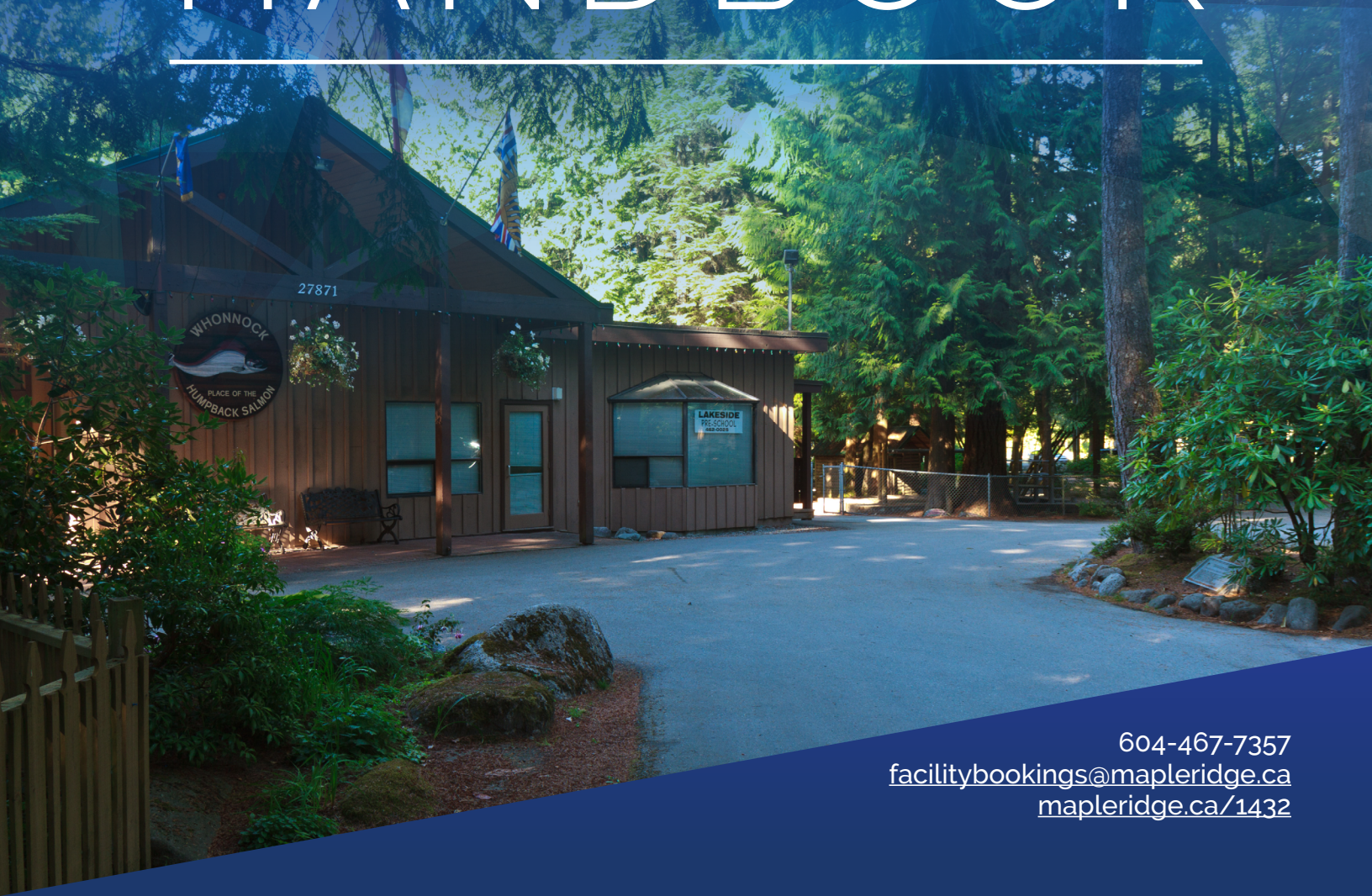




WHONNOCK LAKE CENTRE HANDBOOK



604-467-7357
facilitybookings@mapleridge.ca
mapleridge.ca/1432

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THE PERFECT SPOT FOR YOUR EVENT

Whonnock Lake Centre is a beautiful lakeside reception hall perfect for any event from weddings to special events! The hall has rustic wooden beams and floor to ceiling cathedral windows which provide stunning views of the lake and surrounding wooded landscape. There is a brick patio for ceremonies as well as a rhododendron garden for guests to walk through and take photos.

