



Green Space & Equipment Rental Application Package

#1 Village Square • P.O. Box 128 • Granisle, B.C. • V0J 1W0
250-697-2248 • (fax) 250-697-2306 • www.granisle.ca

Green Space & Equipment Price List

Available Green Space (free of charge)			
Granisle Memorial Park			
Tent Rentals			
Tent & Walls	First Day Rental	Each Additional Day	Weekly Rate
20'x20' Marquee Tent	\$200.00	\$40.00	\$300.00
20' Walls (3)	\$30.00 (each)	n/a	n/a
10'x10' Pop Up Tents (4)	\$75.00	\$15.00	\$112.50
10' Walls (4)	\$15.00 (each)	n/a	n/a
Table & Chair Rentals			
Tables & Chairs	First Day Rental	Each Additional Day	Weekly Rate
5' Round Tables (5)	\$10.00	\$8.00	\$15.00
8' Buffet Tables (2)	\$20.00	\$4.00	\$30.00
8' Decorated Head Tables (2)	\$20.00	\$4.00	\$30.00
30'' Round Guest Book Table (1)	\$10.00	\$8.00	\$15.00
White Chairs (48)	\$1.90 (each)	\$0.38 (each)	\$2.85 (each)
Cooking Accessories			
Accessory	First Day Rental	Each Additional Day	Weekly Rate
6' Steakmate Barbeque	\$200.00	\$40.00	\$300.00
Griddle (1)	\$18.00	\$3.60	\$27.00
Propane Tank (1)	\$25.00	\$5.00	\$37.50
White Table Cloths (10)	\$15.00	\$3.00	\$22.50
White Napkins (48)	\$0.75	\$0.15	\$1.13
Rental Packages			
Package	Includes		Price
Wedding Value Package	1 - 20'x20' Marquee Tent & 3 – Walls 5 - Round Tables 2 – 8' Decorated Head Tables 2 – 8' Buffet Tables 1 – 30'' Round Guest Book Table 48 – White Chairs 10 – White Table Cloths 48 – Napkins		10% Discount Package Price = \$600.48
Deluxe Wedding Package	1 - 20'x20' Marquee Tent & 3 – Walls 4 – 10'x10' Tents & 4 - Walls 5 -- Round Tables 2 – 8' Decorated Head Tables 2 – 8' Buffet Tables 1 – 30'' Round Guest Book Table 48 – White Chairs 10 – White Table Cloths 48 – Napkins		20% Discount Package Price = \$1061.92

Application

Applicant Information		
Organization Name:		
Contact Name:		
Mailing Address:		
City:	Postal Code:	
Phone Number:	Email:	
Event Details		
Date(s) of Event:		
Name of Event:		
Anticipated Attendance:		
Event Start Time:	Event End Time:	
Greenspace & Facility Rentals		
<input type="checkbox"/> Granisle Memorial Park		
Equipment Rentals (Fill in all that applies)		
Tents:	# of Each:	Office Use: Price
<input type="checkbox"/> 20'x20' Marquee Tent (1)		
<input type="checkbox"/> 20' Walls		
<input type="checkbox"/> 10'x10' Pop Up Tent (4)		
<input type="checkbox"/> 10' Walls		
Tables & Chairs		
<input type="checkbox"/> Round Tables (5)		
<input type="checkbox"/> 8' Buffet Tables (2)		
<input type="checkbox"/> 8' Decorated Head Tables (2)		
<input type="checkbox"/> 30" Round Guest Book Table (1)		
<input type="checkbox"/> White Chairs (48)		
<input type="checkbox"/> White Table Cloths (10)		
Accessories:		
<input type="checkbox"/> White Table Napkins (48)		
<input type="checkbox"/> 6' Steakmate Barbeque (1) with <input type="checkbox"/> Griddle (1) <input type="checkbox"/> Propane Tank (1)		
Packages		
<input type="checkbox"/> Wedding Value Package <input type="checkbox"/> Deluxe Wedding Package		
Damage Deposit		
A refundable damage deposit at a value of 50% of the total rental price will be required for all applications. Damage deposit is required to reserve your booking. Full payment of rental fees is due minimum two (2) working days prior to your event.		
Subtotal		
GST/PST (12%)		
TOTAL		

Insurance & Liability
Required Documents: <i>Copies sent to the Village Office</i>
<input type="checkbox"/> Proof of Insurance (minimum \$2 million Liability Insurance Policy)
<input type="checkbox"/> Northern Health Temporary Food Service Permit (<i>if applicable</i>)
<input type="checkbox"/> Temporary Liquor License (<i>if applicable</i>)
<input type="checkbox"/> Gaming License (<i>if applicable</i>)
<input type="checkbox"/> Village of Granisle Business License (<i>if applicable</i>)

