



# Lakeview Heights Hall Rental Rules & Regulations

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**860 Anders Road, West Kelowna B.C. V1Z 1J9**

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## Emergency:

- All fire exits to be kept clear at all times.
- At the beginning of your event, please familiarize yourself with all exits, location of fire extinguishers and alarm pull station.
- If you have an urgent matter, please use applicable After Hours call-out numbers posted in the kitchen. Always call 9-11 in case of an emergency.

## Chairs & Tables:

- All chairs, tables and equipment are to be set-up by the Renter and returned to the proper location after the function.
  - Rectangle tables folded flat and leaned against the wall
  - Chairs stacked on dollies against the wall
- All chairs, tables and should be cleaned and wiped down after use.

## Kitchen:

- The Kitchen is locked but key will be provided if you are paying to use the kitchen or to access the key for the outdoor refuse container.
- Bag and remove all garage, bottles, cans etc. and place in the garbage/recycling bins container **OUTSIDE- Key is located on the wall in the kitchen.**
- Kitchen is to be left clean and tidy - see [Kitchen Cleaning Procedures](#) for specific cleaning tasks to be completed at the end of your event.
- All broken dishes are to be reported to City Staff as soon as possible. Renter is responsible for all breakage and/or losses.
- If premises and/or kitchen and/or furniture are left in an untidy condition additional charges for cleaning will be charged.
- All fire suppression instructions in the kitchen must be read and followed closely by each user of the kitchen.

## Securing the Building:

- Allen key is to be used to keep the door unlocked while the building is in use. Make sure you use the Alley key to return the front door to the locked position before leaving the facility at the end of your booking.
- Ensure the entire building is secure before leaving - all doors must be locked, lights off and washrooms checked. Check that the doors are locked from the outside.

## Accessibility Ramp:

- Accessibility Ramp – no standing, drinking or smoking – not meant as a balcony.

## Smoking/Vaping:

- **SMOKING AND VAPING ON THE PREMISES IS STRICKLY PROHIBITED.**
- After the event a thorough search must be made in the immediate vicinity of the premises for cigarette butts and ash trays containing cigarette butts and ashes and they must be emptied into metal containers and otherwise safety disposed.

## Alcohol:

- If Alcohol is being served at your event:
  1. You must apply for a [BC Special Event Permit](#);
  2. Please notify CWK staff when making your booking and provide the office with a copy of your BC Special Event Permit prior to your event;

3. Please ensure that a copy of your BC Special Event Permit is posted.

#### Signs & Decorations:

- No pins, tacks, screws or staples are to be used on the walls, ceiling, lights or floors. **Painters tape is the only approved type of tape to be used to hang anything on the doors or walls, etc.** You may also tape or pin decorations on acoustic panels along the walls.
- All decorations must be removed after use.
- **NO HELIUM BALLOONS, CANDLES, CONFETTI, GLITTER, SPARKLERS, FOG MACHINES OR PYROTECHNICS** allowed (will set off security and fire system).

#### Insurance:

- A minimum \$2,000,000 general liability insurance is required for all rentals.
- Your event can be added to an existing policy by having the City of West Kelowna added as an additional insured and providing us with a copy.
- You may also purchase your event insurance online through MIABC. Visit [miabc.eventpolicy.ca](http://miabc.eventpolicy.ca) for more information.

#### Thermostats:

- There are two thermostats: one lower (at the front door) and one upper (in the main hall on the wall to the right).
- If the A/C or Heat is on sleep mode, just touch the screen of the lower thermostat and it should come on immediately.
- The upper thermostat is motion activated and should come on immediately once someone walks by.

#### Other

- Please make sure to take all of your belongings with you and ensure the building is left clean and ready for the next rental.
- Renters are only allowed into the community hall during the hours stated on your permit.
- The Applicant shall not allow any other person, group or organization not named in your permit to use or occupy the said premises without authorization from the City. **A business license or certificate of liability insurance may be required for supplementary services at an event. Ex. Food trucks, inflatables, tent rentals, and individual vendors selling products or services at the renter's event.**
- Rentals must be paid in full prior to the event.
- The City of West Kelowna assumes **NO** responsibility whatsoever for loss or damage to any personal property left on the premise.
- Renter and guests on the premises must obey and abide by all posted instructions.

**Renters must be cleaned up and out before 2:00 am**

**NO EXCEPTIONS – ALARM WILL SOUND.**

**(False Alarm Charges May Apply)**