

# Village Of Cache Creek

## Policy No. E-1 Recreation Facilities & Events Bookings

**Date Approved by Council:**  
April 22, 2002

**Effective:**  
April 22, 2002

**Date Amended by Council:**  
See Amendment List Below

**Effective:**

### **Policy Statement:**

This policy is to ensure that all necessary information is exchanged between the Village of Cache Creek and applicants wishing to use Village facilities and / or hold special events within the Village of Cache Creek.

### **Attachments**

1. Schedule "A" – Municipal Facilities Licence of Occupation
2. Schedule "B" – Cache Creek Community Hall Rental Rates
3. Schedule "C" – Community Hall Temperature Control Procedures
4. Schedule "D" – Application to Rent the Cache Creek Community Hall
5. Schedule "E" – Cache Creek Community Hall Clean Up Procedures
6. Schedule "F" – Application to Hold a Public Event
7. Schedule "G" – Application to Hold a Parade
8. Schedule "H" – Application to Rent the Ball Diamond
9. Schedule "I" – Application to Rent the Cache Creek Community Park
10. Schedule "J" – Application to Rent the Cache Creek Airport

### **Procedure Statement:**

Any organization or person who wishes to use any recreation facilities owned by the Village of Cache Creek must complete the attached "Municipal Facilities License of Occupation" and / or the "Application to Hold a Public Event" in addition to the specific Facility Rental Schedule.

### **Procedures:**

Schedule "A" must be completed for all facility rentals and special events  
Schedule "B" states the various rates and fees for the Community Hall  
Schedule "C" – No longer applicable  
Schedules "D" and "E" must be completed for all Community Hall Rentals  
Schedule "F" must be completed when using Schedules "G", "H" or "I"  
Schedule "G" must be completed when holding a parade  
Schedule "H" must be completed when renting the Ball Diamond  
Schedule "I" must be completed when renting the Cache Creek Park  
Schedule "J" must be completed when renting the Cache Creek Airport

**Previous Amendments:**

**Date Approved by Council:**

April 22, 2002

**Effective:**

April 22, 2002

**Date Amended by Council:**

Basement Damage Deposit

April 28, 2003

**Effective:**

April 28, 2003

Hall Clean Up Procedures

November 8, 2005

November 8, 2005

Partial Refund for Cancelled Events

February 11, 2008

February 11, 2008

Hall Rental Rates:

October 11, 2011

October 11, 2011

Schedule "B" Cache Creek

Community Hall Rental Rates and

Schedule "J" Application to Rent

the Cache Creek Airport

August 19, 2019

August 19, 2019

POLICY E-1  
RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "A" – MUNICIPAL FACILITIES LICENCE OF OCCUPATION

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

BETWEEN: VILLAGE OF CACHE CREEK  
Box 7  
Cache Creek, B.C.  
VOK IHO  
("Municipality")

AND: \_\_\_\_\_  
(Name or Organization Name and Contact Person)

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

(the "Licensee")

WHEREAS:

A. The Licensee has requested this license for the purpose of

\_\_\_\_\_  
(the "function")

B. The Municipality has agreed to supply facilities or equipment ("the facility") subject to the covenants and conditions contained in this agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Licensee to the Municipality, the Municipality grants permission to the Licensee to use the:

\_\_\_\_\_  
(facilities and/or equipment)

on the following date/s: \_\_\_\_\_, subject to the following terms, conditions, covenants and agreements:

I. Cancellations

A) The Municipality reserves the right to cancel this licence for:

- (a) Unsatisfactory conduct by the Licensee, its members, guests, or agents;
- (b) Damage to the facility by Licensee;
- (c) Scheduling special events with top priority;
- (d) Failure by Licensee to pay accounts rendered by the Municipality;
- (e) Operational problems beyond the Municipality's control;
- (f) Failure by the Licensee to abide by laws, rules, or regulations applicable to the function and the facility.

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SCHEDULE "A" – MUNICIPAL FACILITIES LICENCE OF OCCUPATION

- B) The Licensee is required to give 30 days written notice to cancel any of the dates in this Agreement to receive a full refund.
- C) The Licensee may make written request for a refund of one-half of the rental fee in the event of a late cancellation, provided such request is submitted no later than two days following the event. A maximum of three cancellations per year per licensee is allowed.
- D) A **\$25.00** deposit will be required upon booking. This deposit will be forfeited if 30 days written notice for cancellations is not received.

