rates.



## **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.

*\*\*\*Affiliate and non-profit rates listed above. Discounts or exemption will not be applied and/or eligible for refund for past rentals.*

## **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 non-refundable booking fee. Cancellation requests received less than thirty (30) days prior to your reservation date will not be eligible for refund.

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 non-refundable booking fee. Cancellation requests received less than ninety (90) days before your reservation date will not be eligible to receive a refund.

📌 Please note all refunds must be approved by the Community Centre's Supervisor

## **Set Up & Clean Up Information:**

All reservation times depicted on the Rental Agreement 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. Cleaning supplies will be provided. Your reservation is inclusive to the use of the room and available tables and chairs (enough seating for the room capacity) used during your rental. Please confirm with your Rental Coordinator specifying how many and which tables you will need at least two weeks prior to your rental.

📌 Please note Centre Staff do not handle any rental supplies, equipment or other items brought in by the rental group. Rental Supervisors are employed at the discretion of the Rental Coordinator to oversee the event to ensure compliance of the rental policies, ensure the building is secure and provide emergency assistance.

## **Liability Insurance**



A Certificate of Liability Insurance detailing minimum of \$2 million liability with the City of Vancouver, the Vancouver Park Board and False Creek Community Association named as additional insurers is required for any after hour rentals, special events, weddings and high risk events such as receptions, adult parties, tradeshow, sporting events, etc. In most cases, we do not require insurance for group meetings or workshops where no high risk activities are involved and are hosted during the Centre's operating hours. Any after hour, special events, sporting activities and high risk events noted above are required to provide a copy of the insurance documents one month in advance of the reservation date.

You may wish to use your own broker or our preferred vendor SBC Insurance that regularly issue insurance certificates for events hosted at our facility:

- [SBC Insurance Application Form](#)

## **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 or Special Event Permit
- 3) Serving It Right Certificate.

*\*Please visit your local Liquor Distribution Branch to obtain licensing*

You may bring in your own food or hire any catering company to provide food and beverage services at your event. Catering services are not available through the Community Centre. Catering companies must provide a copy of their current Food Safe Certification one month prior to the reservation date.

- ❗ Please note that cooking or preparing of any food is not permitted. Our kitchen is only available to store and reheat food at this time.



## **Equipment**

You may bring in audio visual equipment for your event or meeting. Please note we do not supply any audio visual equipment. Any sound systems currently installed within the building are not available for public use.

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

Equipment for Lind or Tyee Hall available for use:

- Tables:
  - 5ft Rounds (21 Available)
  - 4ft Rounds (4 Available)
  - 6ft Rectangle (17 Available)
  - 12ft Rectangle Buffet Tables (2 Available)
  - 3ft Square tables (12 Available)
  - 6ft Rectangle tables for children – 3ft height (2 Available)
  
- Chairs: 200 Available, few child size chairs available on request

Please confirm with the Rental Coordinator two weeks prior to your reservation date to secure which tables and chairs you require.

## **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
2. Second violation: Written warning and loss/fine of \$100 of damage deposit
3. Third violation: Written warning and loss/fine of \$500 of damage deposit
4. Fourth violation: Forfeiture of entire deposit and shutdown of function.



Rental patrons will be given a reasonable amount of time to comply (15 – 20 minutes) before next warning given (if volume is not adjusted). A standard noise violation incident form will be drawn up for Rental Supervisors.

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

## **Use of Common Space Outside of the Centre**

Rental Agreements are inclusive to specific space within the building. Use of common space outside of the Centre including pathways, green space and reserved parking must be approved by C.M.H.C well in advance prior to 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 . (Canada Mortgage and Housing Commission) directly at 604-666-6655 for further details.

## **Use of Sutcliffe Park**

Sutcliffe Park joins Granville Island to the South False Creek Seawall, and features a duck pond, the Granville Island Water Park, and a wharf for kayaks, canoes and other small craft. Sutcliffe Park is a public space and, as such, is not available to reserve for private events. The park is for intermittent use only 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 is allowed.
- No amplification of any kind is permitted.
- No alcohol is allowed at any time.
- No barbeques are allowed.
- All users of the park may pass by unimpeded.
- Park usage takes place between 6:00am to 10:00pm

The City of Vancouver has designated wedding sites that may be reserved. Please visit their website for more information: <https://vancouver.ca/doing-business/park-wedding-permit.aspx>

*Can I reserve Sutcliffe Park for a Wedding?*

No, only designated Vancouver Park Board picnic sites can be "reserved". See [www.vancouverparks.ca](http://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. In order to secure space within any public park please visit: <https://vancouver.ca/files/cov/special-events-application-form-parks.pdf>.