Other Questions
Will the Park and bandstand area be closed to free use by public? (circle) YES or NO
Will the event require a water source? (circle) YES or NO
Will the event require garbage or recycling bins? (circle) YES or NO
Would you be interested in providing any photos of your event to the Village of Granisle and consenting their use for future promotional materials? (circle) YES or NO

Application Guidelines & Regulations

The Village of Granisle agrees to allow the use of the Granisle Memorial Park & Bandstand under the following conditions:

1. All rental equipment will be assembled and disassembled by Village of Granisle staff. Equipment will be set up **a minimum of 1 day** prior to event. Arrangements can be made with the Village Office to alter this set up time.
2. Obtain and maintain during the term of this event a comprehensive general liability insurance policy providing coverage of not less than \$2,000,000.00. A copy of such policy must be delivered to the Village Office **a minimum of ten (10) working days prior to the event.**
3. Ensure that all food vendors comply with Northern Health permitting processes and display Temporary Food Service Permit(s) on site. The Temporary Food Service Permit must be applied for directly to Northern Health **a minimum of ten (10) working days before the event.**
4. A copy of the Temporary Food Service Permit must be provided to the Village Office **a minimum of ten (10) working days prior to the date of use.**
5. If the event is making application for consumption of liquor, a copy of the Temporary Liquor License issued by the Liquor Control and Licensing Branch and must be provided to the Village Office **a minimum of ten (10) working days prior to the date of use.**
6. Ensure that any vendors selling goods have a valid Village of Granisle Business License as per the current Business License Bylaw.
7. Ensure that all attendees adhere strictly to all rules and regulations posted and/or included in this application and to advise all attendees accordingly.

8. The event shall not include any violence, crime or disorderly conduct and the applicant shall be bound by all applicable bylaws, rules and regulations of the Village as though the same rules and regulations were inserted in these guidelines and regulations.
9. No open flame or fires of any type are permitted at the Granisle Memorial Park.
10. If the applicant would like to set off fireworks they must attain a permit from the Granisle Fire Department as well as require one person who is administering the fireworks to have a Fireworks Operator Certificate.
11. As per the current Noise Control Bylaw, no noise will be permitted **after 11:00 pm**. Event organizers must ensure that any act or noise that may result from the event does not constitute a nuisance to the occupiers of any lands or premises adjoining or nearby the Granisle Memorial Park and Bandstand.
12. Overnight security may be arranged at an additional fee.
13. The contact person signing the Rental Agreement is responsible for all damages to the rental space and equipment and for ensuring clean-up is completed and doors locked.
14. All park property and natural park features must be left in a neat, clean, tidy and undamaged condition. Failure to do so may result in an additional fee being levied for maintenance and repair, over and above forfeiture of the damage deposit.
15. Should the security deposit be insufficient to cover the costs of repair or loss, the renter will be liable to the Village of Granisle for any additional costs.
16. The rental space will be inspected by an employee of the Village of Granisle before the security deposit is refunded.
17. All damages must be reported to the Village of Granisle on the first business day after the event.
18. Ensure collection of litter and recycling from the event site by making prior arrangements with the Village of Granisle.

By signing below, I acknowledge, understand, and will follow all the Guidelines and Regulations of the Granisle Green Space & Equipment Rental Application. I also agree to pay all fees and deposits due, as indicated above.

Applicant Name

Signature

Date

Green Space and Equipment Clean Up Guidelines

Please follow these minimum guidelines for post event cleaning of equipment and green space. Please ensure all equipment and green space is in the same condition as it was before it was rented.

1. All garbage and recycling cleared from ground and placed in the proper disposal receptacles.
 - a. (Garbage bin delivery and removal pick up may be arranged through the Village Office)
2. Wipe all tables and chairs with a cloth and warm water. Please ensure any food debris and stains are removed prior to leaving.
3. All linens must be folded neatly, unless large spills or damage has occurred, in which case please leave unfolded.
4. Unplug all electrical devices from the power source
5. Remove all tags and decorations from green space features (bandstand, pathways, flowers etc.) and equipment.
6. Leave tents, chairs, and tables and other equipment assembled. Village Staff will disassemble and remove all Village rental equipment after the event has taken place.
7. Barbeque and Griddle Cleaning:
 - a. Barbeque grates must be scrubbed down with a wire brush to remove all food and charred particles (cleans best when barbeque is still warm).
 - b. Spray grates with a light coat of vegetable oil to prevent rust.
 - c. Remove all food and charred particles from the lava rocks.
 - d. Griddle must be washed with soap and warm water, and then wiped dry.

Liability Insurance Purchase

Aside from the various temporary licenses that may be required for your event, the Village of Granisle requires all event space users to have purchased a minimum of a \$2,000,000 Liability Insurance Policy. There are two options for applicants purchasing liability insurance when hosting events on municipal property:

- 1. Applicants may purchase insurance for our specific venues through the Municipal Insurance Association of British Columbia (MIABC).**
 - a. Insurance can be purchased online allowing you to easily purchase liability at home or in our office.
 - b. The Village of Granisle is already a member of the MIABC thus all of its buildings and green spaces are already entered into the online insurance purchasing system.
 - c. The municipality will be automatically added as an additional insured and purchased Insurance Certificates are automatically sent to the municipality.
 - d. Cancellation notices will also automatically be sent to the Municipality as soon as you choose to cancel your policy.

- 2. Applicants may provide insurance from their own insurance company.**

Guidelines for All Policies:

1. A minimum of \$2,000,000 liability insurance policy is required for any event.
2. Applicants must provide proof of insurance 10 working days prior to the event.
3. All insurance policies will be endorsed to add the Village of Granisle as an additional insured, and to provide the Village with 5 day advance written notice of cancellation.
4. Any requirement by the Village as to the amount of insurance coverage does not constitute representation that the amount required is adequate. It is the responsibility of the applicant to obtain insurance in adequate forms and amounts.
5. All contractors will be required to provide liability insurance for their event.

We have provided a matrix (pg.8) to assist the Village of Granisle and its applicants with determining the minimum level of liability insurance required for an event taking place within the community. Minimum requirements may be modified at the discretion of the Village.

If you are interested in applying for insurance through MIABC, we have attached a user guide (pg.9) to make your purchase as easy as possible. If you have any questions or concerns please contact the Village Office by phone at 250-697-2248 or by email at

general@villageofgranisle.ca.

Insurance Matrix: Risk Rating

<u>Points</u>	<u>Minimum Liability Insurance</u>
1 – 5	\$2 million
6 – 8	\$3 million
9 – 12	\$5 million
13+	Please Speak to Village Staff

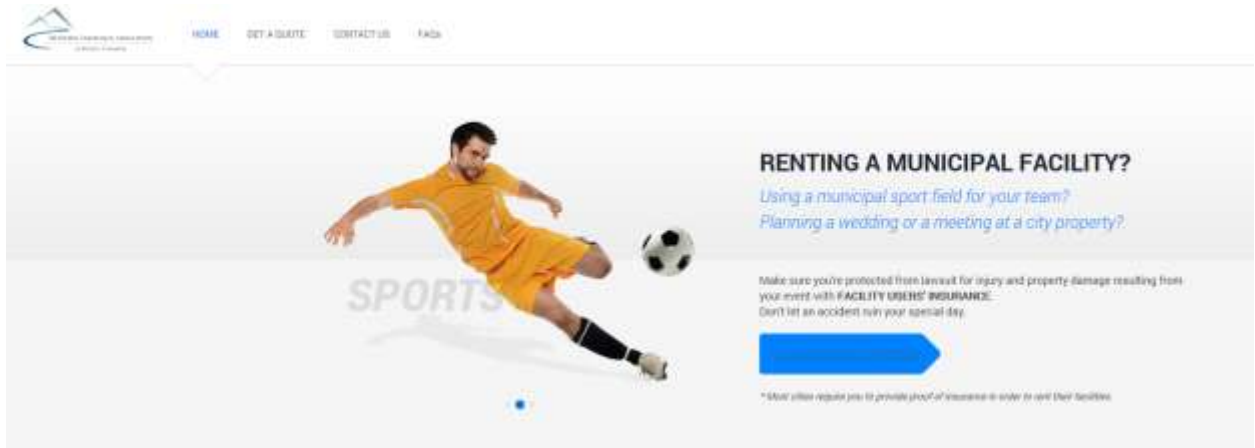
Risk Factors	Points
Additional Stage	1 point each
Alcohol Served	5 points
Animals	1 point
Attendance – maximum expected:	
1 – 300	1 point
301 – 2,000	2 points
2,001 – 10,000	3 points
10,001+	
Food	1 point
Neighbourhood Disruption	0 – 5 points (0 – no disruption/5 – riot)
People on roadway	1 point
Rides	2 points
Sport Activity:	
Non-contact (e.g. tennis)	1 point
Minor contact (e.g. basketball)	2 points
Contact (hockey, lacrosse)	3 points
Use of fire	2 points
*Vehicle involvement:	
Land	1 point
Water	3 points
Air	3 points
Other exposures:	
Beside roadway	2 points
Beside waterway or waterbody	3 points
TOTAL	

* Vehicle liability insurance also required if the applicant's vehicles will be used.

MIABC Liability Insurance

Step-by-Step Guide

1. Go to website: <https://bc.events.insure/>



2. Click "Click To Get Started"
3. Choose your City

The image shows a screenshot of the "Get a Quote" form on the MIABC website. At the top left, there is a breadcrumb trail: "Home > Get a Quote". Below this, the heading "Get a Quote" is displayed. The form is divided into four steps: 1. Location, 2. Type of Event, 3. Event Details, and 4. Quote. The "Location" step is currently active and highlighted with a blue bar. Below the step indicators, there is a prompt: "Start by picking the city where you'll be having your event:". Underneath this prompt, the label "City:" is followed by a dropdown menu with the text "Select a City...". Below the dropdown menu, there is a red asterisk and the text "* indicates required field". At the bottom right of the form, there is a blue button labeled "Next".

4. Choose your Venue then click “Next”

Home > Get a Quote

Get a Quote

1 Location 2 Type of Event 3 Event Details 4 Quote

Start by picking the city where you'll be having your event.

City *

Revelstoke

Now pick your venue from the list

Venue *

Select a Venue...

I can't find my venue

* Indicates required field

Next

5. Choose your Activity then click “Next”

Home > Get a Quote

Get a Quote

1 Location 2 Type of Event 3 Event Details 4 Quote

Pick your activity from the drop-down.

Activity *

Wedding

I can't find my activity

Thanks - now that we know where your event is taking place, and what you'll be doing, we just need to learn who is participating and how long your event will run. Let's continue - click the 'Next' button.

* Indicates required field

Back Next

6. Fill in your Event Details then click “Next”

Home > Get a Quote

Get a Quote

1 Location 2 Type of Event 3 Event Details 4 Quote

Please provide information about who is participating and how long your event will run.

Start Date *

MM / DD / YYYY

Duration (Days) *

1

Number of Occurrences *

1

Maximum Number of Participants *

ALCOHOL DISCLOSURE The presence of alcohol adds significant risk to events. It is important that you disclose the presence of any alcohol at your event(s). **FAA LIRE TO DO BY YOUR COVERAGE** Make sure participants have a way to get home safely: arrange for taxi and/or designated drivers in advance, provide accommodations, monitor alcohol consumption and make sure everyone has a great time at your event and more importantly, gets home safely.

Will Alcohol be Present/Served? *

Yes No

* Indicates required field

Back Next

7. Choose your Quote & select "Purchase"

Home > [Get a Quote](#)

Get a Quote

1 Location 2 Type of Event 3 Event Details 4 Quote

[Print](#)

My Quote Details

Name	Quote Number Events20202015	Quote Date Jun 22, 2015	Status Ready to Purchase
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Event Details

Start Date Jul 05, 2015	End Date Jul 06, 2015	Activity Wedding	Venue Centennial Park
Number of Occurrences 1	Maximum Number of Participants 40	Will Alcohol be Present/Served? No	

Coverage and Premium Options

Liability Limit \$2,000,000	Liability Limit \$3,000,000	Liability Limit \$5,000,000
Deductible - Bodily Injury: \$500 Deductible - Property Damage: \$500	Deductible - Bodily Injury: \$500 Deductible - Property Damage: \$500	Recommended for your best protection Deductible - Bodily Injury: \$500 Deductible - Property Damage: \$500
Premium Premium: \$60 Processing Fee (5%): \$3.00 Total: \$63.00	Premium Premium: \$73 Processing Fee (5%): \$3.60 Total: \$76.60	Premium Premium: \$90 Processing Fee (5%): \$4.50 Total: \$94.50
Cost per participant: \$1.58	Cost per participant: \$1.89	Cost per participant: \$2.26
Purchase	Purchase	Purchase

* Check the insurance section of your rental contract to contact your venue or municipality for the minimum limit required.
All references to coverage are subject to the terms, conditions, limitations and exclusions of the insurance policy you purchased. That policy, which incorporates your online application, forms the contract between you and the insurance company.

[Back](#) [Save my Quote](#) [Start Over](#)

8. In order to purchase you must "Sign Up". Once signed up you may use any major credit cards to make your purchase.

Home > [Sign Up](#)

Sign Up

1 Account 2 Confirm

Account

Email Address *

Password *

Confirm Password *

* indicates required field

Already signed up? [Click here to Sign In.](#)
Or use your favourite social provider

[Facebook](#) [Twitter](#) [LinkedIn](#) [Google+](#)

[Next](#)