



Silver Harbour Seniors' Activity Centre
 144 East 22nd Street
 North Vancouver, BC V7L 4L5
 Tel 604-980-2474 Fax 604-980-6003
 bookkeeping@silverharbourcentre.com
 www.silverharbourcentre.com

Room Rental Information

Room	Size (approximate)	Description	Maximum Capacity	Hourly Rate
Auditorium	50' X 40'	Auditorium w/stage, includes PA system	180 seated (30 banquet tables, 180 chairs)	\$65 regular \$32.50 non-profit
Card Room	40' X 20'	Multi-purpose	60 seated (10 square tables, 40 chairs)	\$32 regular \$16 non-profit
Multi-purpose Room	40' X 14'	Multi-purpose	Max 40 seated (no tables, 25 chairs, more available)	\$27 regular \$13.50 non-profit
Fitness Room	40' X 30'	Multi-purpose	Max 60 seated (2 tables, 40 chairs, more available)	\$32 regular \$16 non-profit

Minimum Rental Charge \$100

Current as of July 2016

All rental inquiries should be made by email to: bookkeeping@silverharbourcentre.com. You must include the following information:

- Rental date and times
- Rental term
- Full name of renter
- Address of renter
- Renter's home phone number and cell number
- Purpose of the rental – i.e. social meeting, training session, instructional class (specify)

All rentals are required to provide a copy of government issued photo identification, a \$150 security deposit and post-dated cheques for the term of the rental.

Room Rental Policies

1. Rooms at Silver Harbour Seniors' Activity Centre are programmed for seniors' recreational activities and social services. After these needs are met, the meeting room facilities are available for rental to groups and organizations in accordance with this policy, as established by the Board of Directors. Use of the meeting room by any group or organization does not constitute an endorsement by the Silver Harbour Board of the group's policies or beliefs.
2. A room booking will be confirmed upon receipt of payment in full. Full payment is due 30 days prior to rental date. Non-profit organizations will be given a 50% discount off the regular rate. Charging or requesting an admission fee, or conducting fundraising during the rental, may result in the discount being denied.
3. Upon receipt of written notice of a rental cancellation, the following refunds will be provided:
 - More than 14 days notice – full refund less \$25 administration fee
 - More than 7 days notice – 75% of rental fee will be returned, minimum \$50 charge
 - More than 48 hours notice – 50% of rental fee will be returned, minimum \$50 charge.
 - Less than 48 hours notice – no return of rental fee.
4. A representative of the organization must sign a rental agreement stating that they have read it and agree to comply with its terms. The organization (or in the case of a private function, the individual signing the agreement) shall be fully responsible for any damages to Silver Harbour Seniors' Activity Centre property incurred while renting a room. The room must be left clean and tidy, with all equipment in the locations they were found when first entering the room.

Failure to follow these policies, the Silver Harbour Seniors' Activity Centre rules, or the terms described in the rental agreement, after one written warning, will result in the cancellation of future room booking privileges.

(Note: This sheet provides general rental information only. Specific details are defined in the rental agreement).

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