



ALBION

COMMUNITY CENTRE

RENTAL AGREEMENT HANDBOOK



LAST UPDATED | 2022
604-467-7357
facilitybookings@mapleridge.ca
mapleridge.ca/1432

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***Please Note:** Signing the ACC Rental Handbook Acknowledgement Form is mandatory step in our rental agreement process.

CONTACT

PHONE | **604-467-7357**

EMAIL | **facilitybookings@mapleridge.ca**

WEBSITE | **mapleridge.ca/1432**

Book a Tour: We highly recommend you contact our team to book a tour after reviewing this document and before completing the rental agreement process to ensure the ACC is right for your event.



MAPLE RIDGE

British Columbia

GENERAL INFORMATION

SITE ADDRESS

24165 104 Ave, Maple Ridge

FEES & CHARGES

Space at Albion Community Centre (ACC) is booked hourly. Hourly rates are determined based on rental type, ie. Resident, Non-Resident, Commercial/Business, or Non-Profit.

All fees are subject to change and include applicable taxes. Fees are reviewed annually and rates may adjust from year to year.

Additional Fees may include:

- | | |
|--|---|
| • Security Deposit | |
| • Events with music, dancing & alcohol | \$1000 |
| • Small scale events | \$150 |
| • Entandem Fees | https://www.entandemlicensing.com/ |
| • Security Fee | \$25/Hourly Rate |
| • Kitchen Fee | \$34.84 – 122.71 (Daily Rate) |
| • Cleaning Fee | \$35-150 |

INSURANCE

Visit www.eventpolicy.ca for insurance information.

INCLUDED IN YOUR RENTAL

- Black Vinyl Chairs (Max 300 as available)
- Fifty 60" (5') Round Plastic Folding Table (Off-White)
- Forty 30" X 72" (2.5' x 6') Plastic Folding Table (Off-White)
- Twenty 30" X 60" (2.5' x 5') Plastic Folding Table (Off-White)



Bi-fold Sliding Glass Patio Doors – This feature allows your event to access the interior and exterior space of your rental area. To ensure the safety of you and your guests, please request the help of facility staff prior to using the doors. The doors should not be used without permission from facility staff.



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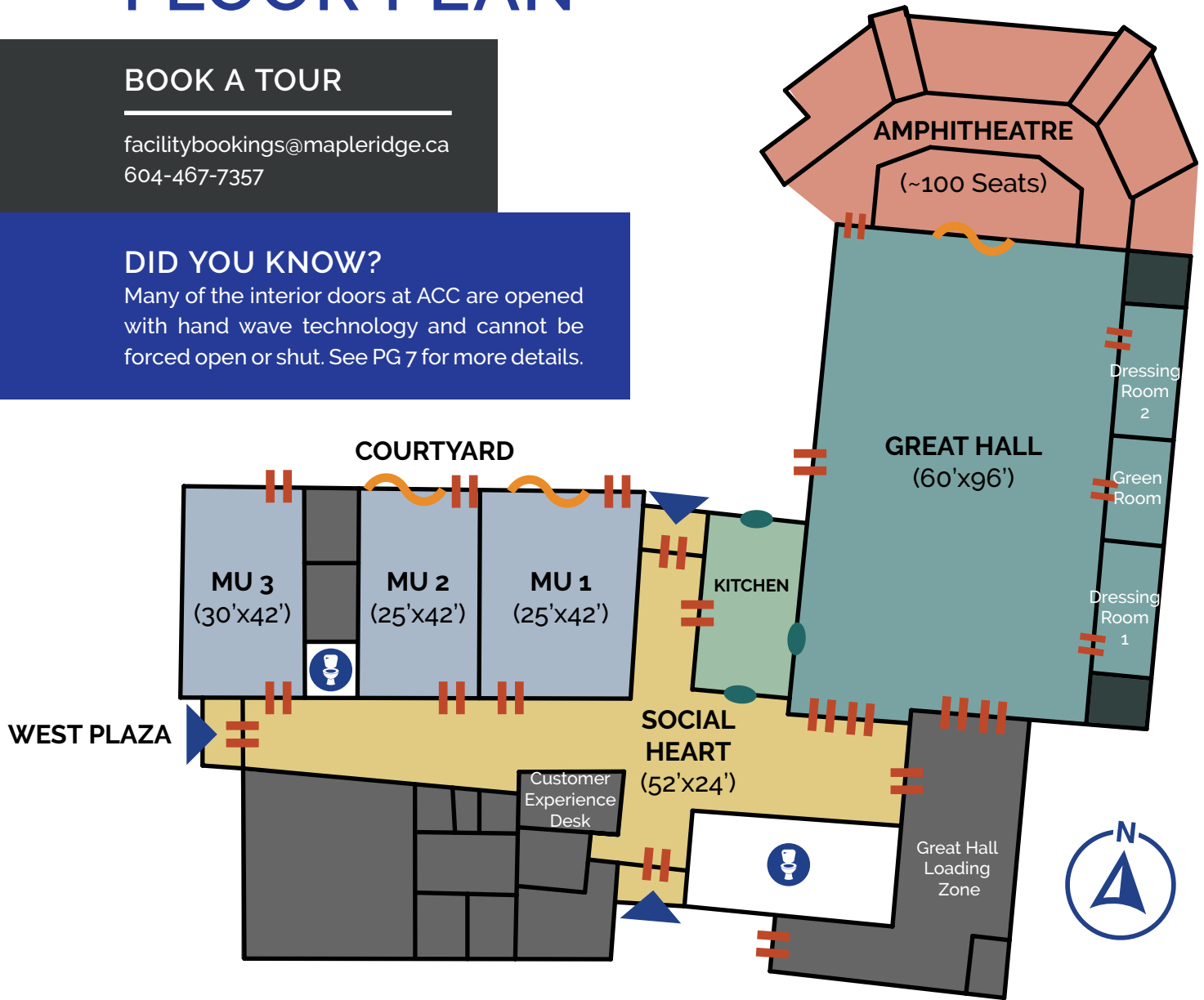
FLOOR PLAN

