



Port Hardy Lions Club  
7450 Columbia Street | PO Box 368  
Port Hardy, BC V0N 2P0  
250.949.8883 | phlions1@gmail.com | Fax: 250.949.8873

For booking inquires, contact:  
Port Hardy Recreation  
250.949.6686 | recreation@porthardy.ca

**PORT HARDY CIVIC CENTRE RENTAL FORM**  
**FORM TO BE FILLED AND RETURNED 14 DAYS BEFORE EVENT**

**BOOKING FORM AND INFORMATION**

**EVENT DATE** \_\_\_\_\_ **EVENT TIME** \_\_\_\_\_  
**SET UP TIME** \_\_\_\_\_ **TEAR DOWN TIME** \_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_  
**Phone** \_\_\_\_\_ **Cell or Fax** \_\_\_\_\_  
**E-Mail** \_\_\_\_\_

**If requiring help with set-up, please see page 2**

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 assisting 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.



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**EQUIPMENT**

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 concerts. 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**)

**Civic Centre Room Rental**

All Floor and Washrooms cleaning will be done by a Qualified Cleaner  
 All equipment in the 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, or Sunday)	\$250.00	_____
2 Island Copper Room (Mon., Tues., Wed or, Thurs.)	\$150.00	_____
3 Half Section Island Copper Room (Fri., Sat. or, Sun.)	\$200.00	_____
4 Half Island Copper Room (Mon., Tues., Wed. or, Thurs.)	\$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	\$750.00	_____
8 B.C. Hydro Room Day	\$75.00	_____
9 BC Hydro Room per Hour	\$25.00	_____
10 Kitchen using cooking equipment	\$100.00	_____

**There will be an additional cost for cleaning if not done by caterer.**

11 Kitchen for prepping food NO COOKING	\$75.00	_____
12 Kitchen for storage area only	\$50.00	_____
13 Wet Bar Ice Machine and Cooler	\$50.00	_____
14 Wet Bar Storage only	\$20.00	_____

**Labour per hour per person (Recreation Staff – Need 2 Weeks' Notice)**

Set-up function per hour	\$30.00	_____
Tear down (tables, chairs )	\$30.00	_____



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**Equipment Rentals**

**ANY 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.)	\$50.00	_____
202 Sound System Professional Quality	\$200.00	_____
203 Disco Lighting System (We have a number of DJ lighting)	\$100.00	_____
204 Stage Lighting System	\$100.00	_____
205 Additional Mic. (Each)	\$10.00	_____
206 In House digital video/data projector and 20 ft. screen	\$75.00	_____
207 Portable digital video/data projector	\$60.00	_____
209 DVD Machine	\$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 just to name some of the equipment JBL and EV speakers, Shure, and Audio Tech microphones, Soundcraft 24 console; 32 crest century console QSC power amplifiers just to name some of the equipment the facility can provide.

**Bar Equipment Rentals**

Welcome to Special Event Permits Online Only

Special Event Permits (SEP) are available to event hosts who wish to provide temporary or infrequent liquor service at events such as family gatherings, private functions, community festivals and manufacturer tastings.

A Special Event Permit permits the host to serve or sell liquor at an event in accordance with BC’s liquor laws and regulations. Event hosts are considered liquor permittees and are responsible for the safety of their guests.

All individuals hosting or serving liquor at an SEP event – including family events - are required to complete a Responsible Beverage Service (RBS) training program.

- [A Special Event Server \(SES\)](#) certificate is required for all events under 500 guests.



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- [A Serving it Right \(SIR\)](#) certificate is required for events over 500 guests.

Don't have a certificate yet? You may still apply for an SEP; however, you cannot host your event until the course has been completed. Please note, anyone that holds a valid SIR certification does not need to take the SES program.

For more information about Special Event Permits, visit the [BC Liquor and Cannabis Regulation Branch website](#).

For more information about Responsible Beverage Service (RBS) training go to website

Donated Liquor at Charitable Events

Only charities and non-profit organizations hosting an event to raise funds for a charitable purpose may receive donated liquor from an agent or manufacturer. For more information on this process, please visit the Resources page on the Liquor Distribution Branch [Wholesale Operations website](#).

Who needs an SEP?

In British Columbia, a Special Event Permit is required for any event host planning to:

- Sell liquor at any location that is not licensed.
- Serve or sell liquor in a public space.

An SEP cannot be used to provide liquor sales or service for events at a private residence.

### APPLYING IS EASY

It's now completely online!

Simply sign in or create an account to begin. [SIGN IN /](#)

[CREATE AN ACCOUNT](#)

**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.**

**LCB will not allow homemade wine to be served at the same time as LCB products. When you fill out the application for Special Event Permit it states "U-brew/U-vin and homemade wines or beers are not permitted at this event"**



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**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	_____
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	_____
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 (Cost Plus)		_____
317. License & Host Liquor Liability Insurance (Lions Supply Bar)		_____

**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 are 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	_____



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**Linen and Table Coverings Rentals**

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

501. Round 60" Table clothes (White or Black or Navy Blue)	\$15.00	_____
503. Banquet 52" x 114" (White)	\$15.00	_____
504. Skirting (White or Navy Blue)	\$25.00	_____
505. Napkins (White)	\$2.00	_____
506. Aprons	\$4.50	_____

**People sitting at a table.**

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

**Banquet 8ft. 4 people a side or 2 tables together 9 people a side**

**Tables and Chairs Rental**

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

601. Round 6 ft.	\$6.00	_____
602. Banquet 6 ft. x 30"	\$6.00	_____
603. Banquet 8 ft x 30"	\$6.00	_____
604. Chair	\$1.50	_____

**Food and Service Equipment Rentals**

701. Large Coffee Maker	\$30.00	_____
702. Coffee Machine 30 cup	\$20.00	_____
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	\$15.00	_____
707. Large Hot Water maker	\$25.00	_____
708. Large Cooking Pot	\$10.00	_____
711. Popcorn Machine	\$50.00	_____

**Office Equipment Rentals**

809. Flip Chart	\$5.00	_____
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810. White Board	\$5.00	_____
811. 75 "TV	\$30.00	_____
812. Laser Pointer	\$5.00	_____

**Sandwiches from Mars Catering Available 250 949 6789**

**Outside Equipment Rentals**

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

901. 20 ft. x 20 ft. Marquee Tent ( <b>we have 3 tents to rent</b> )	\$250.00	_____
902. 20 ft. x 40 ft. or 2-20 ft. Marquee Tents	\$450.00	_____
903 20 ft x 60 ft or 3 – 20ft Marquee Tents	\$650.00	_____
904. Grill and Propane Tank (full on return) <b>(THERE WILL BE A \$100.00 DEPOSIT ON GRILL BEFORE GOING OUT, THIS IS TO ENSURE IT COMES BACK CLEAN)</b>	\$50.00	_____
905. Garbage Can	\$1.00	_____
906 Portable Stage per section	\$25.00	_____
910 10 ft. x 10 ft. Tent	\$100.00	_____

Tent Seating

	Capacities	Standing Cocktails	Seating Theatre	Seating Banquet	Wedding 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	See on site Catering	_____
B2. Soup, Sandwiches Cookies	See on site catering 250 949 6789	_____
B3. Flowers		_____

**Other Items you may require**

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**THIS FORM TO BE FILLED AND RETURNED 2 WEEKS BEFORE EVENT**

**Booking/Payment/Deposit**



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All bookings 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 the 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 the 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 the lessee.

**Delivery**

All deliveries or pick-ups require 48 hours’ notice.  
There will be an additional delivery charge. Please ask about this.

**All Rentals Subject to Change without Notice**

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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 \_\_\_\_\_  
Drivers License # \_\_\_\_\_  
Recreation Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Date emailed to Lions Club: \_\_\_\_\_





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For Office Use  
Who rental is for

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