2. Liquor

For a function at which alcoholic beverages are to be dispensed and consumed within the facility:

- A) The Licensee shall be responsible for and shall ensure that all laws, whether Municipal, Provincial, or Federal, applicable to the function for which the facility is licensed to the Licensee, are complied with;
- B) The Licensee shall obtain the required liquor license from the Provincial authorities and display same prominently at the function.
- C) All licensees of events at Village of Cache Creek facilities at which alcohol is served are encouraged to ensure that the following "Designated Driver Program" is in place:
  - a) A Designated Driver announcement is made to the assembled guests encouraging the use of a designated driver or alternate transportation for the event.
  - b) Designated Driver information posted prominently at each station where alcohol is served. Information is available at the Village office.
  - c) Designated Driver reminders at each table where guests are seated.

- 3. The Licensee agrees to pay the Municipality on demand the total cost of any damage to the building, grounds, furnishings, or equipment resulting in any manner whatsoever from the use of the facility by the Licensee under this agreement.
- 4. All equipment, displays, goods and chattels of the Licensee brought onto or into the facility shall be the sole responsibility of the Licensee and the Municipality shall not be liable for any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.
- 5. The Licensee hereby releases and forever discharges the Municipality from any and all claims, causes of action, suits or demands whatsoever which the Licensee can or may have against the Municipality for any loss or damage or injury that the Licensee may sustain or suffer arising out of the use of the Municipality's facility under this agreement, or the breach of this agreement by or the negligent acts of the Licensee, its servants, contractors, employees, members, guests, invitees or representatives, notwithstanding that any or all of them may have been contributed to or occasioned by the negligence of the Municipality.

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SCHEDULE "A" – MUNICIPAL FACILITIES LICENCE OF OCCUPATION

6. Where a juvenile group uses the facility, the Licensee shall ensure that a responsible adult has authority over the group and shall remain with the group while at the facility.
7. It is understood and agreed that the Licensee and all agents, servants and workers of the Licensee are not and shall not be deemed to be agents or employees of the Municipality.
8. Organizations or individuals wishing to utilize the Municipality's staff for duties other than those provided under this Agreement must make arrangements for this with the Municipality.
9. The Licensee agrees to provide and pay the full cost of such personnel and a 10% administration fee as will be necessary to ensure proper and safe use of the facility.
10. It is understood by the Licensee that, where the facility is a Hall, the Licensee shall be responsible for adhering to Schedule E, Community Hall Clean Up Procedures.
11. A) Accounts for Licences of Occupation are due and payable in advance on the first working day of each month.  
B) Any accounts that are not paid within fifteen (15) days of the due date will result in cancellation of all future bookings and priority for them.
12. The Licensee shall pay:
  - A) The rates specified in Schedule B, for the use of the:  
\_\_\_\_\_, and
  - B) The applicable rental fees and damage deposits will be required prior to occupancy of the Cache Creek Community Hall or Cache Creek Recreational Park from first time applicants, non-resident applications, and for all events where liquor is to be part of the activity.
  - C) Sales tax as applicable.
  - D) Insurance documentation is required to be submitted to the office a minimum of two working days prior to the rental date. Keys for facilities will not be distributed before insurance documents are provided.

13. Responsibility Waiver

In consideration of the Municipality agreeing to allow the personal property noted below to be left on its premises, the undersigned hereby waives all rights of action he or she might otherwise have against the Municipality, its officers, servants, agents, and employees, for loss or damage to such property.

Description of Personal Property:

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IN WITNESS WHEREOF the parties have affixed their signatures below.

\_\_\_\_\_  
For the Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Municipality

\_\_\_\_\_  
Date

POLICY E-1  
RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "B" – CACHE CREEK COMMUNITY HALL RENTAL RATES

**1. MAIN FLOOR:**

Occupant Load: 375 persons (3588 square feet)

Use	Hall	With Kitchen	With Sound System
Dances, Receptions, Meetings, Auctions, Sale of Goods, Tradeshows, Weddings, Dinners, Concerts	\$200.00  Non-Profit Rate: \$200.00	\$250.00  Non-Profit Rate: \$200.00	\$325.00  Non-Profit Rate: \$250.00
Bingos, Shows, Bake Sales, Craft Fairs, Theatre Performances	\$150.00  Non-Profit Rate: \$100.00	\$200.00  Non-Profit Rate: \$100.00	\$250.00  Non-Profit Rate: \$150.00
Sports, Aerobics, Instructional Classes, Religious Gatherings	\$15.00 per hour Minimum 2 hrs  Use is subject to no use from other categories	\$20.00 per hour Minimum 2 hrs  Use is subject to no use from other categories	\$25.00 per hour Minimum 2 hrs  Use is subject to no use from other categories
Funerals	Resident: \$50.00  Non-Resident: \$100.00	Resident: \$75.00  Non-Resident: \$150.00	Resident: \$100.00  Non-Resident: \$200.00
Children's Halloween Parties, Children's Christmas Parties, Teen Dances, Family Dances	\$100.00  Non-Profit Rate: FREE	\$150.00  Non-Profit Rate: FREE	\$200.00  Non-Profit Rate: FREE

A refundable Damage Deposit of **\$200.00** is required for Hall or Hall and Kitchen use.

