

Gibraltar Room Rental Request Form

Instructions:

Please complete this form indicating the dates and times that you are requesting.

The City reserves the right to reject applications and requests from users who submit forms which are not complete or contain incorrect information. Return completed form to Community Services, c/o Facility Booking Clerk

525 Proctor Street, Williams Lake, BC V2G 4J1

E-mail: bschick@williamslake.ca; Phone: 250-392-1790; Fax 250-398-7884.

Organization:				Event Name:							
Contact Person:				Position:							
Address:				E-mail Address:							
Municipality:			Postal Code:		Province:						
Telephone Number:			Email:								
Event Details:											
Requested Dates:				Times:							
Purpose of Event: (Meeting, party, etc.)											
Food, Drink/ Liquor Service Please check:		Catered event			Serving Liquor (Liquor License Required)						
		Serving food			No food/drink						
Bleachers		Rectangular Tables		Round Tables		Chairs		Microphone		Podium	
In Out		Number of Tables:		Number of Tables:		Number of Chairs:		Cordless mic Mic stand			
Projector & Screen		Sound System		Kitchen Servery		Dressing Room		WIFI Password			
Insurance											
All users are required to provide proof of general liability insurance in the amount of \$2 million naming “The City of Williams Lake” as additional named insured <u>prior to start of the booking.</u>											
Groups without insurance, occasional users and other users may purchase insurance through the City of Williams Lake to meet this requirement at the time of booking.											
Providing a copy						Purchasing through CMRC					

Event Schedule:	Date:	Time: (E.g., 9:00am-5:00pm)
Set up Start:		
Event Start		
Event Finish		
Takedown:		

Tell us about your event:
 (Details should include any activities on site during your event, as well as any equipment/ decorations, etc.)

Renter's Signature:

Date

Signature

Office use only

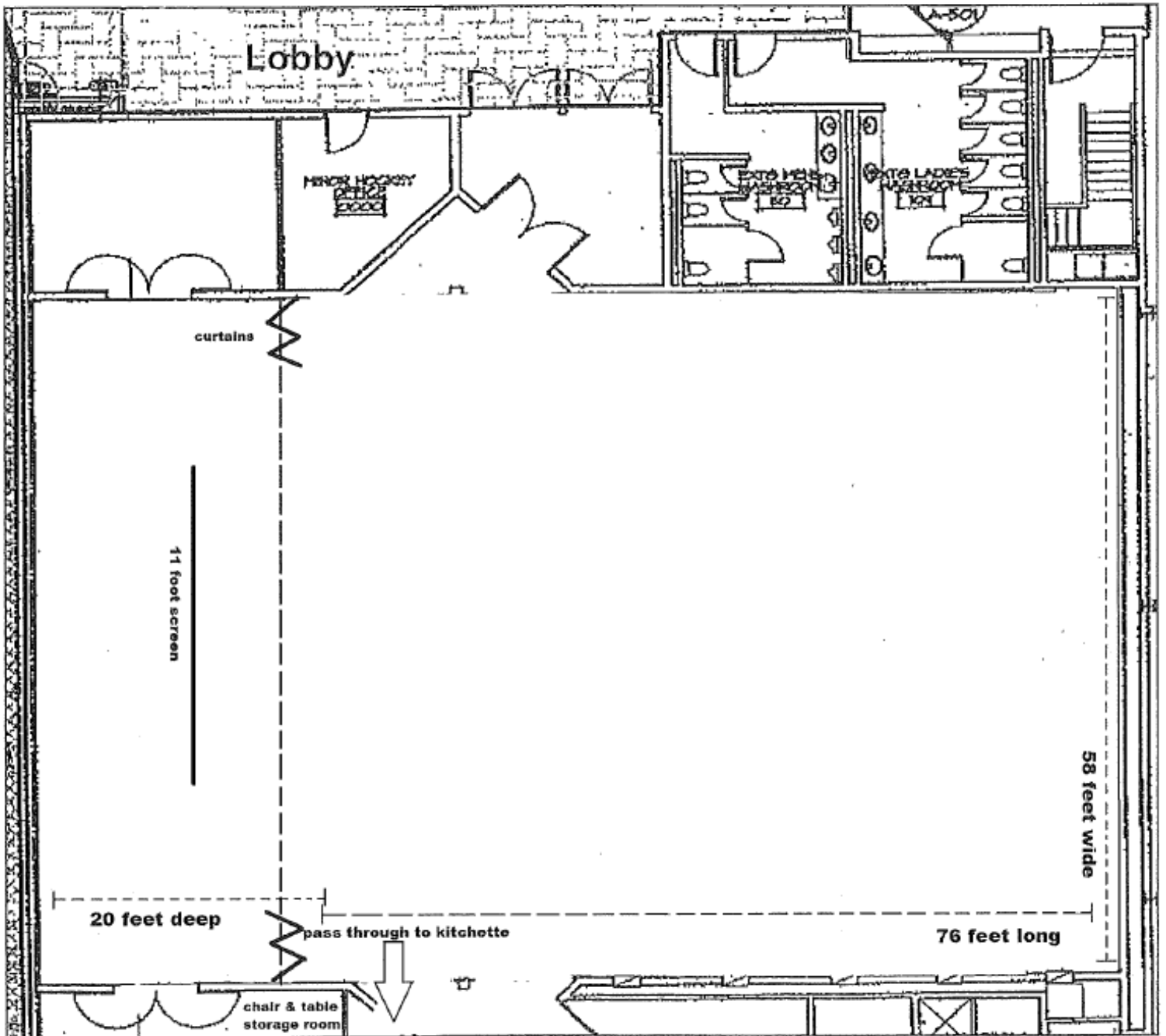
Received by:

