



City of Richmond
 Parks, Recreation and Culture
 6900 Minoru Boulevard
 Richmond, BC V6Y 3E3

Terra Nova Barn Rental Application Form

E-mail: rentals@richmond.ca Phone: (604) 233-33044

APPLICANT INFORMATION:

Date of Application:	Department/Group:
Contact Name:	Phone Number:
Address:	Postal Code:
E-mail:	

BOOKING INFORMATION:

Is the meeting/ event private or will it be open to the public? : <input type="checkbox"/> Private <input type="checkbox"/> Open	
Describe the nature of your meeting/ event? <i>(Depending on the response, staff should ask additional questions to ensure they have a thorough understanding of the nature of the meeting/ event.)</i>	
Are you planning to promote your meeting/ event to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Day(s) of Week: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Type of Booking: <input type="checkbox"/> one day <input type="checkbox"/> weekly <input type="checkbox"/> monthly	
Start Date:	Start Time:
End Date:	End Time:
Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Workshop <input type="checkbox"/> Program/Class <input type="checkbox"/> Event	
Estimated Attendance:	Will you be using the kitchen? <input type="checkbox"/> yes <input type="checkbox"/> no
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please select a Method of Payment: <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card (see next line)	
For credit card - please call rentals office at 604-233-3304 to provide your credit card information	
<p>I HAVE RECEIVED A COPY OF THE ‘TERMS AND CONDITIONS’ AND AGREE TO ABIDE BY THEM.</p> <p>_____</p> <p style="text-align: center;">Signature</p>	



City of Richmond
Parks, Recreation and Culture
6900 Minoru Blvd
Richmond, BC V6Y 3E3

Terra Nova Barn Rules and Conditions

ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS.

CAPACITY: The maximum number of people permitted in the building is 42.

FEE: Non-Profit Groups:
\$30.00 per hour (plus applicable taxes) for use of the kitchen & classroom

Commercial & Private Groups:
\$50.00 per hour (plus applicable taxes) for use of the kitchen & classroom.

The fee is due at time of booking. Cheques are made payable to 'The City of Richmond'. A \$39.00 fee will be charged for any NSF cheques.

DAMAGE DEPOSIT: A 50% damage deposit is required, due at time of booking. Monies will be deducted for any breakages, losses, or damages to the building, or if the rental contract start or end times are not adhered to.

TO CANCEL: No refund will be issued if less than 14 days notice is given. If more than 14 days notice is given a refund of 75% of the total rental fee will be returned to the renter upon receipt of written notice of the cancellation.

TO CONFIRM: Before a booking is confirmed, the Rentals Office must receive a copy of your signed application, insurance and full payment. If applicable, a copy of your liquor license, Food Safe certificate and temporary food permit will also be required.

INSURANCE: All groups must purchase and provide proof of liability insurance. Groups must forward a copy of the insurance certificate, which shows the type of insurance, the expiry date, the amount (minimum \$5,000,000) and a statement naming the 'City of Richmond' as additional insured.

LIQUOR LICENCE: The "applicant" shall not permit liquor, beer, or any other alcoholic beverages on or in the premises except with a valid permit under the BC Liquor Control and Licensing Act. The "applicant" must comply with the BC Liquor Control and Licensing Regulations. The permit must be displayed in a prominent place. Failure to provide this permit will result in immediate cancellation of your event, with no refund given. A copy of your liquor license must also be forwarded to the rentals office.

DECORATIONS: No decorations can be put on the walls.
All decorations must be removed by the end of your booking time.



Terra Nova Barn Rules and Conditions

KITCHEN:

- In order to use the kitchen, a person that holds a valid Food Safe certificate must be present at all times. Groups must submit a copy of the certificate, before the rental is confirmed. The kitchen must be maintained and cleaned according to the Food Safe standards. Failure to do so will result in additional charges.
- If you plan on selling or serving any food to the public at your event you will also need to apply for a temporary food permit.
- You must supply and remove all cooking utensils and supplies.

For information on Food Safe and temporary food permits please contact Vancouver Coastal Health (Richmond) at 604-233-3147. Information can also be found at <https://www.vch.ca/en/health-topics/food-safety>

END TIMES:

- Monday to Sunday rentals must finish by 10:00pm
The renter must have the hall cleaned and vacated by the end time on their contract.

UNAUTHORIZED USE:

The 'Applicant' shall not permit any persons, groups or organizations not named in their contract to use or occupy the premises without the City of Richmond's written consent.

LIABILITY:

The City of Richmond is not responsible for lost or stolen items.

SET-UP & CLEAN-UP:

All set-up and clean-up must be done by the renter.
Failure to do an adequate clean-up will result in additional charges.
The building must be left in the same state it was found or additional charges will occur.

TICKET SALES:

Ticket sales at the door during an event is strictly prohibited by the law (Liquor Act)

NOTES:

- The barn is located in a major community park. Activities may be occurring outside. Please be respectful to other park users.
- Parking is limited and is restricted to designated areas only.

RENTALS OFFICE:

Parks, Recreation and Culture
6900 Minoru Blvd
Richmond, BC, V6Y 3E3
Phone: (604) 233-3304
Email: rentals@richmond.ca

Mailing Address:
6911 No. 3 Road
Richmond, BC V6Y 2C1