A refundable Damage Deposit of **\$300.00** is required for Hall, Kitchen, and Sound System.

**Any event that has liquor will be charged the rate for a Dance.**

2. BASEMENT MEETING ROOM: Occupant Load: 25 persons – 770 square feet

Meeting Room Rates	Resident	Non-Resident
Daily Rate	\$25.00 per day  Non-Profit Rate: \$20.00 per day	\$100.00 per day
Hourly Rate – minimum 2 hours	\$ 7.00 per hour	\$14.00 per hour

A refundable damage deposit of **\$200.00** shall be applicable for any activities in the Basement.

*Long-term, regular users in good standing are not required to pay a damage deposit. All not-for-profit groups based in Cache Creek, Ashcroft, and surrounding Reserves are entitled to one free use of the Community Hall per calendar year.*

*Any other users or subsequent requests for free use by not-for-profit groups must request a waiver of fees from Cache Creek Council.*

4. DEFINITIONS

Non-Profit: A registered not for profit society or charity that is based in Ashcroft or Cache Creek.

Resident: A person who currently resides within the municipal boundaries of Cache Creek. For the purposes of costs due for a funeral or memorial, this definition is for either the applicant, or the person who the service is for.

Non-Resident: An individual or organization that is based outside of the Village of Cache Creek municipal boundaries.



POLICY E-1  
RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "D" – APPLICATION TO RENT THE CACHE CREEK COMMUNITY HALL

I/WE \_\_\_\_\_  
of \_\_\_\_\_  
hereby make application for the use of the Community Hall for the  
period of \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
between the hours of \_\_\_\_\_ a.m. / p.m. and \_\_\_\_\_ a.m. / p.m.  
for the purpose of \_\_\_\_\_

\_\_\_\_\_  
(Name Of Applicant)

\_\_\_\_\_  
(Name Of Supervisor)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Telephone Number)

**Terms and Conditions:**

1. The applicant shall ensure that only soft soled shoes are allowed on the gym floor during sporting activities.
2. The doors of the Community Hall are to remain closed during dances whenever possible. The applicant shall ensure that any noise from the event is kept to a minimum out of respect to those staying at nearby hotels, motels, and residences.
3. The "warmer / cooler" thermostat controllers located in the janitor's room shall only be adjusted by the event supervisor, following the directions located by the controllers and in Schedule "C".
4. In instances where one activity follows another, the first group must be given sufficient time to complete the cleanup as per Schedule "E" before the next activity commences.
5. Maximum Occupancy Main Floor: 375 persons  
Maximum Occupancy Basement: 169 persons for floor, 25 persons for meeting room.

\_\_\_\_\_  
For the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Village of Cache Creek

\_\_\_\_\_  
Date

This application to rent the Community Hall is not valid unless signed by an authorized representative of the Village of Cache Creek.

**Booking Deposit Collected** \$\_\_\_\_\_ To be completed when Hall is booked.

POLICY E-1  
RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "E" – CACHE CREEK COMMUNITY HALL CLEAN UP PROCEDURES

Please check off items as they are completed and return this document with the hall keys. These clean up procedures apply to both the main floor and basement areas of the Community Hall. All clean-up items must be completed by no later than noon of the day following the event. Failure to meet this deadline may result in loss of all or part of the damage deposit.

1.  Remove all decorations and materials from walls, ceiling and tables.
2.  Wash table tops and return to storage
3.  Stack chairs in groups of 8 and return to storage
4. Kitchen:
  - Clean stove  Clean fridge
  - Wash cabinets and counter tops  Shake floor mat
5.  Empty all garbage receptacles, rinse if required and replace bag  
(Please ensure all garbage bags are tied prior to disposal)
6.  Place all tied garbage bags in garbage bin situated behind the fire hall, across from the main Community Hall entrance.
7.  Clean windows on both entrance and lobby doors
8. Washrooms - Clean and disinfect:
  - Sinks  Mirrors
  - Urinals  Toilets
9. Sweep then wet mop:
  - Upstairs floor  Stage
  - Stairs  Basement floor
  - Kitchen  Washrooms
10.  Check all fire exit doors and secure
11.  Turn off all fans and lights
12.  Secure building

I agree that if any of the above procedures are neglected or if any damage to the public facility is incurred during the period of my event, I will lose all or part of my \$200.00 damage deposit.

