

St. James Community Square Rental Rates and Conditions – effective April 1, 2020

*** Call St. James Community Square at (604) 739-9373 to discuss new COVID capacities for all Room Rentals***

ROOMS FOR RENT	Registered Non-Profit/Charitable Organization Rates:		Regular Rates		Other Fees: (applied to all rentals)		
	Days 6a.m.-6p.m.	Evenings 6p.m-11:30p.m. Maximum/Cap	Days 6a.m.- 6p.m.	Evenings 6p.m.- 11:30p.m. Maximum/Cap			
	per hour		per hour				
Hall Room 205** 4000 sq ft 227 licensed/364 unlicensed	Total: \$60 <i>Day</i>	\$81 <i>Evening</i>	\$550	Total: \$81 <i>Day</i>	\$106 <i>Evening</i>	\$850	Membership \$5.00
Room 104** 1438 sq ft 26' x 52' 116 licensed/146 unlicensed	Total: \$35 <i>Day</i>	\$46 <i>Evening</i>	\$325	Total: \$49 <i>Day</i>	\$58 <i>Evening</i>	\$425	Membership \$5.00
Room 120 715 sq ft 22' x 32' 55 licensed/88 unlicensed	Total: \$28 <i>Day</i>	\$31 <i>Evening</i>		Total: \$31 <i>Day</i>	\$35 <i>Evening</i>		Membership \$5.00
Room 101 550 sq ft, 22' x 23' 27 unlicensed	Total: \$21 <i>Day</i>	\$25 <i>Evening</i>		Total: \$23 <i>Day</i>	\$27 <i>Evening</i>		Membership \$5.00
Room 111 322 sq ft 14.5' x 23' 15 unlicensed	Total: \$18 <i>Day</i>	\$19 <i>Evening</i>		Total: \$19 <i>Day</i>	\$21 <i>Evening</i>		Membership \$5.00
Room 121 Daycare (adults only) 85 unlicensed	Total: \$18 <i>Day</i>	\$21 <i>Evening</i>		Total: \$20 <i>Day</i>	\$23 <i>Evening</i>		Membership \$5.00

*** If the Hall or Rm 104 are rented at Maximum rate, use of Rm 111 (kitchen) may be negotiated at a lower rate than posted above***

- **VYSO** flex rate for meetings = \$28.71 base rate + 8% increase = **\$31.01** for meetings where they will allow us to relocate them if necessary/they must be flexible.
- **Needs to be updated 2018 Rogue** flat rate for Hall = **\$320.91** base rate + \$2 per ticket that Rogue will charge and remit to our office.

Occupancy Load is the total number of people (staff, volunteers, performers, technicians & audience) *legally* permitted in a room. **This number must NOT be exceeded** - the fire department could shut the entire building down and if anyone were injured and the occupancy load had been exceeded the tenant would be held liable and insurance would be invalidated. The Occupancy Load is not necessarily the number of people that are practical or comfortable for a space as the type of activity and furniture being used dictate how many people can do floor work, dance or sit for a class or meeting (no one is going to be happy trying to have 146 people do yoga or dance in #104).

Additional fees/deposits and information:

- **\$5 annual membership** for each tenant group. Members will be notified of AGMs and special meetings and may vote.
- **Sign frames:** like key deposits, we must have a tenant's deposit if they wish to use a sign frame on the front lawn. We designate where the sign goes and we put the sign in using our rubber mallet. **The deposit is \$50.**
- **Panic Bar Cuffs:** \$50 deposit in addition to key security deposits.
- **Refundable Security Deposits:** Hall = \$400; #104 = \$200 for parties; other rooms \$50-\$100 (but the deposit must cover \$10 per key and more in case an alarm is tripped, furniture not put away properly, damage or excessive mess/clean up. If we loan out the overhead projector or have reason to agree to loan out a ladder, an additional \$300 security deposit is required per item. Any use of ladders also requires that the tenant have a certificate of insurance with St. James Community Square as "Additional Insured". Any group needing large numbers of keys for any reason must pay \$10 per key so use common sense and apply a basic \$50+ for the deposit we will hold against proper clean up, lock up, return of keys, etc.
- **SOCAN:** any bookings using recorded or live music are subject to SOCAN fee unless the tenant is able to provide the producer's or musician's SOCAN account number or that the music is unregistered or in the public domain. SOCAN fees under our tariff 21 are **\$10** to the tenant.
- **Round tables:** (all 6 tables locked by cable on the cart in the Hall) = \$10 per rental
- **Pianos:** \$15 per use or **\$25** per month for any tenant with more than one booking in a month or holding a key for ongoing piano use.

- **Sound and stage lights:** arranged through Rogue Folk Club. Contact Rob Nelson at 778-996-1146 or robjeri@telus.net to make arrangements. This service is billed through Rob Nelson.
- **Minimum booking between 6:30 a.m. and 6:00 p.m. is 1 hour between Monday-Friday.**
- **Minimum booking after 6:00 p.m. is 2 hours M-F and on weekends** for any ongoing booking if the tenant wishes to be guaranteed the space. With less than a 2 hour booking we reserve the right (as per the contract) to cancel one or more sessions on their contract, relocate the group to another room or adjust their times in order to accommodate other tenants that will book for 2 hours or more. If we are able to fit 2 short bookings (less than the minimum 2 hours) into a room on one evening, with the co-operation of both parties, then we are happy to facilitate this sort of arrangement but if one tenant leaves, the other tenant's tenure is jeopardized.
- **Non-profit rates:** to qualify for this rate we require a provincial society registration number or federal charitable registration number. Alternately the tenant may apply to the Board of Directors in writing for a reduction in rent or to have the rent waived.
- **Closing/end time:** event must end at 11:00 p.m. Sundays through Thursdays and 11:30 p.m. on Fridays and Saturdays. Additional tear down/move out time is provided for a small group of people.
- **Cushion between bookings:** in multipurpose rooms there is 15 minutes before a booking for set up and 15 minutes after a booking for putting away. This is provided at no charge to the tenant and will, usually, provide a 30 minute cushion between bookings. In the Hall the set up and take down time is 30 minutes at each end. If any tenant needs longer for set up or take down, the time will be added to their contract and must be paid for.
- **All ages/youth concerts and special events:** require some level of security that we will provide and the tenant will pay for. Security levels will depend on the type of event. This is mandatory. At the low end the security may be an Event Supervisor and at the higher end it may be standing guard service from our security company. What is required will be determined by the Site Manager.

Event Supervisor services: Event Supervision is required for weddings and all ages/youth related events. It is also recommended for all first time Hall tenants. The Event Supervisor will oversee the set up, operation, clean up and lock up the space and help to ensure that all St. James Community Square contractual requirements and guide lines are met. Having an Event Supervisor will reduce the likelihood that deductions will be made from the tenant's refundable security deposit due to any deficiencies and the Event Supervisor is also usually responsible for keys. The Event Supervisor does not do all the set up and clean up, but will guide the tenant's volunteer crew.

Event Supervisor Rates:

- **4 hour contract (plus 30 minutes at the beginning and end of contracted times) - \$140**
(covers 5 hours for Event Supervisor plus Event Supervisor Recruiter fees and WorkSafe payments).
- **6 hour contract (plus 30 minutes at the beginning and end of contracted times) - \$175**
(covers 7 hours for Event Supervisor plus Event Supervisor Recruiter fees and WorkSafe payments).
- **8 hour contract (plus 30 minutes at the beginning and end of contracted times) - \$220**
(covers 9 hours for Event Supervisor plus Event Supervisor Recruiter fees and WorkSafe payments).
- **If additional time is required to cover tenant set up and clean up time, the cost to the tenant is an additional \$25/hr**
(e.g.: 5 hour contract + set up and take down time = \$140 + \$25 for a total of \$165)