

NAME OR GROUP \_\_\_\_\_  
 APPROX. NUMBER OF PEOPLE ATTENDING EVENT \_\_\_\_\_  
 EVENT DATE \_\_\_\_\_

# PORT HARDY CIVIC CENTRE

7450 Columbia Street

## BOOKING FORM AND INFORMATION

We would like to welcome you and thank you for choosing the Civic Centre for your function. The following list is a basic rental charge for renting the facility. Any additional equipment or manpower you may require to assist you in making your event a success we would be please to advise you on cost and availability.

The Port Hardy Lions Club has a successful track record in helping you have a successful event.

Catering, Receptions, Registration, Public Relations, Accommodations, Entertainment, Exhibits and Exhibit Space, Companion's Programs, Weddings, Dances.

We would be pleased to help you with your event,

Dimensions

|  |                                    |
|--|------------------------------------|
| Island Copper Room (one side with stage) | 7100 sq. ft.                       |
| Ceiling Height                           | 23 ft.                             |
| Island Copper Room Closed Partition      | 3550 sq. ft. each side             |
| Kitchen                                  | 525 sq. ft.                        |
| Walk-in Cooler                           | 48 sq. ft.                         |
| Wet Bar                                  | 120 sq. ft.                        |
| B.C. Hydro Room                          | 215 sq. ft.                        |
| Stage                                    | 40 ft. x 20 ft.                    |
| Moveable Stage                           | 8 ft. x 16 ft. and 16 ft. x 24 ft. |

Island Copper Room: 110 and 220-Volt Elec.Outlets, Mood Lighting, Overhead Projector on 20ft. Screen In House Sound System, Full Stage Lighting, DJ Lighting, Full Professional Sound System for bands or concert. Stage Curtain and Curtain Wings, Overhead Stage Lighting, Internet service 500 Black Upholster Chairs, 50 - 6ft. Round Banquet Tables, 45 - 8ft. x 30'' Banquet tables, 6ft. X 30'' Banquet Tables, Facility Paging system, Graphics Paging and Commination System Full Commercial Kitchen, Walk-in Cooler, Large free Standing Cooler, 3 Stoves, 2 Fryers, 8 Pot Elements, 36'' Grill top. Industrial Dish Washer (Sorry no pots, pans or serving equipment)

**THIS FORM MUST BE FILLED OUT AND RETURNED 14  
 DAYS BEFORE EVENT**

## Civic Centre Room Rental

All Floor and Washrooms cleaning will be done by a Qualified Cleaner

All equipment in kitchen will be left in the same condition as when you arrived

Hall chairperson will inspect area before and after function to ensure cleaning is to an industry standard

**A CHARGE WILL BE LEVIED IF THIS IS NOT DONE**

**A DAY IS FROM 6 A.M. OF THE DAY TO 2 A.M. OF THE FOLLOWING DAY**

|   |          |       |
|---|----------|-------|
| 1 Island Copper Room (Friday, Saturday, Sunday)             | \$250.00 | _____ |
| 2 Island Copper Room (Monday, Tuesday, Wednesday, Thursday) | \$150.00 | _____ |
| 3 Half Section Island Copper Room (Fri., Sat., Sun.)        | \$200.00 | _____ |
| 4 Half Island Copper Room (Mon., Tues., Wed., There.)       | \$125.00 | _____ |
| 5 Island Copper Room per Hour                               | \$35.00  | _____ |
| 6 Island Copper Room all Weekend (Friday, Saturday, Sunday) | \$400.00 | _____ |
| 7 Island Copper Room all Week                               | \$600.00 | _____ |
| 8 B.C. Hydro Room Day                                       | \$75.00  | _____ |
| 9 BC Hydro Room per Hour                                    | \$15.00  | _____ |
| 10 Kitchen using cooking equipment                          | \$80.00  | _____ |
| 11 Kitchen for prepping food NO COOKING                     | \$50.00  | _____ |
| 12 Kitchen for storage area only                            | \$25.00  | _____ |
| 13 Wet Bar Ice Machine and Cooler                           | \$40.00  | _____ |
| 14 Wet Bar Storage only                                     | \$10.00  | _____ |

