

SALMON ARM RECREATION

Booking Guide

250.832.4044 www.salmonarmrecreation.ca



Table of Contents

Pool Rentals	pg3
Birthday Party Zone Pool Rental	pg3
Auditorium Rental	pg4
Auditorium Rental for Sport	pg6
Meeting Room Rentals	pg6
Field Rentals	pg7
Park Rentals	pg7



Private Pool Rental

Sunday Only
Minimum 2hours

Up to 80 people
\$229.30/hour + insurance

Up to 120 people
\$279.42/hour + insurance

Up to 160 people
\$3.23.54/hour + insurance

Private Pool Rental School Group (September- June)

Tuesdays and Thursdays
9am-12pm

Pool \$133.95/hour
Guard \$47.12/hour/guard

To book a private pool rental please contact Kiara, 250.832.4044 or kmaclaren@salmonarmrecreation.ca

Birthday Party Zone

The Party Zone allows you to bring in cake, food and beverages for your event.

\$34.00+pool admission/ guest
Birthday person FREE!

Party Zone Bookable Times:

Sunday	1:15-3:45pm
Monday	6:15-7:15pm
Tuesday	7:30-8:45pm
Wednesday	6:15-7:15pm
Thursday	7:45-8:45pm
Friday	2:15-3:45pm 6:30-8:45pm
Saturday	2:15-4:15pm 6:15-8:45pm

To book the party zone please contact Kiara, 250.832.4044 or kmaclaren@salmonarmrecreation.ca

Auditorium Rental Maximum Capacity 530 people

Basic Charges

Auditorium Daily Rental	\$905.58
Auditorium Hourly Rental	\$92.23
Refundable Damage Deposit	\$500-\$1000
SOCAN Fee (for any live or recorded music)	\$22-\$280
Cleaning Fee*	\$63.65/h (number of hours will depend on number of guests)
Board Room	Included with daily rental of the Auditorium

Extras

Podium/Microphone/Audio	\$40.33/day
Large Screen	\$73.75/day
Small Screen	\$33.94/day
Round tables	\$11.18/table/day
Long tables over 65	\$11.18/table/day
4-hour day before rental for set up by licensee	\$185.66(1/2 the hourly rate)
4-hour day after rental for tear down by licensee	\$185.66(1/2 the hourly rate)
SRS staff Set Up Service	\$238.70 +rental fee
SRS staff Tear Down Service	\$238.70 +rental fee

Daily Event Auditorium Rental is 8am-1am and includes:

- The auditorium
- Warming kitchen (no cooking or prep)
- Dishes and cutlery for up to 350
- Cup and Saucers for up to 350
- Rectangle tables up to 60
- Chairs up to 400.
- Boardroom

Hourly Auditorium Rental includes only the Auditorium space.

About Set up and Take Down

Set up and take down can be done by either the licensee or by SRS staff.

If done by the licensee, set up can be done the day before for a discounted hourly charge or the day of included in your daily rental. Takedown must be done the following day and will be an additional discounted hourly charge.

SRS staff can be hired to do the set up and take down of your event. Set up includes tables and chairs but does not include linens, place setting decorations or flowers etc. SRS staff take down requires that all decorations, rental equipment, linens, rental dishes and personal items be removed from the premises by 1am the night of the event.

No matter which option of set up and take down you choose, cleaning and disinfecting of the auditorium is done by the SAS staff.

Insurance

All events hosted at the Auditorium and Meeting Rooms require Insurance. If your organization has insurance, the City of Salmon Arm and Shuswap Recreation Society can be added to your current policy through 3rd party coverage and a copy of the policy must be provided to us. If your organization does not have insurance, we can provide it for you for a charge of \$20-\$160 per day depending on number of people, type of event and alcohol consumption. Events over 250 people must obtain their own insurance.

About the Kitchen:

Our kitchen is a warming kitchen only; it is not licensed for preparing food.

Equipment includes:

1. One convection oven
2. One conventional oven
3. An industrial dishwasher and sink
4. Ice Machine

The Caterer and/or one member of a potluck function are required to have a "Food Safe Certificate" and have the certificate at the Auditorium on the day of the event.

About Alcohol service:

1. It is the responsibility of the Licensee to obtain the appropriate Special Occasion License from the Liquor Control Board for the purchase of alcohol and permit for the auditorium. An electronic copy of that license must be emailed to us no less than 1 week prior to the event. This license must be posted on the day of the event.
2. All persons serving alcohol must have "Serving it Right" and must have a copy of this certification with them on the day of the event.

