

Name of person responsible for picking up and returning the keys: _____

Phone number: _____

Applicant Signature: _____ Date: _____

Witness (from the Village of Burns Lake): _____

cc: Village Public Works Department

FOR MUNICIPAL STAFF USE ONLY

Rental Approved By

Director of Public Works: _____

Date: _____

Director of Recreation Services: _____

Date: _____

Fees Waived as Per Waiver of Spirit Square Rental Fees Policy PR3

Chief Administrative Officer or Designate: _____

Date: _____

- Total fees and charges collected
- Damage and Key Deposit Received Cash Cheque
- Insurance purchased or copy of insurance coverage received
- Temporary Food Service Permit copies received *(if applicable)*
- Liquor License Copy received *(if applicable)*
- Rental date and time added to Spirit Square Book King Calendar *(include set-up time & special requirements)*
- Faxed to Burns Lake RCMP Detachment *(Fax #: 250-692-3869)*

Damage Deposit Return

Burns Lake Spirit Square grounds, equipment, and building were found to be in equal or better condition that which existed prior to the event.

Village Staff: _____

Date: _____

Key Deposit Return

All keys required for the use of the Burns Lake Spirit Square have been returned to the Village Office.

Keys Received By: _____

Date: _____

Insurance is required by all users of the Burns Lake Spirit Square (*purchased from the Village of Burns Lake or private insurance provider*).

Informal Fitness and Recreation Groups

Informal fitness and recreation groups who wish to use Spirit Square for programs or games must have their own insurance. There is no guarantee that the park will be available for use unless a rental agreement is entered into with the Village of Burns Lake and payment is received.

The Village of Burns Lake agrees to allow the use of the Burns Lake Spirit Square under the following conditions:

1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the Village of Burns Lake and all emergency service vehicles.
2. Provide all necessary policing, traffic controls, and necessary security on and around the site.
3. Ensure that all attendees adhere strictly to all rules and regulations posted and/or included in this application and to advise all attendees accordingly.
4. The applicants shall exercise the greatest care in the use and occupation of the Burns Lake Spirit Square and adjacent facilities and shall provide a competent and trustworthy adult who will personally undertake the responsibility for the due observance of the rules and regulations applicable to the Burns Lake Spirit Square.
5. Hold and save harmless the Village of Burns Lake from and against all claims and damages arising out of, or in any way connected with, the event.
6. 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, naming the Village of Burns Lake as an additional insured. A copy of such policy shall be delivered to the Village Office a **minimum of five (5) working days prior to the event.**
7. Maintain, and if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event within 48 hours of the completed event, to the satisfaction of the Village of Burns Lake. Failure to do so will result in forfeiture of damage deposit.
8. All damages must be reported to the Village of Burns Lake on the first business day after the event.

9. Ensure collection of litter from the event site, arranging with a waste disposal company for removal/dumping of bins following the event or make prior arrangements with the Village of Burns Lake Public Works Department.
10. Ensure that any vendors selling goods have a valid Village of Burns Lake Business License as per the current Business License Bylaw.
11. 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 twenty-one (21) days before the event**. You can obtain a copy of the Application for Permit at the Village Office.
12. A copy of the Temporary Food Service Permit must be provided to the Village **Office one (1) week prior to the date of use**.
13. 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 (applications can be obtained at the local BC Liquor Store) must be provided to the Village Office **one (1) week prior to the date of use**.
14. As per the current Anti-Noise Bylaw, no noise will be permitted **after 10:00 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 Burns Lake Spirit Square.
15. Late night events (attendance after 10:00 pm) are required to submit a plan that outlines security and safety.
16. No open flame or fires of any type are permitted at the Burns Lake Spirit Square, public beach area, or children's park.
17. All posters and signs must be removed from the Burns Lake Spirit Square area immediately following the event. Please do not post signs directly onto the wood surface of the Spirit Square entrance ways as it causes damage.
18. The Village of Burns Lake retains the right to waive any fees associated with the use of the Burns Lake Spirit Square in the case of Non-Profit events. Such waiving of fees will only be considered if all criteria listed in Village of Burns Lake Policy PR3 is met and upon receipt of a complete Spirit Square Non-Profit Use Policy Application **twenty-one (21) days prior to the event**. A copy of the Sprit Square Non-Profit Use Policy Application is available from the Village of Burns Lake Office.
19. Groups that have the fees waived are still required to provide proof of insurance or purchase Village of Burns Lake insurance for their event.