The Centre is located at **27871 113 Avenue**. It includes a spacious banquet hall that can accommodate 160 people, a brick patio and outdoor area, bridal room and commercial grade kitchen. The facility is wheelchair accessible. The dock and park areas are not included in the rental.

Contact Facility Bookings at 604-467-7357 or facilitybookings@mapleridge.ca to set up a tour or to book your date!



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INFORMATION OVERVIEW

SITE ADDRESS

27871 113 Avenue, Maple Ridge

FEES & CHARGES

(All fees are subject to change & applicable taxes.)

SECURITY DEPOSIT	\$1000
(refundable 10 days after event)	
SOCAN/RE-SOUND FEES	\$22.06-\$63.49
HOST FEE	\$150
KITCHEN FEE	\$87.12-\$122.71
BRIDAL ROOM FEE	\$94.64-\$110.72

HOURLY RATE

RESIDENT	\$212.11
NON-RESIDENT	\$237.33

NOTE | Whonnock Lake Centre has a four (4) hour minimum booking per day. The City of Maple Ridge charges a rental fee for a maximum of eight (8) hours per day; for a 17 hour event booking. Total event fees may vary due to the following: residency, number of guests music and dancing.

INSURANCE SITE | eventpolicy.ca

Park and dock areas are not part of the rental. Prices listed do not include taxes and are subject to change based on the fees and charges bylaw.

INCLUDED IN YOUR RENTAL

1. BANQUET HALL | Capacity 160

2. TABLES

- Eighteen 5' Round
- Ten 8' Rectangular
- Four 6' Rectangular

3. CHAIRS

- 160 Upholstered Chairs
- 160 Plastic Outdoor Chairs

4. PODIUM

5. PATIO FOR CEREMONY

6. BRIDES ROOM

7. COMMERCIAL KITCHEN (*OPTIONAL*)

- Four Burner Electric Stove x 2
- Oven
- Dishwasher
- Microwave
- Cooler and Deep Freeze



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CONTACT US

LIST FOR INQUIRIES

If you have questions please use the following list to find the person to direct your inquiry to.

BOOKING CLERK

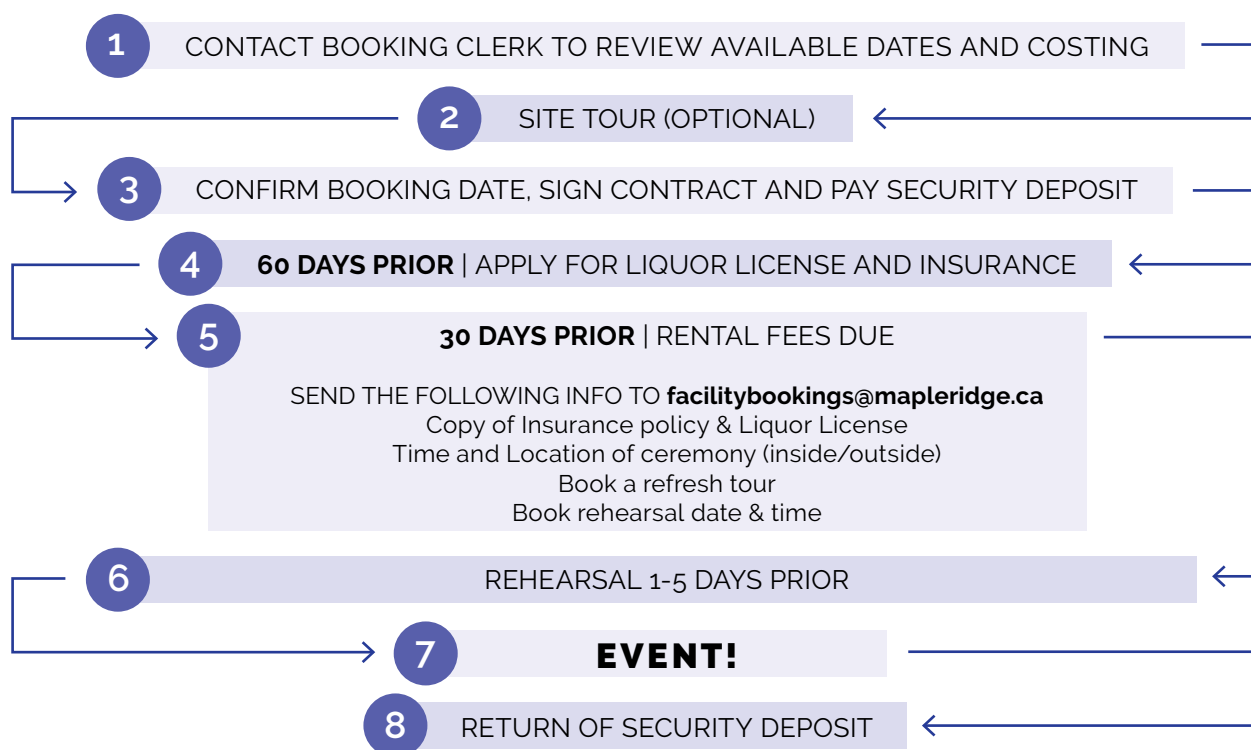
Facility Bookings Team

Phone | 604-467-7357

Email | facilitybookings@mapleridge.ca

Web | mapleridge.ca/1432

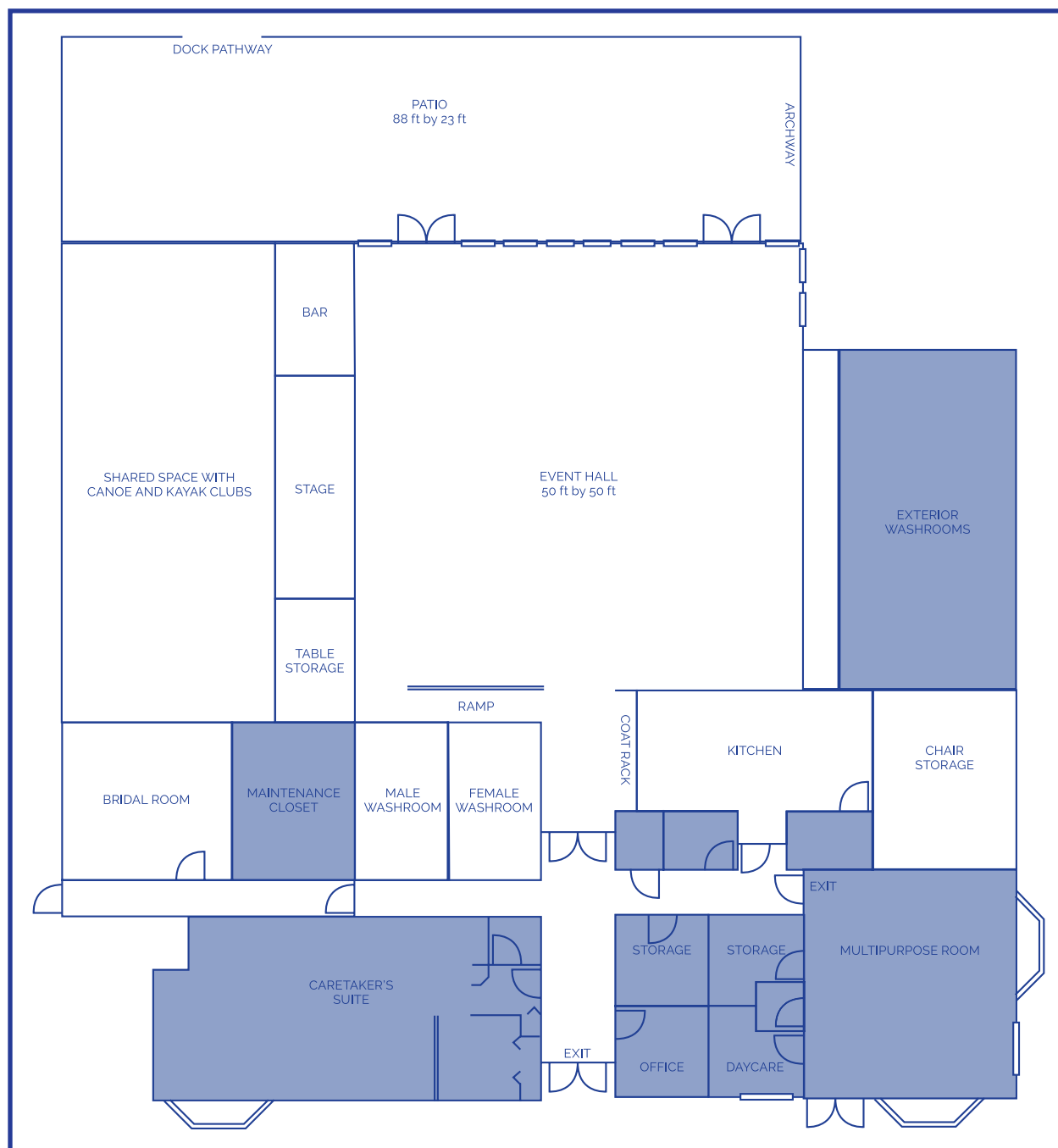
BOOKING PROCESS



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YOUR EVENT FLOORPLAN



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CONTRACT & PAYMENT

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

CONTRACT & PAYMENT SCHEDULE

TIME OF BOOKING

- \$1000 Security Deposit due at time of booking
- Signed Contract

30 DAYS PRIOR TO EVENT

- All Rental Fees Due
- Copy of Liquor License
- Proof of Insurance

CANCELLATION

If after the initial signing date of contract, you should cancel the rental agreement, City of Maple Ridge will retain the \$1000 security deposit. For cancellations or postponements made after full balance is paid and prior to the event date, City of Maple Ridge will retain the full total cost paid.



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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 eventpolicy.ca or can be purchased from an insurance agent. The City of Maple Ridge requires a copy of your liability insurance policy, naming the City of Maple Ridge as an additional insurer if purchased through a private agent.

PARKING

During peak season, the recreational area will be maximized resulting in pressure for parking spaces. Please encourage all users of your group to be mindful and encourage carpooling as much as possible.

There will be 19 reserved parking spots the day of your event/wedding in the lot closest to the building at Whonnock Lake Centre. Please ensure the attached parking pass is displayed on your vehicles' dashboard. If you are not able to print the pass, please email Facility Bookings at facilitybookings@mapleridge.ca to arrange pick-up from the Maple Ridge Leisure Centre in downtown Maple Ridge.

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SECURITY DEPOSIT

A security deposit of \$1000 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 occurrences may result in the loss of your security deposit and a restriction against future rentals:

- The event was in violation of the Noise Control By-Law Bylaw #5122
- Please be advised that designated times as per your contract are strictly enforced. All guests/decorations/hired workers must have vacated Whonnock Lake Centre before or at the function "end time" as stated. Any event closing after its scheduled end time will be charged for every hour or portion past the designated time.
- The event continued past 1:00 am (**IMPORTANT NOTE** | *Building must be vacated by all guests and hired workers by 1:00 am*)
- There is any damage or loss to the building, surrounding area and/or equipment
- The cleaning was not done to the level required or expected; see clean up section
- 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 contract is signed and security deposit is paid

SOCAN/RESOUND FEES

Events with music are subject to fees from SOCAN and RE:SOUND TARIFF. The fee is based on music, dancing and number of guests and will be incorporated into your Rental Contract.

SOCAN PERFORMANCE FEE | Society of Composers, Authors and Music Publishers of Canada)
Tariff No. 8, SOCAN levies a fee applicable to all functions playing music for entertainment.

RE:SOUND TARIFF | Sound Music Licensing Company
Tariff No. 5.B, RE:SOUND Tariff levies a fee for the use of recorded music to accompany live events such as receptions (including weddings), conventions, assemblies and fashion shows.



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APPLICATION FOR KITCHEN USE

Application for Kitchen Use must be completed where the event organizer will be selling food to the general public. This application is not required for private events such as weddings and anniversary parties. The form must be faxed to the Fraser Health Authority no less than two weeks prior to your event.

Signed forms or permits must be submitted to the Facility Bookings office at least 30 days prior to your event.

Forms can be picked up at the Simon Fraser Health Unit, 400 – 22470 Dewdney Trunk Road, Maple Ridge, BC V2X 5Z6 Phone: 604-476-7000, Fax: 604-476-7077.

LIQUOR & CANNABIS

Users must apply for a Special Event Liquor Permit. Permit applications are available online through the Government of BC website (lclbliquorpolicy@gov.bc.ca).

"Serving it Right" is required. Licensing for alcohol is available indoors from 9:00 am until 12:00 am.

And outdoors (the patio) from 9:00 am to 10:00 pm. A copy of your permit must be submitted to the Facility Bookings Office at least 30 days prior to your event. Permits must be visible on the wall of the rented facility during your event. Please retain this permit, as the Liquor Store may request it for product returned.

The Serving it Right materials have been updated to include detailed information regarding cannabis consumption, including intoxication and licenses.

GAMING

If the purpose of the rental is a fundraiser, users must apply for a Gaming License from the Gaming Policy and Enforcement Branch. A copy of your permit must be submitted to the Facility Bookings Office at least 30 days prior to your event. The permit must be visible on the wall of the rented facility during your event. For information regarding gaming licenses, please visit hsd.gov.bc.ca.

