



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **Recreation Operations Manual**

**Approved by Council:            July 18, 2005**

#### **1.     **PURPOSE****

This document is to provide information on Lions Bay Recreation. It highlights the availability and use of facilities, and the roles and responsibilities for running programs and events.

#### **2.     **SCOPE****

This document includes information on, terms of reference (Appendix A) and policies that affect the Recreation Committee, operation of the community hall, recreation programming, inclusive of the conduct of existing programs and implementation of new programs, and community recreation events.

#### **3.     **RECREATION COMMITTEE****

##### **3.1    Mandate**

To develop, plan and implement special events for the community of Lions Bay. Also to help advise and promote programming in Lions Bay.

##### **3.2    Structure**

The committee runs for a two-year term. Each year new members are brought on to ensure continuity so that there is never a complete new turnover.

##### **3.3    Members**

Chair – Brigitta Shore (second term)  
Committee Members – Lisa Turpin (second term), Laura Fleury (second term), Christie Manners (second term), Alison Gerlach (second term), Kandice Keith (first term), Irene Dorsmen (first term), Tanis Tsisserev (first term).

### 3.4 Responsibilities

- To set event calendar,
- To set event budgets,
- To promote events and programs, and
- Implement events.

### 3.5 Council Members' Role

To liaise with Council and keep update on the committees activities and necessary requests and approvals.

## 4. **RECREATION PROGRAMMING**

Recreation Programming is regular ongoing courses or classes which are usually offered for a term such as: Dance, Fit ball, Tae Kwon Do, Monday Playgroup etc. These are scheduled and generally organized through the office, by parents, instructors or volunteers. The Village, Recreation Committee and all user groups work cooperatively to keep operating and maintenance costs affordable by sharing the facilities, ensuring they are left clean after use and advising the Office if any repairs or supplies are required.

### 4.1 Goal of Recreation Programming

To serve the community of Lions Bay by providing a variety of recreation programs locally for all ages.

### 4.2 Program Conduct Responsibilities

Program Coordination is the responsibility of the Village Office staff (Office). Coordination includes continuity of programs, approval of new programs, review of evaluations from programs and communication with the instructor/coordinator as it relates to booking, collection of fees, legalities and other aspects of provision of programs. A coordinator for each program is strongly recommended.

The Office will ensure that instructors, who provide teaching to persons under 19 years of age, meet the Village's requirements of the appropriate insurance coverage and that the applicant does not have a criminal record.

Criminal record checks are required at the start of a new program and every September thereafter. Payments for these criminal record checks are the

responsibility of the instructor and must be submitted to the Office prior to the start of classes.

A potential instructor/coordinator is responsible for providing an overview of a proposed program, at a minimum, type of program, target audience, number of potential registrants and the length of the program to the Office. If this program has been approved in the past, any changes to the program must be identified by the instructor at the Office.

Once a program has been approved either for the new term or a new program, the instructor/coordinator must request a time slot and confirmation of scheduling. The Office, instructor/coordinator and Recreation Committee will work in cooperation to promote the program through the Seagull, brochures and the Lions Bay Village web site. Instructors are encouraged to put up small posters on Village boards to further promote their program.

The Office is responsible for informing the instructor/coordinator of the number of registrants and for ensuring that all paperwork is in order and keys are available.

The instructor is responsible for conducting the program and for ensuring evaluation forms are completed by all registrants as requested by the Office. Instructors/coordinators are also responsible for ensuring that if any issues arise during the course of the program that the Office is made aware of these issues.

The Office pays the instructor at the completion of the term and retains 15% of registration revenues received for facility rental.

At the end of the program term, the Office will periodically request feedback (from the instructor and registrants).

#### 4.3 Scheduling of Programs

Classes are scheduled based on priority as determined by the previous term's participation and evaluations. The classes that have the highest enrollment receive priority scheduling. Instructors/coordinators should contact the Office six weeks prior to class commencement to request day/time slots and provide expected number of registrants based on previous term(s). If low registration was due to day/time slot, an instructor/coordinator can provide proof that they will have more registrants if they are given another time slot. They may be moved to a different time slot if available.

#### 4.4 Implementation of a New Program

The Office, with input from Council, the Recreation Committee or the public (when necessary), are responsible for determining which programs will be conducted, based on Village need, number of interested parties, etc. On a term basis, proposals for new programs will be reviewed and approved by the Office.

New program development will be promoted throughout the community. Program recommendations will be accepted by the Office on an ongoing basis. Detailed information must be submitted to ensure the Office are fully aware, at a minimum, type of program, target audience, the number of potential registrants, potential instructor and the length of the program. Priority will be given to more profitable programs that meet the needs of the community.

#### 4.5 Communication of Programs

To ensure that the Lions Bay community is aware of all programs (new and old) the following initiatives are undertaken:

- Program brochures are made available at the Village Office,
- Program brochures are made available at the Post Office,
- The monthly schedule, new programs and the Lions Bay community web site [www.village.lions-bay.bc.ca](http://www.village.lions-bay.bc.ca) are promoted in the Seagull
- Lions Bay community web site will contain the program brochure and monthly schedule, and
- Programs are promoted on a poster outside the community hall

#### 4.6 Registration & Payment

Registrants enroll and pay for a course at the Village Office. Registrants cannot enroll without payment. The Office will inform the instructor/coordinator of enrollment prior to the start of the program. If insufficient interest in the program it may be cancelled. The Village reserves the right to assess whether a program that may run at a loss will be subsidized based on the benefit of the program for the community. If the Village agrees to subsidize the program there will be a charge of 15% revenues.