## **Labour per Hour per Person**

|                                      |         |       |
|--------------------------------------|---------|-------|
| 101 Cleaning all Areas               | \$25.00 | _____ |
| 102 Dishwasher                       | \$20.00 | _____ |
| 103 Set-up function per hour         | \$20.00 | _____ |
| 104 Clean Tables After Meal per hour | \$20.00 | _____ |
| 105 Bartenders (min. 2 people)       | \$20.00 | _____ |

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BEFORE EVENT**

## **Equipment Rental**

**ALL EQUIPMENT REMOVED FROM HALL WILL HAVE A 25%  
ADDITIONAL CHARGE**

## **Sound, Video Projection and Lighting Rentals**

|   |          |       |
|---|----------|-------|
| 201 In House PA System (Amp, CD. and 1 Mic.)                | \$25.00  | _____ |
| 202 Lions Sound System                                      | \$200.00 | _____ |
| 203 Lions Disco Lighting System                             | \$100.00 | _____ |
| 204 Lions Stage Lighting System                             | \$100.00 | _____ |
| 205 Additional Mic. (Each)                                  | \$10.00  | _____ |
| 206 In House digital video/data projector and 20 ft. screen | \$50.00  | _____ |
| 207 Portable digital video/data projector                   | \$40.00  | _____ |
| 208 VCR Machine   | \$15.00  | _____ |
| 209 DVD Machine   | \$15.00  | _____ |
| 210 6 ft. Screen  | \$15.00  | _____ |
| 211 8 ft. Screen  | \$15.00  | _____ |
| 212 9 ft. x 12 ft. projection screen                        | \$50.00  | _____ |
| 213 9 ft. Screen  | \$20.00  | _____ |
| 214 Wireless Microphone System                              | \$40.00  | _____ |

The sound system in the facility is of professional quality JBL and EV speakers, Shure and Audio Tech microphones, Soundcraft 24 console; QSC power amplifiers just to name some of the equipment the facility can provide.

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## **Bar Equipment Rentals**

### LCB Special Occasion License Policy

**Applicant is a member of the family or association hosting the event.**

Application for a SOL may be made at any government liquor store or LDB approved rural agency store not more than 60 days prior to the event. The store manager will provide the applicant with an application form, information materials and the “Serving It Right: the Responsible Beverage Service Program” course material, if required.

Where pre-approval is not required by the police in the jurisdiction of the event, the store manager must advise the police in that jurisdiction, prior to the event commencing, of the nature, time and place of the event. In certain special circumstances the general manager may return authority to approve or reject an application.

**Applicants should be aware that, if the proposed event is to take place in the Port Hardy Civic Center. Host Liquor Liability is required with the District of Port Hardy and Port Hardy Lions Club named as additional insured. We would require Liability Insurance on all Liquor in the facility and a copy of the Insurance for our files. The District of Port Hardy requires a minimum of \$5,000,000.00 coverage**

## **Bar Equipment Rentals**

**For your consideration the Port Hardy Lions Club would be pleased to operate the bar facility for your event. Please ask about this option it may save you money.**

|      |                            |         |       |
|------|----------------------------|---------|-------|
| 301. | Portable Bar               | \$10.00 | _____ |
| 302. | Pop Machine                | \$25.00 | _____ |
| 303. | Beer Machine               | \$25.00 | _____ |
| 304  | Liquor Dispenser Equipment | \$15.00 | _____ |
| 305  | Beer Pitcher               | \$1.00  | _____ |
| 306  | Wine Carafes Lt.           | \$1.00  | _____ |
| 307  | Wine Carafes ½ Lt.         | \$1.00  | _____ |

