



## **JERICHO SAILING CENTRE ASSOCIATION ROOM BOOKING POLICY FOR GENERAL MEMBERS / PUBLIC (March 2023)**

### **Eligibility**

The JSCA's primary purpose is to facilitate ocean recreation activities and we reserve the right to determine whether proposed events and/or room booking align with our goals.

Any JSCA member in good standing may request to book JSCA facilities for private meetings or functions. Non-members may join JSCA at the time of booking. The requirement for membership may be waived for media/industry partners with the approval of the General Manager.

The JSCA's priorities are to reserve rooms for our business and club partners during their prime operating season; June 1–September 30. There are limited room rental opportunities M–F after Labour Day in September, and prior to mid-June.

The JSCA will consider room rental requests for dates and times when the rooms are not required to support the various partners and programs operating at the centre.

### **Reservation Request/Approval**

In order to be considered, the organizer must complete and submit a room booking application form on our website: <https://jsca.bc.ca/room-booking-application-form/>.

All dates reserved at the JSCA must be made in advance. Applications will be considered depending on availability, the nature of the request and cannot be confirmed until approved by the General Manager. Reservations requesting catering must also be approved by the Jericho Foods.

### **Catering**

The Galley Patio and Grill is the exclusive food caterer at JSCA. Catering requests can be sent directly to Keith at the Galley [keith@thegalley.ca](mailto:keith@thegalley.ca). Minimum charges for catering are in effect June 15 to September 15 and can be viewed in the Galley's terms and conditions at: <https://tinyurl.com/48cx72hu>.

### **Documentation and Licensing**

Liability insurance may be required if deemed necessary by the General Manager depending on the nature of the event.

### **Security**

Security for events may be required if deemed necessary by the General Manager.

Requirements may vary depending on the nature and location of the event. When required, security must be present during setup, event hours, and tear down. For larger events, organizers may also be responsible for the cost of a JSCA staff member to be onsite for the duration of the event.

### **Fees for Music**

SOCAN (Society of Composers, Authors and Music Publishers of Canada) & RE:SOUND music licensing company fees apply if copyrighted music is played during the event.

### **Damage / Cleaning Deposit**

A damage/cleaning deposit may be required depending on the nature of the event.

### **Cancellations and Payment Terms**

Payments can be made in person, by cheque and via Interac e-Transfer to [accounts@jsca.bc.ca](mailto:accounts@jsca.bc.ca). Full payment and any applicable deposits are due upon receipt of your invoice or remitted no later than fourteen (14) days in advance of your reservation date.

Cancellation requests must be received in writing a minimum of fourteen (14) notice to receive a refund. Cancellation requests received less than fourteen (14) days prior to your reservation date will not be eligible for a refund.

### **Liability Insurance**

Liability insurance may be required depending on the nature of the event. If applicable, a copy of this policy must be provided to JSCA at least two (2) weeks in advance of the reserved date.

### **Damage**

Any group whose function results in damage to the JSCA's facilities could have their future booking privileges suspended until reviewed by the JSCA Board of Directors. The group will be responsible for the cost of the repair of any damage caused.

### **Keys/Access Cards**

The Organizer shall be responsible for all issued keys and/or access cards and be familiarized with the JSCA emergency procedures located in rooms. Keys/access cards shall be picked up during JSCA office hours one day prior or the day of the event. Outside of JSCA office hours, keys may be returned through the JSCA office mail-slot.

### **Lockup**

The organizer is responsible for locking up rooms used and in the event of functions running outside of office hours shall secure the building and entry gate upon vacating the premises.

### **Audio Visual Equipment**

The Organizer shall be responsible for ensuring that they are familiar with the use of any JSCA audio visual equipment they plan to utilize in advance of their booking. We recommend that the organizer tests out the systems in advance during office hours.

### **Hours**

Weeknights (Sunday to Thursday) functions must conclude by midnight. All weekend (Friday to Saturday) functions must conclude by 0100H.

### **Set up & Cleanup**

The setup, cleanup and dismantling must be performed before vacating the premises and is the responsibility of the Organizer. Reservation times are inclusive to set up and clean up. A cleaning fee of one hundred dollars (\$100) per hour will be applied for failure to leave the space clean and tidy and in the original condition prior to the rental.

### **Adhesives Tapes & Signs**

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

### **Parking**

Paid parking is available in the lot adjacent to the JSCA. The Park Board does not allow overnight parking in this lot, and the gates are closed between 1100H and 0600H. Please contact the office for assistance if your event runs into these hours. It is solely the organizer's responsibility to ensure that guests do not drink and drive.

### **Smoking**

The Jericho Sailing Centre, Jericho Park and Jericho Beach are all smoke & vape free locations.

### **Animals**

Animals or pets, with exception of licensed service animals cannot be permitted in the Jericho Sailing Centre.

### **Rooms eligible for business & club partner bookings**

Burrard Room  
NW Room  
NE Room  
SW Room  
SE Room  
Surf & Turf

### **Room Rental Rates**

The JSCA's room rental rates are posted on our website and are subject to change. Room details including dimensions, capacities and current rates can be viewed on our website:

<https://jsca.bc.ca/facilities/room-rentals/>.

There is a minimum charge of \$50 for any room booking.