#### 4.7 Cancellation of a Program

The Village Office is responsible for informing registrants and instructors of cancellation and will issue refunds when necessary.

Cancellations or credits for future programs by the Office are at the discretion of the Office dependant on the cause of cancellation, such as a low number of registrants.

4.8 Access to the Community Hall

Instructors are given keys to access the hall for their classes. They will sign a Key Agreement form at the beginning of the term prior to provision of the keys.

**5. COMMUNITY RECREATION EVENTS**

Community recreation events are annual events that traditionally include: Dip 'n Dash, Easter Celebration, Arts Recital, July 1st, Hallowe'en, Remembrance Day and Children's Christmas Party. These events are sponsored and paid for by the Village, grants (Canada Day) and Recreation Committee fundraising and organized by the Recreation Committee. Additional events such as Garden Extravaganza, Summer Beach Party and Christmas Craft Fair have been held in 2004/5 and may become annual events.

Events are subject to change based on previous success and changing needs of the community. It is the goal of the committee to put on 10-12 events a year.

January	March	April	June	July	August	October	November	December
1 <sup>st</sup> Dip n' Dash	Easter	Spring Garden Show	Dance Recital	1 <sup>st</sup> Canada Day	Family Beach Party	Halloween kids Party  31 <sup>st</sup> Halloween Bonfire & Fireworks	11 <sup>th</sup> Remembrance Day  Christmas Craft Fair	Dance recital  Santa Breakfast

See Appendix O for events details.

5.1 Responsibility

The Office will provide community facilities for community events.

## 6. NON-PROGRAM USE OF THE COMMUNITY HALL

### 6.1 Mandate

The Office is responsible for the rental of the Community Hall when there are no Programs or Community Events scheduled.

It is the goal of the Village that rental of the community hall will generate a profit or at a minimum break even. If profits are made they will either be reinvested to improve the facility and amenities or be used for the betterment of the Lions Bay community (as determined by Council).

The Village will subsidize the operation of the community hall should program revenues not be high enough in order to provide ongoing services to the community.

### 6.2 Facility & Privilege

#### Rental

The Community Hall is available for rent whenever there are no classes or events scheduled. The use of inventory as detailed (Appendix B) is included in the hall rental. Any group wanting to use the piano is responsible for having it tuned at their expense. Tuning must be done by a license piano tuner.

#### Who can rent the Hall?

Both residents and non-residents may rent the hall. Non-residents of Lions Bay are charged a 20% surcharge on the regular rental rates. The rental rates vary based on type of use (Appendix C). Minors may not use the hall without adult supervision (over 18 years). Teens may use the community facilities free of charge during regular office hours when there are no scheduled programs.

Maximum number of people allowed in community hall is 110 as specified by the Office of Fire Commissioner (notice is posted in the community hall).

#### What is required?

A damage/cleaning deposit of \$100 is required and is returned to the applicant after the event if no damage is incurred or extra cleaning required.

If alcohol is going to be served, the applicant must provide additional insurance as outlined in the Village's policy (Appendix D) which includes insuring the Village is named as insured.

#### Revocation of Privileges

The privilege of renting or use of the hall may be lost for abuse of the facility or inappropriate behavior as determined by the Council of Lions Bay.

### 6.3 Insurance & Liability

The Village is responsible for maintaining appropriate insurance coverage.

The following insurance coverage is currently provided (2005) (Appendix E):

- Tenant's liability of \$250,000
- General Liability of \$30 million
- Property Liability of \$583,495

### 6.4 Services Provided by the Office and Responsibilities of the renters

Although the community hall, including kitchen are cleaned by a contractor every other Thursday or more frequently if warranted, renters are responsible for cleaning up after their use. Renters must also take away any excess garbage that does not fit in the garbage can provided. The hall is checked periodically by Office staff to ensure that it is kept clean.

Supplies are replaced (toilet paper, paper towels and soap) when the need is brought to the attention of the Village Office by the cleaning contractor or users of the facility. Renters must report any damage or problems to the Village Office.

### 6.5 Accessing the Hall

Renters are responsible to obtain keys and sign them out prior to their event. Keys must be returned to the Village Office, if after hours, they can be put into the mail slot of the Village Office.

If an emergency arises and a key is required outside of office hours the user may call the Councilor whose name is posted on the office door or community hall door and go and pickup and return the key at his/her house.

