



Policy Number: 2016-08

Date of Issue: April 19, 2016

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Motion Number: 2016 - 108

Policy Subject/Title: PEACE MEMORIAL MULTIPLEX FACILITY FEE STRUCTURE

Signature of Approval by Authorized Personnel:

Ed Chow, CAO

Supersedes: April 14th, 2014
Date of Last Update

Policy # 2014-05 Motion #2014-125
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to provide a fee structure for the Peace Memorial Multiplex facility.

PROCEDURES:

That effective September 1, 2016 the fees be as follows:

WINTER ICE RENTALS

1. Youth Groups (Minor Hockey, Figure Skating)

\$88.61/hour + GST

2. Adult Groups / Non-Local Youth

a) \$132.31/hour + GST 7:00 AM - 3:00 PM Monday – Friday

b) \$147.68/hour + GST After 3:00 PM Monday – Friday
All day Saturday & Sunday

3. Early Startup-Late Shutdown/Non-local Adult Groups \$187.88/hour + GST

The policy will be to keep youth rates to 60% of adult primetime rates.

USER ACCOUNTS

All users are responsible for paying their accounts in full within thirty (30) days of the Town's invoicing date. The Parks & Recreation Department may cancel facility bookings for user groups with past due accounts at their discretion.

SUMMER NON-ICE RENTALS

1. Commercial (Out of Town)

Full Facility	\$3,442.10/day + GST
Blue Rink	\$2,189.00/day + GST
Green Rink	\$1,927.57/day + GST

2. Not For Profit (Adult)

Full Facility	\$1,376.83/day + GST
Blue Rink	\$977.04/day + GST
Green Rink	\$846.93/day + GST
Setup	\$456.19/day / arena

3. Not For Profit (Youth)

Full Facility	\$688.42/day + GST
Blue Rink	\$488.52/day + GST
Green Rink	\$423.46/day + GST
Setup	\$228.09/day / arena

4. Special Event Hourly Rate (Commercial Excluded)

Blue Rink	\$102.64/hour + GST
12:30am – 2:00am	\$153.98/hour + GST
2:00am – 4:00am	\$307.93/hour + GST
Green Rink	\$88.98/hour + GST
12:30am – 2:00am	\$133.47/hour + GST
2:00am – 4:00am	\$266.94/hour + GST

5. Not-For Profit Hourly Rate (Lacrosse, Ball Hockey, etc.)

Adult	\$95.84/hour + GST
Youth	\$47.93/hour + GST

The policy will be to keep youth rates to 50% of adult primetime rates.

The Peace Memorial Multiplex will be closed no later than 4am daily.

Any group not falling into one of the above noted categories of the fee schedule will be subject to the rate specified by the Parks & Recreation Board.

A daily rental is defined as 7:00am – 12:30am the following calendar day. Additional charges will be levied for any use after 12:30am. Full facility rental includes both arena surfaces, dressing rooms, Royal Bank meeting room, upper Social area, and lobby. An arena rental includes the arena surface, the dressing rooms, and lobby. The setup charge is for a maximum of one day prior to and one day following the event. Any additional setup time beyond this scope will be charged at regular rates.

The facility for all ice and non-ice functions is provided on an "as is" basis and any group requiring special set-up requirements over and above what is normally provided shall be subject to the labour (\$31.50/man-hour + GST) and material

costs incurred by the Town if it is within their scope of work.

In order to use town facilities, all local schools agree to pay a fee which is calculated as 20-percent of the existing youth rate (where applicable). Access to the Communiplex pool, kitchen and use of theatre lighting are not covered by this fee. Where a youth rate is not available, the schools agree to pay 20-percent of the general public rate for each location. Set-up for activities provided under this policy must be carried out during the normal hours that the facility is staffed. Set-up time outside of these hours will be charged for based on youth rental rates. Bookings made and then not used by schools will be subject to regular rental rates, and schools will be considered a "regular weekly renter" under our cancellation policy, unless the reservation involves a large special event (i.e. graduation or conference).

For all rentals the Parks & Recreation Department Rental Contract must be completed, all special conditions met and the applicable fees plus damage deposit, if required, must be paid one week in advance of the rental date.

The Director of Parks & Recreation may require a damage deposit of \$1,000.00 for Commercial users and \$400.00 for all other groups at the time of booking.

The damage deposit will be refunded provided that the facility has been left clean, damage free, returned to its original condition and all requirements of the rental contract have been adhered to. Also, all material and equipment moved into the facility by the renter must have been removed at the end of the rental period.

Any charges over and above those specified in the rental contract will be deducted from the damage deposit at the discretion of the Parks & Recreation Department.

CANCELLATIONS – ALL FACILITIES

Regular Weekly Bookings - cancellations must be received at least forty-eight (48) hours in advance of the scheduled booking. Notification of cancellations within forty-eight (48) hours of the booking will be subject to payment of the full cost of the booking.

All Other Bookings (non-weekly reservations or stand-alone event bookings ~ i.e. tournaments, half/full day and/or multi-day events, etc.):

1. A cancellation fee (20%) of the total booking fee or \$15.00 ~ the greater of the two) will apply to all cancellations received a minimum of fourteen (14) days in advance of the booking.
2. Cancellation notification between thirteen (13) days and 48-hours of the booking, the renter will pay 50% of the full booking fee as agreed in the contract.
3. Cancellation notification less than 48-hours prior to the booking, or renters that are "no-shows" at the time of their event, will be required to make full payment for the booking fee as agreed in the contract.

All cancellations due to poor local weather conditions must be communicated with the Peace Memorial Multiplex staff at least one-hour prior to the commencement of the booking. If this occurs, and the staff person agrees with

the weather assessment, the renting group will not be subject to financial penalty. The final determination on whether or not this levy is applied will be made at the sole discretion of the Director of Parks and Recreation. When requested, all efforts will be made to reschedule the facility time at a later date.

CONCESSION

Monthly (September – March)	\$1,000.00 + GST
Daily (April – August)	\$83.54 + GST

SKATE SHARPENING ROOM

Monthly	\$325.48 + GST
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ROYAL BANK MEETING ROOM

Hourly	\$17.95 + GST
Tournaments & Special Events*	\$28.48/day + GST

(*This rate applies only when the Blue and/or Green rink are rented for a minimum of ten (10) hours).

SOCIAL AREA BETWEEN THE TWO RINKS

Hourly - 7:00am – 12:30am	\$30.70 + GST
Hourly – 12:30am – 2:00am	\$46.05 + GST
Hourly – 2:00am – 4:00am	\$92.12 + GST

Tournaments & Special Events* \$66.33/day + GST to 12:30am
(*This rate applies only when the Blue and/or Green rink are rented for a minimum of ten (10) hours).

LOBBY AREA

Hourly (east & west halves)	\$52.10 + GST
Hourly (east or west half)	\$26.09 + GST
Daily (east & west halves)	\$313.23 + GST
Daily (east or west half)	\$159.03 + GST

LOBBY UPPER CONCOURSE

Hourly	\$26.09 + GST
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EAST & WEST UNDEVELOPED AREAS

Monthly (September 17 th – March 31 st)	\$3,168.91 + GST
Hourly East (April 1 st – September 16 th)	\$24.84 + GST
Hourly West (April 1 st – September 16 th)	\$38.74 + GST

Note: The monthly fee for September will be determined by the point in time that we have consistent demand for ice time. We are anticipating this to occur 'typically' in mid September. If Minor Hockey does not require routine ice until the end of September, then the hourly charge may apply through the entire month.