



# Westbank Lions Community Centre

## Rental Rules & Regulations

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**2466 Main Street, West Kelowna B.C. V4T 1Z1**

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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, alarm pull stations and AED machine.
- If you have an urgent matter, please use applicable After Hours call-out numbers, posted at the exits & 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 stored under the stage on the 6 dollies (5 high).
  - Round tables stored on applicable carts in the storage room with access from Room B and Main Hallway.
  - Chairs loaded onto dollies (max 28 per dolly) and stored along South wall (under the windows) in the main hall, as well as some along the south walls in Room B & Room C.
- Tables and chairs are **NOT** to be dragged across the hardwood floors. Cost of repairs for damage to the floor will be charged back to the Renter.
- All chairs, tables and should be cleaned and wiped down after use.

### Signs & Decorations

- No tape is to be used on the hardwood floors. 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.** All hooks that are in the walls are to be left where they are and as they are.
- **NO HELIUM BALLOONS, CANDLES, CONFETTI, GLITTER, SPARKLERS, FOG MACHINES OR PYROTECHNICS** allowed (will set off security and fire system).

### Folding Walls

- **Folding Walls should only be opened / closed by City of West Kelowna staff.**
- Please do not lean anything up against the folding walls.

## Securing the Building

- Two alarm control panels are located inside the building – at each of exits:
  - Main Entrance: South Doors at the Ramp (West) entrance.
  - Secondary Entrance: Brown Road (East) entrance;
- Ensure the entire building is secure before leaving - all doors must be locked, lights off, washrooms checked and building alarm set if applicable (press & hold “away” button) upon leaving the building. Please make sure to physically check that the doors are locked before leaving. See the [Doors and Alarm Instructions](#) for more information.

## 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 dishes, pots, cutlery and glassware are to be washed and **LEFT OUT ON THE COUNTER** and spills on the floor swept and/or mopped.
- All broken dishes are to be reported to City Staff as soon as possible. Renter is responsible for all breakage and/or losses.
- Bag and remove all garbage, bottles, cans etc. and place in the garbage / recycling bins **OUTSIDE**. The Key for the garbage/recycling bins is on the wall in the kitchen, to the left of the exterior emergency exit door. **When you are finished depositing your items in the bins, please ensure the key is returned to the original location in the kitchen.**
- 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.

## Outdoor Cooking Requirements

- Anyone who needs to cook outside at the Westbank Lion’s Community Centre is required to notify staff in advance for approval and comply with all of the requirements outlined in the [Outdoor Cooking Requirements](#).

## Smoking/Vaping

- **SMOKING AND VAPING ON THE PREMISES IS STRICTLY 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 safely disposed.

## Thermostat

- The temperature in the building is pre-programmed and cannot be adjusted by renters.
- The ceiling fans in the main hall can be turned on to help circulate the air. The on/off switch for the fans is on wall of the stage.

### 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 in the bar area.

### 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.

### Lighting

- There are mini lights installed around the room in the Main Hall. Please do not remove these lights. Users are welcome to turn on the mini lights by plugging them into the plug-in located on the right hand side of the stage.
- The light switches for the Main Hall are located on the stage, next to the AV/Sound System panel – on the wall to the right at the top of the stage stairs. The light switches located on the stage include separate switches for the Main, Pot and Stage lights.

### AV/Sound System

- Microphones are available upon request.
- Renters are responsible for ensuring that all microphones are returned to their proper location after use.
- Please see AV/Sound System instructions for more details.

### 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)**