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### List of Appendices

Appendix A	Terms of Reference of Recreation Committee
Appendix B	Inventory and community hall specifications (drawing)
Appendix C	Community Facility Rental Rates – 2005
Appendix D	Community Facility Rental Policy adopted February 17, 2003
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Appendix F	Cost of running the Community Hall
Appendix G	Community Facility Rental Application & Checklist – general
Appendix H	Community Facility Rental Application & Checklist – when alcohol is served
Appendix I	Release of Liability, Waiver of Claims and Indemnity Agreement
Appendix J	Community Facility Setup (details requests for setup by Works Dept.) A diagram is required if stage, tables and/or chairs are to be set up.
Appendix K	Checklist for damage/cleaning assessment for community facilities
Appendix L	Criminal record check
Appendix M	Attendee signup for class
Appendix N	Instructor/coordinator signup for class
Appendix O	Organization details of Recreation events

## **Appendix A**

### **Terms of Reference of Recreation Committee**



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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **RECREATION COMMITTEE TERMS OF REFERENCE**

#### ***AUTHORITY:***

The Recreation Committee operates under the authority of the Village of Lions Bay Council resolution dated April 14, 2003, within the terms of reference granted. The work of this committee is ongoing. The Recreation Committee is a working committee and activities require planning and commitments beyond regular meetings. All points of procedures not specifically provided for in these Terms of Reference shall be determined in accordance with the Village of Lions Bay's Procedural Bylaw No. 306.

#### ***PURPOSE:***

The purpose of the Recreation Committee is to plan, develop and administer recreational, community and cultural events and programs for the residents of Lions Bay within budgetary guidelines approved annually by Council; and to provide advise to Council on short term issues and long term planning related to recreation.

#### ***MEMBERSHIP:***

The Recreation Committee will consist of up to nine members who represent the community at large. One member will be appointed from Council. The Committee will be balanced with consideration given to a diversity of interests and positions on local issues. Each year, in December, a Chair will be elected by a majority vote of committee members. Two thirds of the number of persons appointed to the Recreation Committee constitutes a quorum.

#### **The Chair:**

- The Chair shall chair all regular and special meetings of the Committee.
- Any item referred to the Committee for consideration will be referred through the Chair.
- The Chair will make recommendations and report back to Council on behalf of the Committee.

#### **Term:**

- Members shall be appointed for 2-year terms.
- Four members will be initially appointed for a one-year term, and five members for a two-year term.

***SCOPE OF ACTIVITIES:***

The Recreation Committee shall:

- Develop a work plan complete with a schedule of events and programs, proposed budget and benchmarks annually by December 15<sup>th</sup> for the upcoming year.
- Develop and maintain an operations manual that provides details on the delivery of events and programs.
- Encourage the continuation and expansion of volunteerism in Lions Bay by involving community members in the planning, developing and holding of recreational, community and cultural events and programs pursuant to the annual work plan.
- Liaise with Village Office staff for the use of parks and facilities and assist with the administration of the Village's maintenance plan for parks and facilities.
- File annually by January 15<sup>th</sup> a financial statement setting out total revenues and expenditures for the previous year. Annual budget monies not used and any additional funds raised will be used specifically for community recreational purposes such as, but not limited to, enhancement of recreational equipment, facilities or events. The Recreation Committee will provide recommendations on the use of those funds.
- Liaise with Village Office staff for the application of relevant grants.

## **Appendix B**

### **Inventory and Community Hall Specifications**

**(drawing)**

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## Appendix B

### Inventory and Community Hall Specifications

#### Tables

- 3 plastic tables (approx 30" x 72")
- 3 wooden/metal tables (approx 30" x 72")
- 6 larger wooden tables previously used to cover windows (approx 48" x 96")
- 2 smaller wooden tables (approx 36" x 36").

#### Chairs

- 80 soft padded chairs
- 20 wooden chairs

#### Sound system

- CD player
- double cassette player
- microphones

#### Miscellaneous

- Plastic coffee cups
- Kitchen supplies including an assortment of cutlery, dishes, serving pieces
- Stove
- Microwave
- Fridge/Freezer
- Dishwasher
- Coffee pot (8-10 cup)
- Stage can be arranged in different configurations
- Auxiliary power supply
- Auxiliary lights

Outside Storage shed – wooden chairs and miscellaneous equipment and supplies

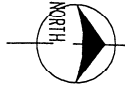
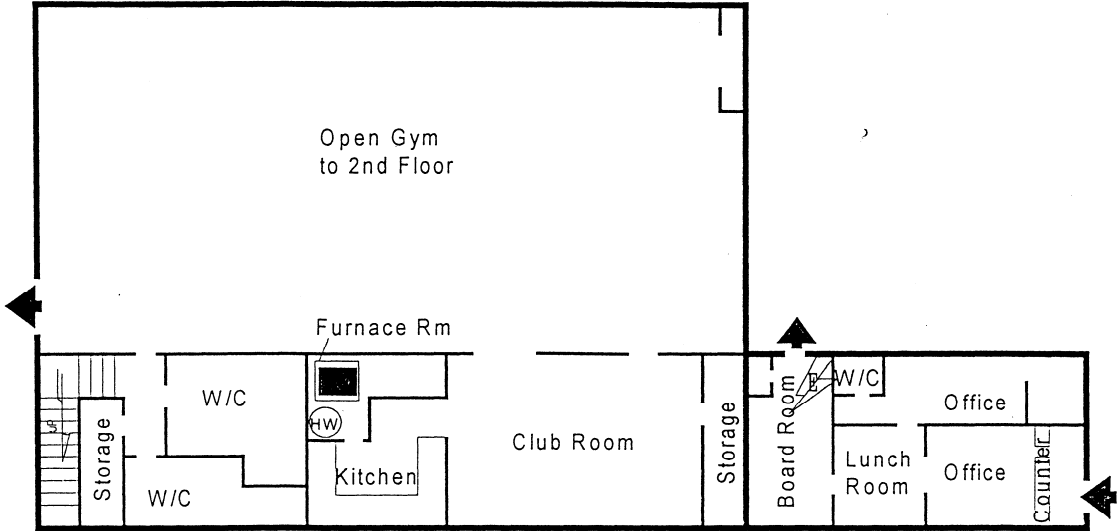



















Inside Storage room – padded chairs, some tables, stage, some equipment and supplies

Cupboards in inside storage –

Right: Recreation Committee - contains miscellaneous supplies.