\_\_\_\_\_  
For the licensee

\_\_\_\_\_  
Date

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Village of Cache Creek staff have inspected the clean up and condition of the Community Hall and found it acceptable. The deposit may be returned to the Applicant.

\_\_\_\_\_  
For the Village of Cache Creek

\_\_\_\_\_  
Date

*Please*

**NO CONFETTI INSIDE OR  
OUTSIDE THE HALL**

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**DO NOT USE STAPLES OR**

**NAILS**

**ON ANY SURFACE**

**STICKY TACK 1<sup>ST</sup> PREFERENCE**

**MASKING TAPE 2<sup>ND</sup> PREFERENCE**

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RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "F" – APPLICATION TO HOLD A PUBLIC EVENT

This Form Must Be Completed and Returned To: Village of Cache Creek  
Box 7  
Cache Creek, BC V0K 1H0

If a **Parade** is part of this event, please review and complete **Schedule "G"**.  
If the **Ball Diamond** is to be used, please review and complete **Schedule "H"**.  
If the **Park** is to be used, please review and complete **Schedule "I"**.  
If the **Airport** is to be used, please review and complete **Schedule "J"**.

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Contact Person(s): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Requests Permission To Hold: \_\_\_\_\_

Type Of Event: \_\_\_\_\_ Date Of Event: \_\_\_\_\_

Location Of Event: \_\_\_\_\_ Time Of Event: \_\_\_\_\_

Anticipated Participants: \_\_\_\_\_ Anticipated Spectators: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Has Event Been Held In The Past:        Y        N                      Number Of Years: \_\_\_\_\_

Any Previous Incidents \_\_\_\_\_

Included In This Event Will Be:

Alcoholic Beverages	Y	N
Food Preparation	Y	N
Merchandise Or Food Selling	Y	N
Temporary Structures (Stages, Tents, Seating, etc.)	Y	N
Entertainment, Exhibitions Or Demonstrations	Y	N
Amplified Music/Speeches	Y	N
Fireworks	Y	N
Other (Explain)	Y	N

If "yes" is answered to any of the above questions, please attach a brief explanation.

**Proof of Insurance must be submitted for ALL facility uses at least two business days before use.**

\_\_\_\_\_  
For the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Village of Cache Creek

\_\_\_\_\_  
Date

This application to hold a public event is not valid unless signed by an authorized representative of the Village of Cache Creek.

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RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "G" – APPLICATION TO HOLD A PARADE

Number Of Units In Parade: \_\_\_\_\_ On Street: \_\_\_\_\_  
Assembly Area (Attach Sketch): \_\_\_\_\_ On Sidewalk: \_\_\_\_\_  
Dispersal Area (Attach Sketch): \_\_\_\_\_  
Route: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal Contact Person, Assistants, And Telephone Numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Ministry of Transportation & Highways  
Approving Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
R.C.M.P.  
Approving Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
For the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Village of Cache Creek

\_\_\_\_\_  
Date

This application to hold a parade is not valid unless signed by an authorized representative of the Village of Cache Creek. It will not be signed until the above two Approving Signatures are obtained.

POLICY E-1  
RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "H" – APPLICATION TO RENT THE BALL DIAMOND

1. General Regulations

- a) Overnight parking is prohibited in the Cache Creek Community Park without the prior written permission of the Municipality.
- b) Ball diamonds, park and parking lots must be left in a tidy condition and free of litter.
- c) No fires of any type are permitted.
- d) No alcoholic beverage consumption shall be allowed in any public place, including: ball fields, parks, and parking lots without first obtaining a "Special Occasion License".
- e) All keys are the responsibility of the user and must be returned the day following their use.
- f) Washrooms and concession are to be left in a clean, serviceable condition with the doors locked.

2. Booking of Ball Diamonds for Special Events:

- a) Book at least one week preceding weekend required.
- b) "License of Occupation" and "Application to Hold a Public Event" forms must be completed.
- c) Booking fee and damage deposit must be paid to secure booking.
- d) Fees shall be in accordance with 5. Ball Diamond Rental Fees.

3. Booking of Ball Diamonds for League Play:

The Village shall advertise in two (2) consecutive editions of the local newspaper prior to April 1st annually, requesting persons or groups interested in booking ball diamonds to forward their requests to the Village office. Based on the requests received, the ball diamonds will be allocated in a fair and equitable manner.