*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.

## **Use of other Public Spaces**

### **Reserved Parking Requests**

For events that wish to reserve parking spaces for catering or food trucks, there are four designated spaces to the west of False Creek Community Centre. All spaces must be reserved and fees paid. To reserve and pay, please contact Kyle Robertson, Operations Coordinator, [kroberts@cmhc.ca](mailto:kroberts@cmhc.ca) or by calling 604-666-8797

#### **2019/20 Parking Fees:**

\$84.00 May 1 to September 30

\$56.00 October 1 to April 30

*\*Fees are subject to change.*

For more information on Granville Island Parking visit: <https://granvilleisland.com/parking-information-0>

### **Food Truck Conditions**

Food trucks must have a **City of Vancouver street food permit** and follow all guidelines as stated on the City of Vancouver website: <http://vancouver.ca/doing-business/selling-food-on-vancouver-streets.aspx>

**In addition, guidelines from CMHC-Granville Island:**

- Operators may be asked to lower sound systems at any time.
- Operators must maintain the waste management plan indicated in your COV permit application and dispose of waste as per your waste management plan.
- Food truck franchises are not permitted.
- Food trucks must be completely self-sufficient requiring no exterior power or water.
- Food truck lights must run off the same generator used for the rest of the truck.

**It is the responsibility of the renter/event producer to ensure that food trucks comply.**



## Lind Hall

The Lind Hall is managed by the False Creek Community Centre. The area located directly behind Lind Hall is public space and, as such, is unavailable to book for private events. Public space on Granville Island must be accessible to all visitors and users.



## **Barbeque Requests:**

For renters of the hall who wish to set up a self-contained barbecue (e.g. BBQ grill) directly outside the double doors of Lind Hall at False Creek Community Centre, there is one designated location. One barbeque and one 10x10 tent may be set up outside the doors as indicated in the image above.

## **Conditions of approval:**

- BBQ must follow Vancouver Fire safety codes.
- BBQ must be 75 cm from the ground and full cleanup is required.
- BBQ must use propane only. No charcoal or wood.
- Only one 10x10 tent, one small table, and one waste receptacle may be set up.
- BBQ garbage must go into the Community Centres waste bins. Please do not use the public waste bins.
- Kitchen mats will be laid on the ground to prevent spills and accidents to the outside premises.
- BBQ must be supervised at all times.
- Site will be returned to original state with all items and waste removed.
- Users must allow the public to pass by unimpeded.



## **Rental Policies**

The rental group is responsible for following directions from the False Creek Community Centre Staff in charge of the building. Please check 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 required to be adhered to:

1. The Renter is responsible for the behavior of all guests while they are inside or outside the facility. Any excessive noise or damage will result in partial or total loss of the damage deposit. FCCA Rental Supervisors and Community Centre Staff retain the right to eject any person or persons that are not in adherence to any policy set forth within this document.
2. Renter is restricted to use of the room or rooms listed on the front of the contract. Renter is responsible for following directions from Community Centre Staff and FCCA Staff/Rental Supervisors on duty during the reservation.
3. Set up and clean up times are included in the total time reserved and must be arranged well in advance of the event. Set up and take down of the tables, chairs and decorations are the responsibility of the renter. Failure to clean up will result in further charges and/or partial or total loss of damage deposit. Clean up includes all necessary wiping, sweeping and mopping of floors and tables, in addition to depositing all waste in appropriate receptacles. The property must be left exactly as found; this includes all areas that were used by the rental group. Rental and Centre Staff are not able to assist with set up and clean up but will provide appropriate cleaning supplies. Failure to satisfactorily clean the venue as found will result in additional charges of a \$100 cleaning fee and applicable staff wages for extra time required to clean on your behalf.
4. 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 a partial or total loss of the damage deposit and/or additional charges invoiced afterwards. Charges will be as follows: \$100 charge for each 15 minute interval beyond specified time. Renter must notify Centre Staff prior to vacating any area used. If the renter vacates a room/area without notification and doesn't properly secure the area used, he/she will be held liable for any items that are lost, stolen or damaged. Replacement costs of these items will be charged by invoice and/or deducted from the damage deposit.