Middle: Village Office

Left: contains speakers and sound system equipment

PRE-FIRE INSPECTION	<b>THE VILLAGE OF LIONS BAY, BC</b>								
Facility Name <b>Village of Lions Bay</b>									
Facility Address <b>400 Centre Avenue</b>									
									
<p><b>Legend</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"> Main Entrance</td> <td style="width: 30%;"> Furnace</td> </tr> <tr> <td> Exit</td> <td> Oil Tank</td> </tr> <tr> <td> Electrical Panel</td> <td> Electrical Meter</td> </tr> </table>				 Main Entrance	 Furnace	 Exit	 Oil Tank	 Electrical Panel	 Electrical Meter
 Main Entrance	 Furnace								
 Exit	 Oil Tank								
 Electrical Panel	 Electrical Meter								
	Area Protected <b>None</b>	Construction type <b>2-Storey</b>	Area (sq.ft)						
	Scale Not to scale	<b>FIRST FLOOR PLAN</b>							
		Date: Feb, 2001 LB-7100002 F1	GB						

## **Appendix C**

### **Community Facility Rental Rates - 2005**

## VILLAGE OF LIONS BAY COMMUNITY FACILITY RENTAL RATES - 2005

The following rates apply to residents of Lions Bay.  
*A SURCHARGE OF 20% APPLIES TO NON-RESIDENTS.*

A \$100.00 damage/cleaning deposit is required for Special Events or Meetings which may be refunded after approval by the Village Office and return of the keys.

A signed key holder agreement form is required for term users.

Any minors using the Community Hall must be supervised by an adult (i.e. 18 years of age or older)

1. **SPECIAL EVENTS:** including dances, parties, weddings, art shows, garage sales, etc.
 

Liquor	<b>\$ 150.00</b>
Non-Liquor	<b>\$ 100.00</b>
Children's parties	<b>\$ 40.00</b>
  
2. **MEETINGS:** including AGMs, workshops, etc.  
*\*if set up of tables, chairs & sound system is required an additional surcharge of \$100 will apply.*

Hall and kitchen	<b>\$ 75.00</b>
Kitchen only	<b>\$ 25.00</b>
Library-Upstairs meeting room	<b>\$ 25.00</b>
  
3. **PRIVATE PROGRAM ACTIVITIES:** including art, yoga & fitness classes, etc.
 

Per hour	<b>\$ 10.00</b>
Per session (max 4 hrs)	<b>\$ 40.00</b>
  
4. **COMMUNITY GROUPS:** including Monday Playgroup, Cubs/Scouts, or other regularly scheduled community group with open membership.  
 Approximately 4 to 10 hours per month.
 

Per month	<b>\$ 25.00</b>
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5. **CASUAL OR DROP-IN:** including one time use for recreation purposes, family use, unscheduled, not community sponsored
 

Per single use/Per hour	<b>\$ 10.00</b>
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6. **TEEN USE:** sign in and available during office hours only **Free**
  
7. **TABLE & CHAIR RENTAL:**

padded folding chairs	<b>\$ 1 per chair (minimum \$25)(\$50 damage deposit)</b>
tables	<b>\$ 10 per table (\$50 damage deposit)</b>
  
8. **SOUND SYSTEM:** included in hall rental but added to waiver form

## **Appendix D**

### **Community Facility Rental Policy**

**(adopted February 17, 2003)**

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## Village of Lions Bay

### Policy Statement

**Regarding:** Community Facility Rental  
**Presented:** February 17, 2003  
**Approved by Council:** February 17, 2003

#### Purpose

The purpose of the *Community Facility Rental* policy is to provide guidelines for the rental of the Lions Bay Community Hall and the Lions Bay Library Meeting Room according to the event descriptions and rental rates established by Council on December 16, 2002.

There will be additional requirements for rental of community facilities if alcohol is being served in those facilities.

#### Rental of Community Facilities – General

The applicant shall make application to the Village Office at least one week in advance of the event and provide the following:

- Completed Rental Application,
- Completed Release of Liability, Waiver of Claims and Indemnity Agreement,
- Payment of rental fee,
- Payment of damage / cleaning deposit, and
- Notice of any special requirements associated with facility rental including auxiliary power supply, sound system key, shed key, use of tables and chairs, etc. A set up charge of \$100 will apply if set up of tables and chairs by Village staff is required.

#### Rental of Community Facilities when alcohol is being served

The applicant shall make application to the Village at least two weeks in advance of the event, and provide the following at least one week in advance of the event:

- Letter from applicant to Village with details of event being held including number of guests expected and whether it is a public or private function. Approval will be given conditional on the Village receiving a copy of the Special Occasion License and a copy of the Serving It Right certificate.