Date received:

Date completed:

Gibraltar Room Layout Plan

Please draw out how you will be arranging any tables, chairs, or other equipment for your rental. Layout plans must be submitted and authorized by the WL Fire Department at least 14 days prior to the date of the event. Once signed by the WL Fire Department, a copy of the layout plan must be given to the Booking Clerk.



Amenity	Cost per Day	Information
Bleachers	\$50	The Bleachers seat 400 people and must be requested in order to be utilized.
Tables & Chairs 20 Rectangular Tables (8') 33 Round Tables (5') 201 Chairs	Included with Rental	Tables and chairs are free of charge, but you must indicate how many you require and illustrate on your Layout Plan how you will be arranging them.
Microphones	\$23 Each	Microphones are available at additional cost.
Podium	Free	
Screen	\$25	The screen drops down from the ceiling on the East wall of the Gibraltar Room.
Projector	\$75	The projector hangs from the ceiling of the Gibraltar Room pointing at the screen on the East wall.
Sound System	\$125	The sound system (A/V System) provides Audio and Visual to the Gibraltar Room.
WIFI Password	\$25	When you purchase our WIFI, you will receive the Username and Password for your rental.
Lighting Requests		
Kitchen Servery	Included with Rental	The Kitchen/ Servery area has a fridge, sink, and counter space as well as a window and counter space for serving.
Gibraltar Dressing Room	Included with Rental	The Gibraltar Room Dressing Room is upstairs above the Gibraltar Room and is included in the rental.
Set Up/ Take Down Time	50% Off Applicable Rate	Customer event setup and take down rates are 50% of the appropriate daily or hourly rental rate. The CMRC reserves the right to charge set up and take down rates to space that is not available for other use due to extensive facility preparation.
Banquet Style The rental of the room includes round or square tables and chairs. The capacity is 225 people when set up banquet style.		
Theatre Style The bleachers seat 381 with an additional row of 9 bleacher seats that sit on the floor. 5 chairs can be placed on either side of this row to for a total of 400 seats.		
Weddings The wedding rate is for one full day and includes 4 hours of either set up or takedown time. A 50% Deposit is required at the time of booking.		

Payment

Payment is accepted by cash, cheque, Visa, MasterCard or debit card. If the Licensee neglects to sign the contract agreement or pay the full facility rental, the Licensee may be denied access to the facility. Interest of 4% over prime may be charged on unpaid invoices of 90 days or more. Full payment of facility rental is due 15 days prior to the first reserved date. If a reservation is accepted less than 15 days prior to a rental for a rental and where the user does not rent on a weekly basis, full payment is required immediately, and cheques may not be accepted.

Liability Insurance

All user groups of City facilities are required to hold liability insurance of \$2,000,000.00 with the City of Williams Lake and Cariboo Regional District as an additional named insured on the policy. Host Liquor Liability insurance is required for rentals where the Licensee is holding a special occasion liquor license (except weddings where the fee is included).

Cancellation

Gibraltar Room bookings, made more than 6 months in advance, require at least 60 days' notice for cancellation or full charges will apply. Bookings made less than 6 months in advance will require 30 days' notice for cancellation or full charges will apply.

Full payment is refundable if cancellation has been received 30 full days prior to the first reserved date. If cancellation is received with less than 30 full days' notice, a full rental charge will apply.

Damage / Cleaning Deposits

A damage deposit of up to \$2,500.00 may be required prior to any event upon signing of the applicable contract at the discretion of the Director of Community Services or designate. This deposit may also be used for cleaning above normal use. Rental organizations are responsible to take down decorations, clean and put away tables and chairs, pick up loose garbage and put garbage into containers. Set up is also the responsibility of the user group. Failure to complete the above will result in additional staff costs, which the renter, group or organization will be billed for. Groups can also request the Recreation Service Department undertake such duties as noted above at Staff Costs.

Liquor License

If liquor is being served a "Special Occasion License" must be obtained if it is a private function, wedding, banquet etc. The License must be obtained through:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit>