

JERICO SAILING CENTRE ASSOCIATION BOOKING POLICY

Eligibility

Any J.S.C.A. member in good standing or any J.S.C.A. affiliate member group may book J.S.C.A. facilities for private functions.

Only designate officers of a J.S.C.A. group may book on behalf of the group

Organizations under contract with J.S.C.A. may book any rooms according to the terms and conditions of their contract.

Waiting Period

All dates reserved at the Jericho Sailing Centre must be made in advance, depending on date availability. Reservations are tentative and cannot be confirmed until approved by the General Manager.

Deposits

The Organizer must submit a \$550.00 certified damage deposit cheque to the J.S.C.A. office no later than two (2) weeks prior to the event.

In the case where the Organizer is a J.S.C.A. affiliated group, the Organizer must submit a \$300.00 damage deposit cheque to the J.S.C.A. office, at least two (2) weeks in advance of the reserved date.

Any group or member whose function results in damage to the J.S.C.A.'s facilities will have their future booking privileges suspended until reviewed by the J.S.C.A. Board of Directors.

At the discretion of the General Manager the damage deposit may be cashed or held in part.

Damage deposit will be refunded to the Organizer within seven (7) days after the function provided that all payments have been received by J.S.C.A. and no damage has resulted.

Documentation and Licensing- *Applies only to JSCA affiliated groups*

The Organizer is required to provide appropriate two (\$2) million dollar liability insurance for all functions. A copy of this policy must be provided to J.S.C.A. at least two (2) weeks in advance of the reserved date.

Due to Liquor Control and Licensing Branch regulations, appropriate Special Occasion Licensing must be obtained for the serving and consumption of alcoholic beverages in any and all areas of the Jericho Sailing Centre Association. A copy of this license must be provided to J.S.C.A. at least two (2) weeks in advance of the reserved date. Jericho Sailing Centre reserves the right to refuse liquor service during special events.

This is the sole responsibility of the Organizer and is a requirement for any function to take place at Jericho Sailing Centre Association.

Catering- *Applies to JSCA Members*

Jericho Foods is the exclusive food caterer at J.S.C.A.

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Catering- *Applies Only To JSCA Affiliated Groups*

The "*Documentation and Licensing*" section will not apply provided Jericho Foods is catering the food and beverage for the Organizers function.

If the Organizer chooses to provide food & alcoholic beverages for guests, proper documentation must be provided as stipulated in “*Documentation and Licensing*” section.

If the Organizer chooses to hire an outside Caterer, the following requirements will apply:

- a) The Caterer must hold a valid operating license and must provide J.S.C.A. with proof of documentation.
- b) The Caterer must hold a valid insurance policy in the amount of no less than two (\$2) million dollars and must provide J.S.C.A. with proof of coverage.
- c) The Organizer & Caterer must sign a license Agreement with J.S.C.A. for use of the Kitchen Facility if applicable.
- d) The Organizer must pay to J.S.C.A. a fifteen (15%) percent commission on all food and beverage costs. A copy of the Catering invoice must be included with payment. All moneys must be paid to Jericho Sailing Centre no later than one (1) week after the function.

Security

All functions at the J.S.C.A. must employ at least one (1) security guard present for every one (100) hundred people attending the function. Security requirements will vary depending on the nature and location of the event. Security coverage is required during setup, event, teardown times and is supplied at a cost of \$18.75 per guard per hour.

Approval

Approval for functions hosted by *JSCA members* are contingent upon:

- a) Completing the Room Booking Application;
- b) J.S.C.A. receiving all required deposits at least two (2) weeks in advance of the reserved date
- c) J.S.C.A. receiving payment for room rental fees.

Approval for functions hosted by *JSCA affiliated groups* are contingent upon:

- a) Completing the Room Booking Application;
- b) J.S.C.A. receiving all required deposits at least two (2) weeks in advance of the reserved date
- c) J.S.C.A. receiving payment for room rental fees;
- d) Proof of all required license(s) two (2) weeks in advance of the reserved date (if applicable);
- e) Proof of insurance coverage two (2) weeks in advance of the reserved date (if applicable)

Fees

Contact the J.S.C.A. office for room rental rates. For commercial enterprises, the fees shall be set by the General Manager.

Keys

The Organizer shall be responsible for all issued keys and be familiarized with the J.S.C.A. emergency procedures located in rooms.

Keys can be picked up during J.S.C.A. office hours one day prior or the day of the event. A \$25.00 late return fee will be levied for failure to return J.S.C.A. keys promptly. Outside of J.S.C.A. office hours, keys may be returned through the J.S.C.A. office mail-slot.

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Hours

All week night (Sunday to Thursday) functions must conclude by Midnight. All weekend (Friday to Saturday) functions must conclude by 1:00am.

Cleanup

The setup, cleanup and dismantling must be performed before vacating the premises and is the responsibility of the Organizer.

Adhesives Tapes & Signs

For attaching decorations, signs, etc. to any wall or surface in the Jericho Sailing Centre Association please consult with the J.S.C.A. office.

Parking

There is lots of available parking at Jericho this is managed and regulated by U-Park. The Park Board does not allow overnight parking in this lot. Special arrangements can be made with the J.S.C.A. office for no towing. It is solely the organizer's responsibility to ensure that guests do not drink and drive.

Smoking

City of Vancouver by-laws prohibit smoking in the Jericho Sailing Centre.

Animals

Animals or pets, with exception of seeing eye or hearing dogs, cannot be permitted in the Jericho Sailing Centre.