Note: We DO NOT have stem wear (wine glasses or champagne flutes) or glass wear.

The kitchen and bar must be returned to the condition in which you found it upon arrival. Dishes not properly washed will be re-washed by the SASCU Recreation Centre staff at a charge of \$50/hour rounded to the next hour. It is the responsibility of the Licensee to ensure any catering/bar tending companies hired, follow the cleanup requirements.

About your rental:

- All contractors including but not limited to DJ's, Bands, Bartenders, Caterers are the responsibility of the Licensee. Any damage or disputes caused by or to contractors is the responsibility of the Licensee. Contractors should go through the Licensee if they have special requirements and needs.
- \$500-\$1000 deposit is due upon booking and can be paid at the pool front desk with in one week of booking. New events may be asked to pay in full upon booking.
- WRITTEN CANCELLATION for partial day events or weekday events must be given a minimum of 30 days prior to the event. Failure to do so may result in forfeiture of deposit.
- FULL DAY event bookings held on a weekend must give 6 months written cancellation notice to receive a refund of the \$500.00-\$1000 damage deposit.
- Once booked you will receive a contract that includes very specific information about your rental. Please make sure to read and understand all items such as acceptable decorating practices and limitations.

- All Daily rentals are 8am to 1am the next day. All persons must vacate no later than 1am or will be charged the hourly rental rate rounding to the hour.

Auditorium Rental for Youth and Adult Sports

Basic Charges

Adult Sport(organization)	\$68.96/hour
Youth Sport(organization)	\$38.60/hour

Hourly Auditorium Rental for sports includes only the Auditorium space. Chairs, tables, use of the kitchen etc. are not included in this rental price.

Insurance

All rentals require Insurance. If your organization has insurance, the City of Salmon Arm and Shuswap Recreation Society can be added to your current policy through 3rd party coverage and a copy of the policy must be provided to us. If your organization does not have insurance, please contact our online provider at <https://eventpolicy.ca/>. Events over 250 people must obtain their own insurance.

Meeting Room Rentals

Basic Charges

Facility	Daily	Hourly	Capacity
Meeting Room 1	\$232.14	\$33.20	50
Meeting Room 2	\$162.90	\$23.27	40
Meeting Room 3	\$113.80	\$16.18	15
Board Room	\$113.80	\$16.18	15

Extras

Podium/Microphone/Audio	\$40.33/day
Large Screen	\$73.75/day
Small Screen	\$33.94/day

Insurance

All rentals require Insurance. If your organization has insurance, the City of Salmon Arm and Shuswap Recreation Society can be added to your current policy through 3rd party coverage and a copy of the policy must be provided to us. If your organization does not have insurance, please contact our online provider at <https://eventpolicy.ca/>. Events over 250 people must obtain their own insurance.

Field and Park Rentals

Field	Minor Hourly	Minor Daily	Adult Hourly (18+)	Adults Daily (18+)
Little Mountain Fields	\$7.39	\$78.61	\$23.56	\$110.40
Blackburn	\$7.39	\$78.61	\$23.56	\$110.40
Klahani	\$7.39	\$78.61	\$23.56	\$110.40
Canoe	\$7.39	\$78.61	\$23.56	\$110.40
Jackson	\$7.39	\$78.61	\$23.56	\$110.40
Senior Ball	Daytime \$17.88			

Extras

Lighting on Little Mountain 2 – \$15.05/hour

Park	Hourly	Daily
Marine Peace Park Gazebo	\$37.75	\$253.71
McGuire Lake Japanese Garden	\$37.75	\$253.71
McGuire Lake Picnic Tables	\$37.75	\$253.71
McGuire Lake Willow Trees	\$36.65	\$253.71
Canoe Picnic Area	\$37.75	\$253.71
Blackburn Park Gazebo	\$37.75	\$253.71

Please note: Parks remain public spaces during your rental.

Insurance

All rentals require Insurance. If your organization has insurance, the City of Salmon Arm and Shuswap Recreation Society can be added to your current policy through 3rd party coverage and a copy of the policy must be provided to us. If your organization does not have insurance, please contact our online provider at <https://eventpolicy.ca/>. Events over 250 people must obtain their own insurance.

To book a meeting room, auditorium, field or park, please contact Rebecca at rscott@salmonarmrecreation.ca or call 250.832.4044 ext. 202.

For ice rentals, indoor sports complex rentals and Little Mountain Field House rentals please contact Crystal at cdeboer@salmonarmrecreation.ca or call 250.832.4044 ext. 201.

*Prices are subject to change

Auditorium