League play shall generally be considered to take place from Monday to Thursday weekly, however, bookings shall be accepted for Friday, Saturday and Sunday on the condition that those bookings be relinquished for tournaments and special events.

a) For the period May 1 - June 30:

Requests to book ball diamonds shall be accepted at the Village office prior to the close of business on April 7th or, should April 7th fall on a weekend, prior to the close of business on the first business day following April 7th.

b) For the period July 1 - August 31:

Requests to book ball diamonds shall be accepted at the Village office prior to the close of business on June 7th or, should June 7th fall on a weekend, prior to the close of business on the first business day following June 7th.

c) Unassigned diamonds shall be available for booking on a first come, first served basis following April 7th for the period May 1 - June 30, and following June 7th for the period July 1 - August 31.

d) Fees shall be in accordance with 5. Ball Diamond Rental Fees.

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RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "H" – APPLICATION TO RENT THE BALL DIAMOND

4. Booking of Ball Diamonds for Tournaments:
- a) Book at least one week preceding the weekend required.
  - b) Booking fee and damage deposit must be paid to secure booking.
  - c) Fees shall be in accordance with 5. Ball Diamond Rental Fees.
  - d) "Schedule "A" – Municipal Facilities License of Occupation" and "Schedule "F" – Application to Hold a Public Event" forms must be completed.
5. Ball Diamond Rental Fees
- a) League Play: No charge
  - b) Tournaments:
    - i. For the use of one or both diamonds, no charge for Minor Ball Tournaments, all others: \$100.00 per day or part thereof
    - ii. Refundable clean-up and damage deposit: \$200.00

\_\_\_\_\_  
For the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Village of Cache Creek

\_\_\_\_\_  
Date

This application to rent the Ball Diamond is not valid unless signed by an authorized representative of the Village of Cache Creek.

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RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "I" – APPLICATION TO RENT THE CACHE CREEK COMMUNITY PARK

1. Regulations

The provisions of Bylaw 627 must be followed

2. Booking of Park for Special Events:

- a) Book at least one week preceding weekend required.
- b) "License of Occupation" and "Application to Hold a Public Event" forms must be completed.
- c) Booking fee and damage deposit must be paid to secure booking.
- d) Fees shall be in accordance with 3. Special Event Rental Fees.

3. Special Event Rental Fees

- a) Local Service Clubs, Community Organizations and residents of Cache Creek:  
\$50.00 per day or part thereof  
\$200.00 Refundable clean-up and damage deposit:
  
- b) Non-resident Use:  
\$200.00 per day or part thereof  
\$200.00 Refundable clean-up and damage deposit:

\_\_\_\_\_

For the Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

For the Village of Cache Creek

\_\_\_\_\_

Date

\_\_\_\_\_ A copy of Bylaw 627 was given to the applicant

This application to rent the Cache Creek Park is not valid unless signed by an authorized representative of the Village of Cache Creek.



POLICY E-1  
RECREATION FACILITIES & EVENTS BOOKINGS

SCHEDULE "J" – APPLICATION TO RENT THE AIRPORT

1. General Regulations

- a) Overnight parking is prohibited at the Cache Creek Airport without the prior written permission of the Municipality.
- b) Runway, apron, parking and all adjacent areas must be left in a tidy condition and free of litter.
- c) No alcoholic beverage consumption shall be allowed in any public area.
- d) Provisions must be made for washroom facilities during any events that the public may be present for.

2. Booking of Airport for Special Events:

- a) Bookings must be made at least one week prior to the beginning of the event.
- b) "License of Occupation" and/or "Application to Hold a Public Event" forms must be completed.
- c) Booking fee and damage deposit must be paid to secure booking.
- d) Fees shall be in accordance with 3. Airport Rental Fees
- e) If the Runway is to be used, the Village Office must be advised of the need to issue a NOTAM (notice to airmen) a MINIMUM of 48 hours prior to ANY use of the runway.

3. Airport Rental Fees

- a) Registered not-for-profit group/society Fly-In or Air Show: No charge
- b) Other Uses:
  - i. For the use of the apron only, the fee shall be \$250.00 per day or portion thereof.
  - ii. For the use of the apron and runway the fee shall be \$500.00 per day or portion thereof.
  - iii. Refundable clean-up and damage deposit:  
\$200.00

\_\_\_\_\_

For the Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

For the Village of Cache Creek

\_\_\_\_\_

Date

This application to rent the Cache Creek Airport is not valid unless signed by an authorized representative of the Village of Cache Creek.