Applicant Signature: _____

Date: _____

Witness (for the Village of Burns Lake): _____



MUNICIPAL USERS
SHORT FORM INSURANCE APPLICATION
VILLAGE OF BURNS LAKE FACILITIES

Choose Facility

_____ Tom Forsyth Memorial Arena

_____ Burns Lake Spirit Square

1. Name: _____
2. Mailing Address: _____
3. Phone Number: _____ Cell Phone Number: _____
4. Describe the activity to be insured: _____
5. Number of Participants: _____
6. Age of Participants: _____
7. Date and time of event: _____
8. Effective Date of insurance: _____
9. Expiry Date of insurance: _____

Authorized Signature: _____

Date: _____

Amount Paid for insurance as per attached rate schedule \$ _____

MUNICIPAL USER LIABILITY INSURANCE POLICY
\$2,000,000.00 CGL

NON-SPORT ACTIVITIES (ONE DAY PERMITS)

1.	Theater	Up to 250 participants	\$35.00
2.	Theater	From 251-500 participants	\$60.00
3.	Theater	From 501-1000 participants	\$115.00
4.	Weddings	Up to 250 participants	\$60.00
5.	Weddings	From 251-500 participants	\$115.00
6.	Dances	Up to 250 participants	\$150.00
7.	Dances	From 251-500 participants	\$250.00
8.	Birthday Parties	(kids) Up to 25 participants	\$30.00
9.	Meeting	Room Rentals	
		1-100 Participants	1.50 per permit
		101-250 Participants	3.00 per permit
		251-500 Participants	6.00 per permit
10.	Festivals/Parades/Beer Gardens/Special Event		By quotation

\$2 Million Limit

One Day Use	\$45.00
Up to 6 times	\$75.00
Season (max 6 months)	\$150.00



The Corporation of
The Village of Burns Lake

It's Only Natural!

P.O. Box 570, Burns Lake, BC V0J 1E0
Phone: (250) 692-7587
Fax: (250) 692-3059
E-mail: village@burnslake.ca

PR3

Department: Parks and Recreation

Title: Waiver of Spirit Square Rental Fees Policy

Purpose: To establish guidelines regarding the rental of Spirit Square for Non-Profit Events

The Village of Burns Lake values and recognizes the role of non-profit groups, societies, and organizations within our community and endeavors to support them in a variety of ways. The Village of Burns Lake has identified the importance of providing support for community events that are held for the entertainment, cultural enrichment, and promotion of the arts in the Village of Burns Lake.

Requests to waive Burns Lake Spirit Square Rental fees and power use fees are to be approved by the Chief Administrative Officer or the Deputy Chief Administrative Officer of the Village of Burns Lake. Incomplete applications will not be considered and approval will be determined solely on the information provided on the application. Applications requesting a fee waiver must be completed and submitted to the Village of Burns Lake no later than twenty-one (21) days prior to the event.

Only events that are booked and reserved with the Village of Burns Lake will be considered for a fee waiver. Applicant organizations must meet the eligibility criteria stated in this policy.

Burns Lake Spirit Square rental includes use of the park area, the gazebo, the performance shelter, and access to power. Fees and charges associated with the rental of the Spirit Square Concession, the collapsible tents, the purchase of insurance, and the refundable damage and key deposit do not qualify to be waived under this policy.

Application Requirements:

Each applicant will be required to submit:

- 1) Complete Burns Lake Spirit Square Application for Use
- 2) Copies of Temporary Food Service Permit (if applicable to event)
- 3) Proof of insurance coverage or purchase insurance from the Village of Burns Lake
- 4) Provide \$500.00 damage deposit that will be refunded if no damages occur during the event
- 5) Provide \$25.00 key deposit that will be refunded upon return of all keys used for event

For an application to be accepted it must be complete and include the above attachments. Incomplete applications will be returned to the Organizer. The Organizer will then have five (5) working days to resubmit the required application materials, provided the application deadline has not lapsed.

Non-Profit Eligibility Criteria:

- 1) Not for profit organizations or registered societies may be eligible for fee waivers
- 2) Events held by the Burns Lake Band and members of the Burns Lake band are eligible for fee waivers to acknowledge their traditional territory

- 3) No gate admission fee is charged
- 4) The event must be open to the public and not exclude participants based on age, race, nationality, gender, sexuality, or disabilities
- 5) Event coordinators must demonstrate the ability to produce a well-planned, safe event
- 6) The event host must also agree to do the following:
 - a) Obtain all required permits, clearances, insurance, and event authorizations in a timely manner and provide copies of all related documents to the Village of Burns Lake one (1) week prior to the event date.
 - b) Acknowledge the support of the Village of Burns Lake where appropriate.

* Events that meet the above requirements but are unusual in nature may require Village of Burns Lake Council approval. |

Approved: | June 7, 2010 |

Amended: | [Click here to enter text.](#) |