

RENTALS at the 5th AVE ACTIVITY CENTRE

OUR AUDITORIUM IS A GREAT VENUE FOR:

Birthday Parties	Dinner and Dance Parties
Reunions	Recitals
Weddings and Receptions	Craft Fairs and Sales
Celebrations of Life	Meetings and All Day Conferences
Christmas Parties	Non-Profits

CAPACITY

- The auditorium is 2,000 square feet with a large stage
- With chairs only, we can seat up to **288** people
- With tables and chairs we can seat up to **227** people
- With a beverage license we can seat up to **150** people
- Tables and chairs to accommodate all seating arrangements (Covers are available for tables and chairs)

Rental Includes:

- Blue Tooth along with our in-house sound system of speakers, microphones and a 10 x 10 square foot white screen is available for presentations from your phone or computer.

CARD ROOM FOR SMALLER GROUPS

Family Games	Family Cards
Crafts	Craft Sales
Smaller Meetings	Discussion Groups

Rental includes wall mounted Smart TV. With chairs we can seat up to **30** people, with tables and chairs we can seat up to **20**.

CONTACT US FOR RATES AND DATES

- EMAIL seniors5thave@shaw.ca
- OFFICE PHONE 250 832 1065
- RENTAL DIRECTOR 250 320 1796

BOOKING INFORMATION NEEDED BY CENTRE

DATE(S) OF EVENT		
CONTACT NAME	EMAIL	PHONE
EVENT NAME		
DESCRIPTION OF EVENT	MEETING	PARTY
NUMBER OF PEOPLE		
START TIME OF EVENT		

FOR YOUR INFORMATION

DAMAGE DEPOSIT

THERE IS A DAMAGE DEPOSIT of \$200.00 (REFUNDABLE). FOLLOWING THE EVENT AND A FAVOURABLE INSPECTION, THE DEPOSIT WILL BE RETURNED WITHIN SEVEN (7) BUSINESS DAYS.

THE DEPOSIT ALSO SECURES THE DATE OF YOUR EVENT. ALL CANCELLATIONS MUST BE MADE 30 DAYS PRIOR TO THE EVENT OR DEPOSIT WILL NOT BE RETURNED.

THE CENTRE **RESERVES THE RIGHT** TO CANCEL YOUR EVENT IN THE CASE OF EMERGENCY BY PROVIDING WRITTEN OR VERBAL NOTICE (SUCH AS THE CENTRE BEING REQUIRED FOR THE CSRD FOREST FIRE EVACUATION CENTRE OR OTHER STATES OF EMERGENCY.)

THIRD PARTY LIABILITY INSURANCE

THIRD PARTY LIABILITY INSURANCE OF \$2,000,000 IS REQUIRED OF ALL RENTALS FOR THE DATE(S) OF THEIR EVENT(S). GROUPS ARE RESPONSIBLE FOR SECURING THEIR OWN THIRD PARTY INSURANCE. A COPY OF THE INSURANCE CERTIFICATE WITH DATE(S) OF THE EVENT(S) IS REQUIRED TO BE PROVIDED TO THE CENTRE AT LEAST ONE (1) WEEK PRIOR TO THE EVENT(S). THE SENIOR'S FIFTH AVENUE CENTRE ASSOCIATION IS TO BE NAMED AS ADDITIONAL INSURED WITH OUR ADDRESS INCLUDED. (THE CENTRE CAN PROVIDE THIRD PARTY LIABILITY COVERAGE TO USERS. PLEASE ENQUIRE AS TO COSTS.) **IF NO SUCH CERTIFICATE IS RECEIVED BY THE CENTRE, THE BOOKING WILL BE CANCELLED AND NOT PERMITTED TO PROCEED.**

SERVING OF ALCOHOL

IF A RENTAL GROUP WISHES TO SERVE ALCOHOL AT THEIR EVENT, THEY MUST COMPLY WITH ALL THE LAWS AND PROVIDE WRITTEN PROOF TO THE CENTRE THAT THEY HAVE:

- THE NECESSARY LIQUOR LICENSE
- COMPLETED OUR INSURANCE PROVIDER'S FORM FOR RISK INSURANCE COVERAGE AT LEAST ONE (1) MONTH PROR TO THE EVENT
- PROVIDED TO THE CENTRE THE NAME OF THE PERSON WHO IS CERTIFIED TO SERVE
- SIGNED A FORM DECLARING THAT THEY ARE REponsible FOR ANY DAMAGE TO THE BUILDING OR PROPERTY DURING THE EVENT
- AGREED TO THE CONDITION THAT ALL GARBAGE, RECYCLING AND EMPTY BEVERAGE CONTAINERS ARE COMPLETELY REMOVED FROM THE PREMISES UPON CONCLUSION OF THE EVENT.

BUILDING RESPONSIBILITIES

EACH RENTER GROUP IS RESPONSIBLE FOR THE SETUP OF THE SPACE AND IS FREE TO MAKE THE RENTAL SPACE SERVICEABLE TO ITS NEEDS (E.G., MOVING OF CHAIRS, SETTING LIGHTS AND BRINGING EXTRA ITEMS, ETC.). PLEASE DO NOT HANG ANYTHING ON THE WALLS, USE TAPE OR STICKY TACK. AT THE CONCLSION OF THEIR EVENT, THE USER GROUP IS RESPONSIBLE FOR ENSURING THAT ALL ITEMS ARE RETURNED TO THE ORIGINAL STORAGE IN A NEAT AND TIDY MANNER, THE SPACE IS CLEAN, AND ANY GARBAGE/RECYCLING IS REMOVED FROM THE PROPERTY. THIS INCLUDES THE KITCHEN IF USED.

EMERGENCY INFORMATION

THERE IS AN **AED PLUS FOR EMERGENCY DEFIBRILLATION** AVAILABLE ON SITE. THE UNIT WITH INSTRUCTIONS IS LOCATED ON THE WALL OF THE MAIN HALLWAY. "FOR EMERGENCIES CALL 911" SIGNS WITH THE ADDRESS OF THE CENTRE ARE LOCATED IN EACH ROOM OF THE CENTRE.