BOOK A TOUR

facilitybookings@mapleridge.ca
604-467-7357

DID YOU KNOW?


Many of the interior doors at ACC are opened with hand wave technology and cannot be forced open or shut. See PG 7 for more details.




PARKING LOT*

(56 Stalls Including 2 Accessible & 4 EV Chargers)


*PLEASE NOTE: There are also 85 stalls in the co-located elementary school's lot in addition to street parking that may be available during your event. See PG 9 for more information.

 Bi-fold Sliding Glass Patio Doors (see PG 3)

 Door

 Primary Entrance

 Service Window

 Washroom

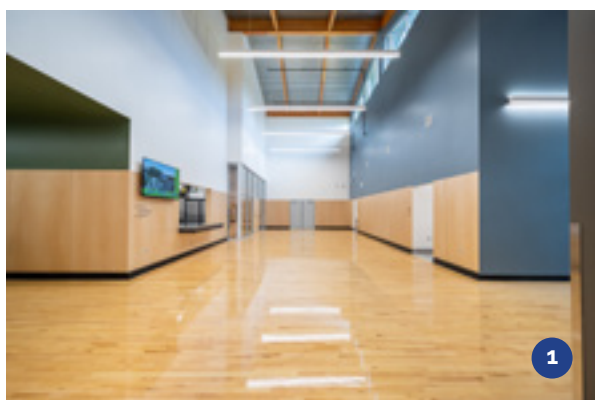
PLEASE NOTE: The main washroom includes an accessible stall. The washroom between MU3 & 2 is an accessible washroom complete with lift (see PG 7).

RENTAL SPACES & PHOTOS



1 SOCIAL HEART

When you enter the ACC's front doors, you'll find yourself in the social heart of the building. The wood accents, high ceilings and earthy tones welcome users with a contemporary, bright aesthetic that nods to the surrounding nature.



2 MULTI-USE ROOMS

Capacity: 20-80

The ACC has three multi-use rooms that are outfitted for a wide variety of needs. Multi-Use 3 has a view of the nearby elementary school and is equipped with a sink, counter and easy-to-clean floors that can handle mess from arts and children's activities. Multi Use 1 and 2 are separated by a moveable divider so it can be used as one large room or two smaller rooms. The floors are suited for fitness and social activities. The back walls of both rooms are lined with windows that give a view of the trail system and can open on sunny days.