#### *Process:*

- The Village provides the applicant with a letter of conditional approval from the Administrator to Squamish RCMP.

- The Applicant takes the completed Special Occasion License (obtained from BC Liquor Store) along with the letter of conditional approval and the name and certificate number of the person holding the Serving It Right certificate to the Squamish RCMP. The RCMP may charge an administration fee for the approval.
- Upon approval by the RCMP the applicant then will take the letter, Special Occasion License and Serving It Right information to any liquor store to purchase liquor. The fees for a Special Occasion License is \$25 for a private license and \$100 for a public license. When all relevant documentation has been received by the Village, final approval will be given by the Administrator.

***Relevant Information Required by Village for final approval:***

- Completed Rental Application,
- Completed Release of Liability, Waiver of Claims and Indemnity Agreement,
- Payment of rental fee,
- Payment of damage / cleaning deposit,
- Completed Certificate of Insurance naming the Village of Lions Bay, including elected officials, employees and agents as an additional insured for two million dollars insurance (\$2,000,000),
- Copy of Serving It Right certificate,
- Copy of Special Occasion License, and
- Notice of any special requirements associated with facility rental including auxiliary power supply, sound system key, shed key, use of tables and chairs, etc. A set up charge of \$100 will apply if set up of tables and chairs by Village staff is required.

**Refund of Damage Deposit**

Guidelines for Community Hall Use established by the Village will be adhered to and used to determine if a portion or all of the damage deposit should be retained by the Village to cover damage or cleaning costs. If damage occurs as a result of the event and exceeds the damage deposit, the applicant will be held responsible for additional costs at the discretion of the Village.

## **Appendix E**

### **Village of Lions Bay**

#### **Insurance Policy for Community Hall**

*Insert Insurance Policy here – page 1*

*Insert Insurance Policy here – page 2*

*Insert Insurance Policy here – page 3*

*Insert Insurance Policy here – page 4*

*(List of Community Hall User Groups)*

## **Appendix F**

### **Cost of Running the Community Hall**

## **Appendix F**

### **Cost of Running the Community Hall**

The annual cost of running the hall is \$22,172 (based on 2004 actuals)  
This works out to about \$17.73 per hour of use. The costs take into the account heating, cleaning, supplies & maintenance, insurance and depreciation.

## **Appendix G**

### **Community Facility Application & Checklist**

**(general)**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COMMUNITY FACILITY RENTAL APPLICATION & CHECKLIST (General)

Name of Applicant and Group: \_\_\_\_\_

Contact Name and Phone No.: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Admission to be charged: \_\_\_\_\_ Estimate # of participants: \_\_\_\_\_

Facility rented (hall & kitchen, kitchen, library): \_\_\_\_\_

<i>Relevant Documentation and Payments</i>	<i>Date Processed</i>
• Completed Community Facility Rental Application	_____
• Completed Release of Liability, Waiver of Claims & Indemnity Agreement	_____
• Rental Fee Amount: _____	_____
• Damage/Cleaning Deposit Amount: _____	_____
• Notice of special requirements including:	
- auxiliary power supply	_____
- sound system key	_____
- shed key	_____
- use of tables and chairs	_____
- set up of tables and chairs (\$100 extra charge)	_____

I have read the Community Facility Rental policy and the Release of Liability, Waiver of Claims and Indemnity Agreement and agree to the conditions stated in the Policy and Agreement.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:** Invoice Number: \_\_\_\_\_

Damage/Cleaning Deposit  
Amount Returned: \_\_\_\_\_ Date Returned: \_\_\_\_\_  
Extra charges: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Signature acknowledging return of damage/cleaning deposit: \_\_\_\_\_  
Remarks: \_\_\_\_\_

## **Appendix H**

### **Community Facility Application & Checklist**

**(when alcohol is being served)**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COMMUNITY FACILITY RENTAL APPLICATION & CHECKLIST
(Form used when alcohol is being served)

Name of Applicant and Group: \_\_\_\_\_

Contact Name and Phone No.: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Admission to be charged: \_\_\_\_\_ Estimate # of participants: \_\_\_\_\_

Facility rented (hall & kitchen, kitchen, library): \_\_\_\_\_

Relevant Documentation and Payments Date Processed

- Completed Community Facility Rental Application
Conditional approval letter to Squamish RCMP
Completed Release of Liability, Waiver of Claims & Indemnity Agreement
Rental Fee Amount:
Damage/Cleaning Deposit Amount:
Completed Certificate of Insurance (\$2 million)
Copy of Serve It Right certificate
Copy of Special Occasion license
Notice of special requirements including:
- auxiliary power supply
- sound system key
- shed key
- use of tables and chairs
- set up of tables and chairs (\$100 extra charge)

I have read the Community Facility Rental policy and the Release of Liability, Waiver of Claims and Indemnity Agreement and agree to the conditions stated in the Policy and Agreement.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: Invoice Number:
Damage/Cleaning Deposit Amount Returned:
Extra charges:
Signature acknowledging return of damage/cleaning deposit:
Remarks:

## **Appendix I**

### **Release of Liability, Waiver of Claims and Indemnity Agreement**

- 1. Community Facilities – buildings**
- 2. Community Facilities - parks**

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY  
AGREEMENT**

for inclusion in Special Events Agreement

**VILLAGE OF LIONS BAY**

The Applicant accepts, and In consideration of The Village of Lions Bay accepting my / our application for use of their facilities, as scheduled herein, (hereinafter referred to as "the facilities". I / we hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I / we have or may have in the future against The Village of Lions Bay and its elected officials including directors, officers, employees and representatives (all of whom are hereinafter collectively referred to as "the Releasees");
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I / we may suffer, or that my next of kin may suffer as a result of my / our use of or my / our presence on the facilities due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT OF BRITISH COLUMBIA, RS Chap. 303, 1979, ON THE PART OF THE RELEASEES:
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any damages to property of, or personal injury to, any third party, resulting from my / our use of the facilities; and
4. This agreement shall be effective and binding upon my / our heirs, next of kin, executors, administrators, assigns and representatives in the event of my / our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

Prior to the execution of this Agreement the Applicant will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence including \$2,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Applicant will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality ten (10) days prior to the execution of said agreement.

It is the **sole responsibility of the Applicant** to determine what additional insurance coverages, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

The Applicant understands and agrees that this Agreement may be revoked or canceled at any time with or without cause. The Municipality will make every reasonable attempt to provide a minimum of 48 hours notice of a cancellation to the Applicant.

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**The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.**

The Applicant, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Regulations referred to above and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organizations of the Terms and Regulations and Waiver and Indemnity Clause.

**I have read the above and fully understand the Terms and Regulations and the Waiver and Indemnity Clauses and will comply with said document.**

Signed and Witnessed this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Name & Address of Witness)

VILLAGE OF LIONS BAY

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT for inclusion in Special Events Agreement

The Applicant accepts, and In consideration of The Village of Lions Bay accepting my / our application for use of their facilities, as scheduled herein, (hereinafter referred to as "the facilities", I / we hereby agree as follows:

- 1. TO WAIVE ANY AND ALL CLAIMS that I / we have or may have in the future against The Village of Lions Bay and its elected officials including directors, officers, employees and representatives (all of whom are hereinafter collectively referred to as "the Releasees");
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I / we may suffer, or that my next of kin may suffer as a result of my / our use of or my / our presence on the facilities due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT OF BRITISH COLUMBIA, RS Chap. 303, 1979, ON THE PART OF THE RELEASEES:
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any damages to property of, or personal injury to, any third party, resulting from my / our use of the facilities; and
4. This agreement shall be effective and binding upon my / our heirs, next of kin, executors, administrators, assigns and representatives in the event of my / our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

It is the sole responsibility of the Applicant to determine what additional insurance coverages, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Applicant, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Regulations referred to above and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organizations of the Terms and Regulations and Waiver and Indemnity Clause.

I have read the above and fully understand the Terms and Regulations and the Waiver and Indemnity Clauses and will comply with said document.

Lions Bay Facility Used: (specify park, purpose, date and time of event)

Signed and Witnessed this \_\_\_ Day of \_\_\_\_\_, 2004

(Signature of Applicant)

(Print Name & Address of Applicant)

## **Appendix J**

### **Community Facility Setup**

**(details requests for setup by Works Dept.)**

**A diagram is required if stage, tables and/or chairs are to be set up.**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**COMMUNITY FACILITY SETUP**

Name of Applicant and Group: \_\_\_\_\_

Contact Name and Phone No.: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Facility rented (hall & kitchen, kitchen, library): \_\_\_\_\_

**SET UP**

Set up request to Works staff:

(provide diagram on back of sheet if necessary)

*Comments - For Office Use Only  
(completed)*

- auxiliary power supply set up	Y	N	_____
- sound system set up	Y	N	_____
- microphones set up	Y	N	_____
(specify): _____			
- tables and chairs set up	Y	N	_____
(specify): _____			
- stage set up	Y	N	_____
(specify): _____			
- stage lights set up	Y	N	_____
(specify): _____			

Date and time that community hall is to be set up by: \_\_\_\_\_

Other comments: \_\_\_\_\_

**CLEAN UP**

Clean up request to Works staff:

Date and time that community hall can be cleaned up after: \_\_\_\_\_

- garbage taken away	Y	N	_____
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Set up complete: \_\_\_\_\_ Date: \_\_\_\_\_

Clean up complete: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix K**

### **Checklist for damage/cleaning assessment for community facilities**

VILLAGE OF LIONS BAY
Checklist for Damage/Cleaning Assessment for Community Facilities

Date of Event: \_\_\_\_\_

Rented By: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Floor is dust mopped and spills are cleaned up with water and mild soap \_\_\_\_\_

Furnace thermostat is turned down to 10 degrees Centigrade \_\_\_\_\_

All dishes are washed and put away \_\_\_\_\_

All equipment, tables and chairs are returned to the appropriate storage \_\_\_\_\_

