

RMOW Venue Rental Guidelines and Procedures

Room Rental Fees

Detailed information about our hourly rental rates is available by contacting our Facility Coordinators.

All rentals are charged at hourly rates with a one hour minimum. Thereafter portions of hours are charged at a proportional rate (i.e. 30 minutes is charged at half the hourly rate). Some facilities require a three hour minimum booking for staffing purposes. We do not offer daily/weekly rates.

Additional Charges and Licensing

Additional charges and or licensing apply to the following;

- Staffing fees
- Cleaning
- Fencing (for events with alcohol)
- When music is played, Socan/Re:Sound fees will be charged.

Insurance

Comprehensive General Liability Insurance in the amount of Two Million Dollars (\$2,000,000) is required for all venue rentals with the RMOW.

You must have your own insurance and provide us with a copy of your insurance documentation prior to your booking. This documentation **MUST** list the **Resort Municipality of Whistler** as “additionally insured”, have “cross liability” included and include the address of our organization as a location covered under the insurance. For bookings conducted on **School District 48** property you must also include their details as above.

Liquor License

A Special Events Permit (SEP) permits the hosts to serve or sell liquor at an event in accordance with BC's liquor laws and regulations. Event hosts are considered liquor permittees and are responsible for the safety of their guests.

A complete copy of the laws that govern this license can be found [here](#) .

- The Licensee is required by law to obtain a Liquor License.
- The License must be prominently displayed, on the day of the event, in the area where liquor is served.
- The Licensee must supply the Event Coordinator with a copy of the liquor license one week prior to the event.

How to apply for a Special Event Permit

Please apply online at <https://justice.gov.bc.ca/lcrb/sep> .

Return the SEP application form, license fee and any attachments to the BC Liquor Store manager. It is strongly recommended you apply at least one month in advance of your event.

To fill out the form you will need the following information:

- Date and address of your event
- Copy of your Special Event Server (SES) certificate. (All paid or unpaid managers and all paid servers must obtain a SES certificate by the date of the event).
- Number of people attending
- Hours the event will operate
- Amount of alcohol you estimate will be required or sold
- RMOW (contract) - police department approval may be required

The Responsible Service BC beverage service program is designed to encourage a responsible approach to the service of alcohol. SES is a self-study program; the cost is \$20. Go to [Special Event Server Course | Responsible Service BC \(gov.bc.ca\)](#) .

Socan/Re:Sound Royalty Fees

Socan/Re:Sound is the Society of Composers, Authors and Music Publishers of Canada, a Canadian copyright collective that administers the performing rights of more than 90,000 members by licensing the use of their music in Canada. Socan collects license fees on their behalf and distributes royalties to them.

The RMOW will apply the appropriate Socan fees, as set out below, to your booking contract and forward payment to Socan on your behalf.

Capacity	Without Dancing (fee per event)	With Dancing (fee per event)
1-100	\$20	\$40
101- 300	\$30	\$50

Maintenance/cleaning Charges

- A minimum \$35 cleaning fee may be charged for small events
- A minimum of \$175 applies to events over 50 people that include food and alcohol.

Extra Fees

In the event that a booking goes beyond their booked times Licensees will be billed for staffing at overtime rates (1.5 per hour for each hour past their scheduled booked time).

Facility Rental Payment & Cancellation

- A booking will not be held without a deposit paid. If payment is not received by the due date set out in the contractual agreement, the contract shall be deemed “breached” by the Licensee and therefore RMOW reserves the right to terminate the booking and return the damage deposit to the Licensee (if applied).
- Full payment 4 weeks prior to the event date.
- Events that exceed the agreed end time set out in the contract will be charged for the additional usage of the room as well as overtime for staff required to stay passed scheduled time.
- The RMOW is not liable for any lost, stolen or damaged property belonging to the licensee or their guests.

Cancellation Policy

- All Venue Rental cancellations will be refunded in full (minus a 25% non-refundable fee) up to and including 14 days prior to the event date.
- Wedding and large events require 30 days written notice.
- In the event of an Emergency including but not limited to: Power Outage, Fire, Flood or Earthquake, where the RMOW is required to evacuate the building all Venue Rental bookings will be immediately cancelled, no exceptions and the Licensee will receive a full refund.

Damage Deposit

- Damage deposits may be required on rentals and are equal to 25% of the total booking cost. The damage deposit is due immediately along with a signed contract to reserve the room and will be held as a damage deposit.
- The damage deposit will cover the cost of: any additional maintenance required to handle insufficient cleaning and debris left in the room, repair or replacement for any damage to the room or equipment, excessive- noise or false alarms caused by the Licensee or their guests. The cost of damages will be deducted from the deposit, and any remaining amount will be refunded within 1 - 2 weeks after the event date.
- Events that exceed the agreed end time set out in the contract will be charged for the additional usage of the room as well as overtime for staff required to stay passed regular hours of operation.

Facility Rental Guidelines

- All Facility Rentals are subject to approval by the RMOW.
- All Facility Rentals are subject to cancellation at any time by RMOW. In the rare occasion this should occur, a full refund will be issued to the Licensee.
- Facility staff are responsible for: set up and take down of our chairs and tables as well as making sure the room is clean. Any additional event assistance is the responsibility of the Licensee.

- **Decorations:** rice, confetti (inside or outside of the RMOW facilities) and any other materials that will be applied to the walls, floors or ceilings this includes: nails, tape, glue, dance wax or sand are prohibited. Sticky Tac removable adhesive is acceptable
- **Signage** or advertisements placed inside or outside of the Facility must be approved by the Facility Booking Coordinator.
- **Children & Youth:** Facility bookings can only be made by an adult 19+ years of age. All child and youth events require adult supervision. Please contact the Facility Booking Coordinator for more information.
- **The Gymnasium** bookings include all sports equipment (discuss with the Booking Coordinator your sports requirements to see if we have it on hand).
- **Music:** functions with loud music may not be accepted during regular hours of operation if it will conflict with facility programming. Any music played during an event is subject to a Socan Royalty fee. See Facility Rental Fees & Licensing for more info.
- **Birthday Parties** for Children and Youth are bookable as a package for a minimum of three hours with gym and room options. No food can be consumed in the gymnasium so another room must be booked for this use.
- **Religion & Politics,** Individuals and their organization cannot “recruit” in public areas of the building.
- **Kitchens:** Cooking from scratch is not permitted in the kitchen. The Kitchen may be used for prepping, reheating and plating. The Licensee must provide their own: utensils, dishes and cleaning supplies. The Kitchen must be left as clean as it was found, including no food left in the refrigerator. An additional charge for cleaning will be deducted from the damage deposit for insufficient cleaning.
- **No Smoking** of any kind (including vaping) on Municipal and School District Property.
- **Sport Groups,** must have their own “ice packs” and first aid kits.
- **Emergencies** or accidents must be reported to the front desk immediately.

Licensee Responsibilities

- Be present at the event at all times.
- Report damage or spills to the Facility Attendant/Facility Booking Coordinator as soon as possible.
- Remove all equipment and personal belongings from the space at the end of the event including; food or beverages left in the refrigerator and empties.
- Ensure over-flow garbage is removed as well as all recycling. It is the Licensees responsibility to dispose of overflow garbage and recycling at the Whistler Recycling Depot located at Nesters and/or Function Junction.
- Ensure counters and tabletops and chairs are wiped clean.
- Leave the room in the same clean condition it was rented in.
- Notify the Facility Attendant/Facility Booking Coordinator when you are ready to leave. Staff may need to inspect the room with you to assess cleanliness and damage.