3 KITCHEN

With three service windows that open to the social heart lobby, outdoors and Great Hall, this kitchen is equipped to serve the entire facility in more ways than one. The space is perfect for both culinary activities and for providing food and drink during events!



4 THE GREAT HALL

Capacity: 300

The Great Hall features angled, wooden ceiling beams, multi-purpose floors, a moveable stage and built-in sound system. This space can host up to 300 people at a time for events, conferences, plays, and performances, but can also be used for some recreational activities. The floors are even lined with three courts suited for sports like pickleball and badminton! The Great Hall has access to the kitchen through a service window and a bi-fold sliding door that opens to the outdoor Amphitheatre.



5 AMPHITHEATRE

Capacity: 100

Perfect for outdoor activities, gatherings, performances and events in the warmer months, the Outdoor Amphitheatre is an exciting new addition for our arts community. The concrete seating area and direct access to the surrounding trail system can also be explored during activities and rentals.



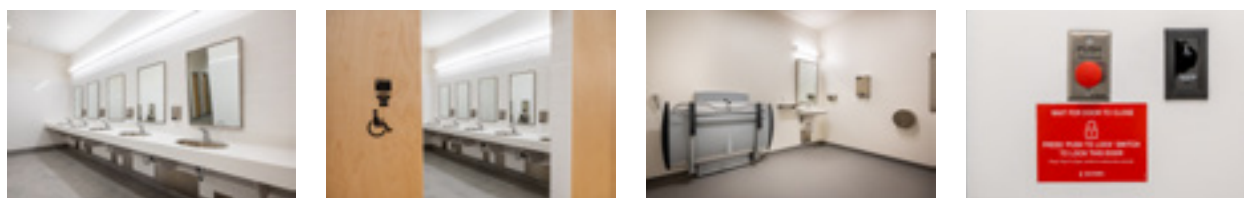
ACCESSIBILITY

The Albion Community Centre was funded in part by the Government of Canada under the Enabling Accessibility Fund. With this funding, the ACC has a number of accessible and inclusive features.



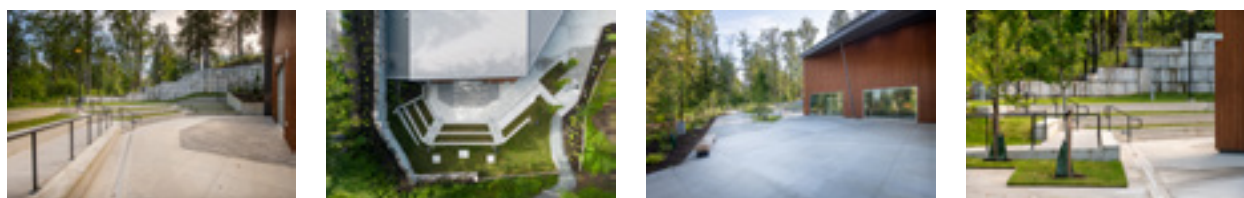
AUTOMATED DOORS

Many of the interior doors at ACC are opened with hand wave technology. The automated doors at ACC cannot be forced open or shut. To open, please use the hand wave technology and allow the doors to close on their own. Every automated door is equipped with a switch at the top corner of the door frame. Set the switch on (o) to deactivate the automated features, (-) to activate the automated features and (=) to hold the door open. Please ask our Facility staff for support if needed.



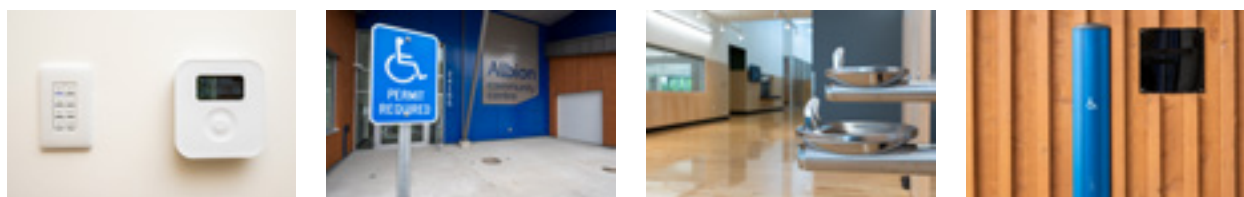
WASHROOMS

The main, gender-neutral washroom located east of the Customer Experience desk provides 11 toilet stalls and 4 urinal stalls. The space provides roll up/under sinks, hands free dry stations and soap dispenser, and tilt mirrors. Another washroom located between Multi-Use 2 & 3 has full accessible features including a lift, support bars and emergency call button.