5. Capacity limits for the rooms are set by the Fire Marshall. The Renter must ensure that the number of guests are within the limits stated within the Rental Agreement. FCCA Rental Coordinator may further restrict the number of people to enforce clear access to specific spaces such as fire exits.
6. Emergency exits must remain easily accessible and under no circumstances can they be blocked by tables, chairs, walls, stages, people, etc.
7. All equipment and goods must be removed at the end of the evening. The Centre cannot accommodate any storage whatsoever. The Centre will remove anything left behind and will not be responsible for damage or loss.
8. Storage space is not available before or after rental. Should you require additional overnight storage contact the Rental Coordinator to reserve additional meeting rooms if available for next day pick up. Please note, additional fees are applicable and arrangements must be made in advance.
9. This is a non-smoking facility. Please note that smoking is not permitted within 5 meters of windows and doors or in Sutcliffe Park. Please ask FCCA Rental Supervisors or Community Centre Staff to help identify possible appropriate locations.
10. Decorations may be attached to the vertical wooden beams and must be removed after use. No decorations or application of material to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces. Non-residue adhesive or removable hooks are permitted. Failure to oblige may result in additional charges and/or partial or total loss the damage deposit.
11. Confetti, open flame candles and amusement inflatables (bouncy castles) from outsourced vendors are not allowed inside or in the vicinity of the building.
12. Alteration or tampering with any electrical panel or outlet is strictly prohibited. Any request for additional electrical power must be approved by the FCCA Rental Coordinator in advance of the rental date and noted within the rental contract.
13. (If Applicable) The rental group must obtain its own liquor permit and present it to the Centre one month prior to the event. FCCA will not accept a "bring your own bottle" license. The permit cannot extend beyond 1:00 a.m.; liquor must be kept inside the room reserved. All empty bottles must be removed once the reservation is finished. "Serving it Right" certificate is required and posting of the Special Event permit within the rental room is mandatory. Alcohol consumption is not permitted during the Centre's operating hours.
14. Music must be kept at a reasonable level (75 decibels before 10PM, 70 decibels after 10PM). Noise levels must be in accordance with the by-laws stated by the City of Vancouver and the



back doors and windows MUST remain closed after 10PM so that sound does not travel. 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.*

15. If music is played performed at rental functions, we are required to collect and remit Re:Sound & SOCAN fees which are applied to your rental contract.

*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](http://www.resound.ca) for more information.*

*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](http://www.socan.ca) for more information.*

16. No cooking of food is permitted within the Centre. If the use of Kitchen is included in the agreement as a reserved space; the rental patron is permitted only to reheat and/or store food.
17. Weddings, special events and sporting events require private liability insurance with minimum \$2,000,000 coverage.
18. Admission charges are not permitted to be collected at the door.
19. 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 to the event, promotional material may refer to the Centre as "a rented community hall at 1318 Cartwright Street".
20. Solicitation of goods or services, or propagation of political or religious beliefs, is prohibited without written permission from the False Creek Community Association.
21. Cancellation of your rental will require a minimum of three month's notice. Failure to comply will result in full payment of the rental and/or in forfeiture of any payments received for the rental.
22. The Association reserves the right to cancel a rental when necessary without notice to the applicant or the Rental Group.



23. If the damage deposit or room rental payment is not received in advance of the reservation date (minimum of two weeks), the False Creek Community Association has the right to void the rental.
24. If the applicant deliberately, negligently, or innocently misrepresents any information required of him or her by this Agreement, or is determined to be in violation of the terms of this Agreement, then this Agreement will be cancelled with immediate effect and the rental will not be allowed to commence or continue if the event is already in progress.
25. Community Centre Staff and FCCA Rental Staff reserve the right to refuse the use of any room to individuals/groups who do not meet with all the conditions outlined in the Rental Agreement.

**"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."**