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|   |  |         |       |
|---|--|---------|-------|
| 308   | CO2 Bottle   | \$25.00 | _____ |
| 309   | Pop Tank   | \$25.00 | _____ |
| Coke _____ Sprite _____ Dirt Coke _____ Ginger Ale _____ Others _____ |  |         |       |
| 310   | Beer Translucent Cups per Sleeve                             | \$5.00  | _____ |
| 311   | Plastic Drink Cups per Sleeve                                | 4.00    | _____ |
| 312   | Plastic Shooter Cups per Sleeve                              | \$2.00  | _____ |
| 313   | Drink Tickets per Roll                                       | \$5.00  | _____ |
| 314   | Table Wine Corkage (HOST SUPPLIES)                           | \$2.00  | _____ |
| 315   | Plastic Wine Glasses per Sleeve                              | \$5.00  | _____ |
| 316   | Lions Club to Supply Table Wine                              | \$      | _____ |
| 317   | License & Host Liquor Liability Insurance (Lions Supply Bar) | \$      | _____ |

**LCB will not allow home made wine to be served at the same time  
as LCB products**

**When you fill out the application for Special Occasion License it  
states “ubrew/uvinand homemade wines or beers are not  
permitted at this event**

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## Table Setting Rentals

All table setting will be required to be cleaned and run through dishwasher in hall kitchen after event or a deposit for cleaning will be required.

Sorry there is no pots, pans or serving equipment in the kitchen.

|   |        |       |
|---|--------|-------|
| 401. Complete Setting                                 |        |       |
| 3 sizes of plates, glass, soup bowl, cup and flatware | \$1.50 | _____ |
| 402. Lunch Setting                                    |        |       |
| 2 sizes of plates (9" and 7"), cup and flatware       | \$1.00 | _____ |
| 403. Dinner Plate 10"                                 | \$0.50 | _____ |
| 404. Luncheon Plate 9"                                | \$0.50 | _____ |
| 405. Side Plate 7"                                    | \$0.25 | _____ |
| 406. Soup bowl  | \$0.25 | _____ |
| 407. Cup  | \$0.25 | _____ |
| 408. Water Glass                                      | \$0.25 | _____ |
| 409. Wine Glass                                       | \$0.25 | _____ |
| 410. Flatware   | \$0.50 | _____ |
| 411. Salt and Pepper                                  | \$0.25 | _____ |

## Linen and Table Coverings Rentals

(Replacement charges will apply for wax stains & burn holes)

|                              |         |       |
|------------------------------|---------|-------|
| 501. Round 60" Table clothes | \$7.00  | _____ |
| 503. Banquet 52" x 114"      | \$7.00  | _____ |
| 504. Skirting                | \$20.00 | _____ |
| 505. Napkins                 | \$0.75  | _____ |
| 506. Aprons                  | \$4.50  | _____ |

### **People sitting at a table**

**Round comfortable 8 people but you can fit 10 people**

**Banquet 8ft 4 people aside or 2 tables together 9 people aside**

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## **Tables and Chairs Rental**

(Chairs and tables are part of room rentals. This is for off-site rentals)

|                          |        |       |
|--------------------------|--------|-------|
| 601. Round               | \$6.00 | _____ |
| 602. Banquet 6 ft. x 30" | \$6.00 | _____ |
| 603. Banquet 8 ft x 30"  | \$6.00 | _____ |
| 604. Chair               | \$1.00 | _____ |

## **Food and Service Equipment Rentals**

|  |         |       |
|--|---------|-------|
| 701. Coffee Urn 100 cup                            | \$10.00 | _____ |
| 702. Coffee Machine 30 cup                         | \$10.00 | _____ |
| 703. Steam Table 5 inserts                         | \$25.00 | _____ |
| 704. Bus Carts                                     | \$1.00  | _____ |
| 705. Bus Pans                                      | \$1.00  | _____ |
| 706. Chaffer Hot Food Servicing Unit Includes Fuel | \$10.00 | _____ |