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DESIGNATED DRIVERS

The City of Maple Ridge encourage responsible attitudes towards drinking and driving, and invite event organizers to implement a “designated driver” program during events. A Designated Driver Program is intended to educate the public to plan alternate means of transportation after drinking alcohol. ICBC has provided a package of materials at the venue to help facilitate this for your event. Further information and resources can be found at icbc.com.

To benefit and encourage attendees to use alternate transportation:

1. If possible, a Designated Driver announcement made to assembled guests, encouraging the use of a designated driver or alternate transportation for the event.
2. Designated Driver information posted prominently at each station where alcohol is served.
3. Designated Driver reminders at each table where guests are seated.

ACCESS

Weddings have access to the facility from 8:00 AM the day of the booking to 1:00 AM the following morning (17 hours total).

Decorating the night before is not included with your booking. If you would like to book the night before your wedding for decorating, please contact facilitybookings@mapleridge.ca three months prior to your wedding date for availability. The fee would be your rental rate multiplied by four hours plus tax.

EQUIPMENT

The following is a list of equipment available and is included in the rental:

- Chairs | 160 padded chairs, 160 outside plastic
- Tables | Eighteen 5' round, ten 8' rectangle
- Podium

All equipment is to be kept inside the facility and cannot be used outside, with the exception of the outdoor chairs.



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NOISE CONTROL BYLAW #5122-1994

Noise should be kept to a minimum. Refrain from using outside grounds and patios.

SMOKING REGULATION BYLAW #6968-2013

This bylaw prohibits smoking in any municipally-owned buildings. Please provide your guests with an ash tray outside the facility and ensure all cigarette butts are removed from the area at the end of the night.

DECORATING GUIDELINES

Restrictions include (but are not limited to);

- Paint, confetti, sparklers, 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 can not be decorated. Stakes or signage can not be inserted into flower beds; lights and wire products are not permitted to be used on any shrubs, flowers or trees.
- Please avoid standing in flower beds.
- Candles are permitted when placed inside holders that cover the flame fully. The use of pillar candles is prohibited.
- Due to fire regulations, sparklers and lanterns are not permitted in or outside the Centre, or the wedding garden.
- Helium balloons are not permitted inside or outside the facility.
- Decorating and decoration clean-up is the responsibility of the function organizer.
- User is responsible to provide their own 16' – 18' step ladder as well as the appropriate insurance coverage.
- Want to decorate the night before? Please review [Access on page 11](#).

If any of these items are found/used, a clean up fee will be levied.



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OUTDOOR PATIO USE & DOCK

RIDGE CANOE AND KAYAK PROGRAM

WHONNOCK COMMUNITY CENTRE is home to the Ridge Canoe and Kayak Clubs. Rentals should be aware that they are sharing the outdoor area with the club and the dock is not bookable. During your event there could be a number of different events or programs happening around the facility.

THE OUTDOOR PATIO is a shared space with the Ridge Canoe and Kayak Club. While facilitating your ceremony outside you may experience Club participants moving up and down the docks from the club house, members cleaning the kayaks and canoes and the running of Regatta's in the lake.

RESPONSIBILITY

Please avoid standing in the flower beds as damage to the garden will result in a holding back your deposit. You are responsible for picking up alcohol containers, litter and cigarette butts around the building where your guests may venture. Open alcohol is not permitted on the dock, forest, park or beach area.



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CLEAN UP

Please take responsibility for the clean up process after your event. The list below is your clean up guide to ensure everything is left as required by the City of Maple Ridge.

- Music must be turned off by midnight – the building vacated by 1:00 am
- Bag all garbage in bags provided by the caretaker
- Take all decorations down
- Wipe down tables and chairs and put away- all chairs must be stacked and tables must be returned to their original location
- Wipe down counters and spills on cupboards
- Clear out sinks and wipe down
- Fridge/ freezer must be cleared out, and wiped of spills
- Floors must be swept
- Please remove garbage from floor and all litter from outside grounds
- Any personal equipment should be removed from the hall that evening by 1:00 am
- Remove food in the dishwasher to prevent clogging
- Removal of all cigarette butts outside the perimeter of the building
- Removal of litter and empty bottles and cans in or around the Hall
- Garbage must be taken out of the hall after your event to the bins provided. Items that can be recycled are the responsibility of the customer and need to be removed from the facility and taken away.



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