

## **JERICO SAILING CENTRE ASSOCIATION BOOKING POLICY FOR AFFILIATE MEMBER GROUPS**

### **Eligibility**

JSCA affiliate member groups (clubs) may book JSCA facilities for their groups' meetings or functions. Only designate officers of a JSCA group may book on behalf of the group. A club may only have 4 room bookings at any one time. A 5<sup>th</sup> room booking may be added after the first room booking has passed.

Organizations under contract with JSCA 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.

### **Approval**

Approval for functions involving alcohol hosted by JSCA clubs is contingent upon:

- a) Completing the Room Booking Application;
- b) JSCA receiving payment for the cost of JSCA staff member(s) required to be onsite for the event;
- c) Proof of all required license(s) two (2) weeks in advance of the reserved date (if applicable);
- d) Proof of insurance coverage two (2) weeks in advance of the reserved date (if applicable)

### **Members' Lounge**

The Member's Lounge is for the use of all members. A meeting or function may be held in the Members' Lounge, but other members cannot be stopped from using the space if they wish.

### **Documentation and Licensing-**

The Organizer is required to provide appropriate two (\$2) million dollar liability insurance for all functions where alcohol will be served. A copy of this policy must be provided to JSCA 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 the hangar, Surf & Turf Room or plaza picnic area. A copy of this license must be provided to JSCA at least two (2) weeks in advance of the reserved date. JSCA is the license holder for the Burrard Room and Members' Lounge and has contracted with Jericho Foods for the provision of any and all alcoholic beverages in those areas. 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-**

Jericho Foods is the exclusive food caterer at JSCA. JSCA clubs can only self cater in the hangar, Surf & Turf Room or plaza picnic area.

### **Security**

All functions at the JSCA 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, tear down times. Events exceeding 100 people in attendance will be responsible for the cost of a JSCA staff member to be onsite for the duration of the event.

### **Damage**

Any group whose function results in damage to the JSCA's facilities will 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**

The Organizer shall be responsible for all issued keys and be familiarized with the JSCA emergency procedures located in rooms.

Keys 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. The organizer is responsible for locking up rooms used and in the event of late night functions shall secure the entry gate upon vacating the premises.

### **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 JSCA office.

### **Parking**

The Park Board does not allow overnight parking in this lot. Special arrangements can be made with the JSCA office for no towing. 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 Free locations".

### **Animals**

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

## ROOM BOOKING PROCEDURES

Any JSCA member in good standing or any JSCA affiliate member group (club) may book JSCA facilities for private meetings or functions. Only designate officers of a JSCA group may book on behalf of the group. Organizations under contract with JSCA may book any rooms according to the terms and conditions of their contract (UBC Ravens Rugby and schools).

The **Members' Lounge** cannot be booked. Clubs or individual members can use it for their meetings or functions, but cannot close it to the use of any other members. Any alcohol must be provided by The Galley. The **Surf & Turf** room can only be booked for JSCA club functions. It is not available for individuals to use. It is booked to outside organizations only at the discretion of the General Manager.

**JSCA Clubs:** Room bookings are free of charge for JSCA affiliated clubs. Clubs may only have 4 room bookings at any one time, regardless of what dates or what rooms. They may book a 5<sup>th</sup> date only after the first room booking has passed. We do not accept lists of dates with more than four dates, the organizer must contact us for each subsequent booking required

Booking procedure:

- Check availability of room
- Check they do not already have 4 room bookings
- **Pencil** in the club name, contact name & phone number, type of event and time

**If the event involves the serving of alcohol, remind the organizer of the requirements on the Booking Policy regarding room booking form, approval of the General Manager, copy of insurance and copy of Special Occasion License.**

**Room booking inquiries:** Only members are allowed to book rooms. A non-member can join at the time of making a booking. If **catering** is required advise the customer that all catering must be done by **The Galley**. Arrangements must be made by contacting Graham by email: [graham@thegalley.ca](mailto:graham@thegalley.ca). Minimum charges for catering are in effect June 15 to September 15 as follows: Any event \$1000 Monday-Friday - extending past 4pm \$5000, weekends any time \$6500 (charges do not include taxes, gratuities or room rental). A room booking is not considered confirmed until The Galley advises that they have been contacted by the customer and have agreed to the arrangements.

- Check availability of room
- Inform customer of their requirement to become a member if they aren't already
- Tell them where on our website to find the Room Booking Form that needs to be filled out and submitted. Advise them that any booking is tentative until approved by the General Manager.
- **Pencil** their name, phone number, event name and type and hours in the book – mark as tentative.
- Once the room booking form is received and has been approved by the General Manager and The Galley, the Administrative Assistant will prepare an invoice for the customer.

Any organization requesting a free room booking must send a letter or email to the General Manager.