AMPHITHEATRE

An accessible paved walkway run the perimeter of the building to the Amphitheatre. The outdoor space provides ramp access to an accessible seating area.



ASSISTED LISTENING DEVICES & MISCELLANEOUS

The Multi-Use rooms are equipped with assisted listening devices for when audio equipment is used. The ACC also has various other accessibility features throughout the building.

RENTAL DETAILS

A booking is not considered as firmed until your payment is processed and the Rental Agreement is signed and received by the Facility Booking office. Upon receipt of your payment and signed Rental Agreement, other requests for this date will be denied.

RENTAL AGREEMENT & PAYMENT SCHEDULE

Time of Booking:

- Security deposit due
- Signed Rental Agreement due
- Payment

14 Days Prior to Event:

- Copy of liquor license (if applicable)
- Proof of insurance

If full payment is not received within 5 days of confirming the booking, the contract will be terminated and the booking is canceled. If the supporting documents (i.e. insurance) are not received 14 Days prior to your event, the Rental Agreement will be canceled and the Security Deposit will not be returned.

RENTAL CANCELLATION

If, after the initial signing date of the Rental Agreement, you cancel the agreement, City of Maple Ridge will retain the Security Deposit. For cancellations or postponements made after full balance is paid and within 14 days of your event, 50% retained, and within 48 hours, 100% retained.

INSURANCE

Insurance requirements will be determined at the time an application is made and must be obtained before final approvals are given for use. \$5 million third party liability insurance is required for any events where alcohol is served or consumed. \$2 million third party liability insurance is required when alcohol is not consumed. Insurance can be purchased through the City of Maple Ridge portal (eventpolicy.ca) or from an insurance agent. The City of Maple Ridge requires a copy of your liability insurance policy, naming the City of Maple Ridge and School District 42 as an additional insurer.



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PARKING

ACC has 56 parking stalls on the Community Centre side and 29 dedicated Community Centre parking stalls on the school side. The shared space has a total of 141 parking stalls that are available by public outside of school hours. The City cannot guarantee access to all parking stalls at any time.

ACC is co-located with cəsqənelə Elementary and the two sites share the same one-way access and exit from 104th Avenue. When school is in session, access to the building is constricted between the times of 8:15-8:45am and 2:00-2:45pm. Visitors to the ACC during this time are recommended to arrive early and/or outside the times listed above.

SECURITY DEPOSIT

A Security Deposit is due at the time of booking to confirm your reservation. The deposit will be eligible to be refunded within 10 business days after the event if the facility is left in the original condition. The following may result in the loss of your security deposit and a restriction against future rentals:

- The event was in violation of the Noise Control Bylaw or Smoking Regulation Bylaw (available at www.mapleridge.ca/304)
- The event continued past End Time in Rental Agreement. The building must be vacated by all guests and hired workers by the End Time
- There is damage or loss to the building, surrounding area and/or equipment
- The cleaning was not done to the level required or expected; see PG 12 for details
- The event exceeded the occupancy limit
- The event was found to permit underage drinking and/or drinking without the proper licenses or the use of illegal substances
- Cancellation of event after Rental Agreement is signed and security deposit is paid

Please be advised that designated times as per your Rental Agreement are strictly enforced. All guests/decorations/hired workers must have vacated the ACC before or at the function End Time as stated. You will be charged for every hour or portion past the designated time.

ENTANDEM MUSIC LICENSING

Events with music are subject to fees from Entandem. The fee is based on music, dancing and number of guests and will be incorporated into your Rental Agreement.



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HOST/SECURITY

A security host is required for all rentals during the evening and where alcohol is being served. The City has the ability to use their discretion when security is required for rentals to ensure the security of the building and safety of others. The Security Host monitors access and ensures Facility etiquette is being followed. Security is unavailable to help with set-up or take-down of your event including cleaning.