The sound system is turned off and cupboard locked \_\_\_\_\_

All lights are turned off \_\_\_\_\_

All doors are locked \_\_\_\_\_

Additional Damage or cleaning not specified above: \_\_\_\_\_

Any damage reported to the Village Office \_\_\_\_\_

Keys returned to Village Office \_\_\_\_\_

Date Assessed: \_\_\_\_\_

Assessed by: \_\_\_\_\_

Comments: Damage Deposit to be returned: \_\_\_\_\_

Damage Deposit not to be returned: \_\_\_\_\_

Additional Amount to be paid: \_\_\_\_\_

Approved: \_\_\_\_\_

## **Appendix L**

### **Criminal Record Check**

*Insert Criminal Record Check forms here*

## **Appendix M**

### **Attendee signup for class**



## **Appendix N**

**Instructor/coordinator signup for class**

*Insert Instructor/coordinator signup for class form here*

*(to be developed)*

## **Appendix O**

### **Organization Details for Recreation Events**

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## Organization Events for Recreation Events

**Event Name:** Dip and Dash

**When:** January 1 at 12 or 1pm

**Where:** Lions Bay Beach

**To do prior:** Set up bone fire, print certificates - pre-signed by mayor, buy hot chocolate, print waivers (signed by parents if they are minors), pre heat and open washrooms, call BC ambulance for standby, Mega Phone, Extra rubbish cans etc. Put notice in December Seagull, posters up Dec 15  
Coordinate with Anne & Chris Page

**On the day:** Set up registration area, complete a master list of registered participants.

**Post Event:** Seagull article, clean up

**Suggestions for Next Year:**

**Budget & Revenue:** \$50.00 Budget – Hot Chocolate and cups no revenue

### **Post event – notice in Seagull**

The tradition of the Sea Lion Dip & Dash started in 1996 as part of the Village's 25<sup>th</sup> anniversary celebrations. There were many community events that took place that year and our very own New Year's Day swim in chilly Howe Sound was the kick off. This year on January 1, when most of us needed a good reason to get up, approximately 100 people showed up on the Lions Bay Beach Park. It took that many people to coax 30 faithful bold swimmers to dash into the 5 degree Celsius water. Once back on land, the swimmers got to heat up with hot chocolate and a beautiful bonfire and show off their certificates of accomplishment. A big thanks go to Chris and Anne Page who organized the event as well as Ingrid Wray and family who helped with the registration & hot chocolate. It was the caring Lions Bay Works Crew that not only laid the bonfire to perfection but also heated up the bathrooms, so a hearty thanks from all the participants. Also we can not forget the BC Ambulance service that was there on standby to remind us how crazy we all are!

**Event Name:** Easter

**When:** Easter Sunday 10am

**Where:** Lions Bay Beach

**To do prior:** Find a person to be the Bunny, buy 2 boxes of bulk eggs, posters, seagull add prior, organize bathrooms to be open extra rubbish cans, Carmon Dickinson Balloons, 2 Tables, Colouring sheets.

**On the day:** Put up decorations and toss eggs, opening speech and start the hunt. Direct children to craft, ensure bunny circulates.

**Post Event:** Clean up and Seagull piece

**Suggestions for Next Year:**

**Budget & Revenue:** \$200.00 Eggs were \$130

**Event Name: Garden Show****When:** Last Saturday before Mothers Day 10am to 2pm**Where:** Lions Bay Hall**To do prior:** Send out donation request/participation letters in October to some for budget purposes, Pice tags, shopping for plants, High-noon Tea prep (planned for 100), set up the hall, arrange workshops, notice in Seagull, posters, get student volunteers.**On the day:**

Come and join us from 10:00 am - 2:00 pm at the village hall for the first annual Gardening Extravaganza. There will be a huge plant sale with great variety and quality including Caryopteris Worcherter Gold Leaved Bluebird's, Spiderwort Tradescanta Orsprey, Filipendula, hanging basket stuffers, wire basket frames and so much more. There will be workshops on hanging baskets, stained glass tile mosaics, (taught by Robin Buriak of Whistler's Lotus Art Supplies) and garden tealight torches. Speakers throughout the day include Tina Taylor of Lions Bay Garden Girlz, Shawn Michaels of Tip Top Tree Works, and the famous Rhododendron Society who will also be selling plants and there will be bird houses available to be made with proceeds to a charity. Best Yet bring your extra garden items to donate or swap at the tradeable table. If you make it for 11:30 there is a fine high tea with those perfect little triangle sandwiches and mini cakes and selection of world teas. The high tea is \$5 per person. Bring your family and friends and make this first annual spring event in Lions Bay a great success.

**Post Event:**

Cleanup, return plants

**Suggestions for Next Year:**

Get nursery to run plant sale

**Budget & Revenue:** Expensed 2226.94 Income 3616.39 Profit 1389.45

**Event Name: Dance Recital****2months prior**

Put notice in May Seagull and school newspapers for piano and voice student submission

Build participant list and recitals

Book Hall (beginning of year)

Get volunteers (MC, program, food, stage, decorating, clean-up)

Coordinate with dance teacher on requirements

Piano tuning?

Get parents email to circulate program prior for spelling of names.

**Thursday** - Works sets up stage for rehearsal and takes down next day, but leaves up lights. Program has been emailed to teachers and those parents that put their email down for proofing.

Mary Lee has got programs printed from office on Thursday

Carol Bajus will be coordinating students to announce next set.

**Saturday**

Buy flowers for teacher.

Men have been reminded to meet at 11:00 am for stage setup. David has key and layout.