## Office Equipment Rentals

|                              |               |
|------------------------------|---------------|
| 801. 50" T.V.                | \$10.00 _____ |
| 802. 28" T.V.                | \$10.00 _____ |
| 805. Copy Machine            | \$25.00 _____ |
| 806. Copy Paper (500 Sheets) | \$10.00 _____ |
| 809. Flip Chart              | \$5.00 _____  |
| 810. White Board             | \$5.00 _____  |
| 811. Overhead Projector      | \$10.00 _____ |
| 812. Laser Pointer           | \$5.00 _____  |

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## Outside Equipment Rentals

**A charge will be required for Lions members to set-up tents**

|  |                           |                |
|--|---------------------------|----------------|
| 901. 20 ft. x 20 ft. Marquee Tent              | (we have 3 tents to rent) | \$150.00 _____ |
| 902. 20 ft. x 40 ft. or 2-20 ft. Marquee Tents |                           | \$250.00 _____ |
| 903 20 ft x 60 ft or 3 – 20ft Marquee Tents    |                           | \$350.00 _____ |
| 904. Grill and Propane Tank (full on return)   |                           | \$50.00 _____  |
| 905. Garbage Can                               |                           | \$1.00 _____   |
| 906 Portable Stage                             |                           | \$100.00 _____ |
| 907 10 ft. x 10 ft. Tent                       |                           | \$75.00 _____  |

### Tent Seating

|         | Capacities  | Standing<br>Cocktails | Seating<br>Theatre | Seating<br>Banquet | Wedding<br>Set-up |
|---------|-------------|-----------------------|--------------------|--------------------|-------------------|
| 20 x 20 | 400 sq. ft. | 75                    | 65                 | 40                 | 27                |
| 20 x 40 | 800 sq. ft. | 150                   | 130                | 80                 | 54                |
| 20 x 60 | 1200 sq.ft  | 225                   | 180                | 110                | 75                |

**MISC. RENTALS**

|                        |    |       |
|------------------------|----|-------|
| B1. Coffee             | \$ | _____ |
| B2. Coffee and Cookies | \$ | _____ |
| B3. Flowers            | \$ | _____ |

**Other Items you may require**

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## **Booking/Payment/Deposit**

All booking require a 50% deposit to secure rental. All rentals must be paid in full prior to event or equipment rental

## **Cancellations**

Room cancellations are permitted until 30 days prior to event with a 75% refund on deposit money. Cancellations after this date of the rental will lose full deposit.

Equipment cancellations are permitted until 5 days prior to event with a 75% refund of all deposit money. Cancellations after this date of the rental will lose full deposit.

## **Conditions under which the facility and equipment are rented**

Facility and equipment used at lessee's risk. We exercise precaution in keeping our facility and equipment in good condition. Conditions, which prevent satisfactory operation of the facility and equipment, do not relieve lessee of their responsibility for rental charges.

Lessee assumes all responsibility for rental while out of possession of lessor, and promises to look after the facility or equipment to the lessor in as good condition as it was at the effective date of the rental, natural wear from responsible use accepted. Lessee shall be liable for any loss, theft, damage or destruction of leased property.

All equipment lost or damaged beyond repair will be paid for by the lessee at the regular replacement price and all damaged equipment which may be repaired will be repaired by the lessor on return or completion of the event thereof and the cost for such repairs shall be paid by the lessee. Accrued rental charges can not be applied against the purchase price or cost of repairs of such damage or lost equipment. All cartage charges must be borne by lessee.

## **Delivery**

All deliveries or pick-up require 48 hours notice.

There will be an additional delivery charge Please ask about this.

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I agree that all charges for rental, damage, cleaning or material will be paid, and that all collection fees, attorney fees, court costs or any expense involved in the collection of these charges will be borne by me in the court of the county in which indebtedness is incurred.

Date \_\_\_\_\_  
Lessee Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Company or Origination \_\_\_\_\_  
Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Drivers License # \_\_\_\_\_

Phone number 250-949-8883    Fax. 250- 949-8873    Email [phlion1@gmail.com](mailto:phlion1@gmail.com)

**Delete all booking forms before this date MAY/15**  
**All Rentals Subject to Change with out Notice**

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