WHEN YOU ARRIVE – SET-UP

Access to the space starts at the time of your rental. Users are not able to access space prior to the start time listed in their Rental Agreement. Tables/chairs will be available, but the rental user is responsible for removing the items from the cart/dolly and setting them up as desired. It is recommended that the rental group has a minimum of two dedicated individuals to set-up/take-down tables safely.

KITCHEN

Rental users are responsible to work with Fraser Health in acquiring the appropriate approvals for using the commercial kitchen at Albion Community Centre. A copy of your license must be shared with the Booking Clerk prior to the start of the booking. An orientation to the space will be provided by a City liaison on the day of your event or as scheduled.

The Albion Community Centre Commercial Kitchen includes the following amenities:

- Reach-In Solid Swing Door Refrigerator
- Reach-In Solid Slide Door Refrigerator
- High Temperature Dish washing Machine with Built-In Booster Heater.
- Stainless Steel 3 compartment sink unit with pre-rinse unit.
- Hydro Carbon Refrigerant Reach-In Solid Swing Door Freezer
- Accessible hand wash station
- Two (2) domestic ranges (gas)
- Two (2) domestic wall ovens

Rental users are responsible for providing their own cooking and serving equipment including but not limited to knives, plates, glasses, pans, pots, cooking utensils, and more.

Cleaning equipment, dish clothes and towels are the responsibility of the rental user. Prior to the completion of the rental, the rental user must wipe down cooking areas, counters, sinks and any spills on the floor and walls.



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LIQUOR & CANNABIS

Users must apply for a Special Event Liquor Permit. Permit applications are available online through the Government of BC website.

A copy of your permit must be submitted to the Facility Bookings Office at least 14 days prior to your event. Permits must be visible on the wall of the rented facility during your event. The Rental party is responsible to meet all requirements of the Special Event Liquor Permit including (but not limited to) security, signage and safety of all guests involved in rental.

GAMING

If the purpose of the rental is a fundraiser, users must apply for a Gambling License through the Government of BC website.

A copy of your permit must be submitted to the Facility Bookings Office at least 14 days prior to your event.

DECORATING GUIDELINES

Please note that the decorating and clean-up of the space is the responsibility of the rental user. Restrictions include (but are not limited to);

- Paint, confetti, sparklers, lanterns, fake petals, hay, foil and the like are not permitted. Real flower petals are permitted.
- The use of nails, staples, tape, glue, or any similar materials are not permitted on any building surfaces. Wire and rope are not permitted on surrounding outdoor areas; including flower beds, trees and shrubs.
- Shrubs, flowers and trees cannot be decorated. Stakes, signage, lights and wire products are not permitted to be used on any shrubs, flowers or trees.
- Candles are permitted when placed inside holders that cover the flame fully. The use of pillar candles is prohibited.
- Helium balloons are not permitted inside or outside the facility.

Please note that it is your responsibility to provide your own ladder and adequate insurance. A ladder will not be provided for you.

For information on Fireworks in Maple Ridge please review the following: www.mapleridge.ca/2553



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WHEN YOU LEAVE - CLEAN UP

Please take responsibility for the clean-up process prior to the list End Time of your Rental Agreement.

The list below is a minimum requirement to ensure everything is left as required:

- All garbage and recycling must be disposed of in the receptacles located in the building
- Wipe down all tables and chairs prior to stacking in the designated dollies/carts and returned to their original location
- Wipe down counters and any spills on cupboards, walls and floors
- Return all equipment/supplies to their designated spaces
- Any personal equipment should be removed from the space

Kitchen:

- Fridge/Freezer and stove/oven must be cleared out and wiped of spills
- Remove food in the dishwasher to prevent clogging
- Wipe down counters, cupboards and sinks
- Clean up spills



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ACC RENTAL HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, acknowledge that I have read and understand the guidelines within the Albion Community Centre Rental Agreement Handbook provided by the City of Maple Ridge. I understand it is my responsibility to comply with all requirements included in this document.

I acknowledge that revisions to the Rental Agreement Handbook may occur and all such changes will be communicated through email. I understand that revised information may supersede, modify, or eliminate existing requirements and it is my responsibility to review my emails and comply with these changes.

SIGNATURE

DATE



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