Grace Sredzki will be at the hall at 1 pm to setup decorating, she will get key and return to David

Dress rehearsals start at 3pm, Laura has her key

Food & drinks people have been email reminded

Show starts at 6pm, intermission around 7 pm and ends 8 pm.

Take down of stage and cleanup will be asked of the parents by Carol after the show. The hall is booked Sunday so all needs to be good.

Drop off key at office

**Things to note**

Piano was professionally tuned, it's the big one, apparently it is the best one. There is a green wooden stage piece that fits in between it to raise the bench for kids. I was given stern warning about moving it about, be very delicate.

**Write-up in Seagull on event success.**

**Event Name: Canada Day Celebrations at Lions Bay July 1 - 11.00-1.00****TIMETABLE**Thursday June 30:

- Laura to pick up food and cakes
- Alison to get key for washroom at beach and pick up PA system
- Alison to check in with Lori re. works dept (flag/tables x 6/BBQ & propane/garbage bags/extension cord)

Friday July 1:

10.15 am

Volunteers and Rec Com members meet at beach to set up  
Student volunteer to dress as Lions Bay Mascot

11.15

Flag raised (by Louis) & singing national anthem (by ?)

11.20

Mayor Miller to MC the event:

- Give short speech as last term in office
- Introduce Joan MacIntyre, MLA
- Mayor to introduce award ceremony to begin:
  - Lyn to introduce the 'Curly Stewart Award'
  - ? to introduce student scholarship
  - Mayor to introduce 'Citizen of the Year Award'
- Mayor to introduce day's events:
  - Introduce the new Lions Bay mascot
  - Competitions: Two gift certificates to be awarded at 1pm ~ one for best dressed 'Canada Day' theme and one for sandcastle building.
  - Bouncy castle for children
  - Balloon animals & shapes
  - Face painting
  - Hot dogs & juice
- Mayor to introduce cake cutting:
  - ?ask Louis to make first cut!

11.45 am

Activities & competitions start & cake/hotdogs served.  
Rec Committee members can hand out Canada Day goodies.

12.30

Brigitta & Christie start judging for competitions Sandcastle building

1.00

Mayor Miller to announce winners of the competitions

- Best dressed 'Canada Day theme' ~ prize of gift certificate for General Store and photo in SeaGull
- Sandcastle ~ prize of gift certificate for

**Event Name:** Halloween

**When:** Friday before Halloween. 2-3 pm

**Where:** Village Hall

**To do prior:** Get candy come up with games, get music, and decorations

**On the day:**

Setup decorations, get kids going on crafts, and then games when everyone has arrived. Freeze dance to theme music is great. Spooky story at the end.

**Post Event:**

Cleanup follow-up in Seagull

**Suggestions for Next Year:**

More games

**Budget & Revenue:**

**Event Name: Santa Breakfast**

**When:** First or second weekend in December

**Where:** Village Hall

**To do prior:**

Get Santa volunteer, usually Michael Tickner. Get food for breakfast, posters, Seagull notice in November issue. Coordinate with Playschool.

**On the day:**

9:00 am setup

10:00 am pancake breakfast (pay \$5)

10:30 am Santa Arrives

Children get present from Santa and pictures. Also a craft table is setup for them while they wait.

**Post Event:**

**Suggestions for Next Year:**

Find a way to reduce waiting in the line for Santa

Budget & Revenue:

**Event Name: Lions Bay Christmas Craft Fair****When:** Saturday, December 11, 2004 - 10 am. until 4 pm.**Where:** Village Hall, 400 Centre Street, Lions Bay

**TO Do Prior:** Book event with Lions Bay Village Office to confirm date and fill out form. Decide whether you want only handcrafted items or not? Advertise for crafters in North Shore News, Squamish Chief Newspaper, Online with Sea to Sky Classifieds, Lions Bay Seagull, prepare flyer to go in Lions Bay mailboxes of event. Organize registration package you will mail out or have ready for pick up for crafters. Contact Mrs. D. to organize volunteer of students and outline what their duties will be. Once registration forms and payment received from crafters then map out plan of hall of where each table (crafter) will go. Make signs/posters of event and post around Lions Bay. If having a concession to purchase food/beverages before event and make sure you have a float ready. Make sure you have raffle tickets ready for the prize (on day of event go around to each crafter and ask if they would like to donate an item for our raffle). Organize parking at Lions Bay School - provide a taxi service for crafters.

**Night before event:** Get tables from firehall, storage room and chairs. Arrange tables/chairs according to plan. Get concession items ready. Post food concession menu & prices. Get raffle table ready. Get stereo ready for background music to set the holiday spirit.

**Day of event:** Provide each crafter with a coupon for a free beverage and doughnut while setting up.

**Suggestions for next year:** More signs and advertising. Possibly try workshops combined with crafters to raise attendance. Have registration and payment received early enough to avoid NSF cheques. Start at least 6 months in advance for planning craft fair.

**Budget & Revenues:** Rented 30 tables @ \$20. Raffle made \$140.50. Concession made \$101.10. Revenue was \$292.37.

**Additional Documents:** Registration Form, Exhibit Agreement, Information Sheet (when, where, time, set up times, take down, table dimensions and cost), and Mailout flyer.