

## Host Your Private Function With Us!

Nestled in John Hendry Park with views of beautiful wildlife habitats, Trout Lake Community Centre offers bright and modern spaces to hold your next private event. Whether it is a birthday party, business meeting, corporate event, wedding or playing sports in our gymnasium with family and friends, we've got it!

**Deposit Fee & Payments** To confirm your booking, payment of the deposit fee or total payment is mandatory at the time of booking. Should there not be any damages to the rented room or additional charges that occur the deposit will be refunded within 30 days of your rental date. Full payment and signed rental agreement **MUST** be received no later than 30 days prior to the rental date. **(30 days notice required for refunds.)**

**Staffing Fee & Special Event Permit** All rentals will be subject to staffing charges. The staffing fee is \$25 per hour with a minimum 2 hour booking. The Rental Staff must also be scheduled 15 minutes before and after the start and end time of the rental. The number of staff is dependent on the size of the event. Any events with 100 guests or more in attendance and/or are serving alcohol are required to have two Rental Staff at minimum. A copy of the renters Special Event Permit is required 2 weeks before the rental date when serving alcohol during the event.

**Music Royalty Fees** When playing music at your event, the SOCAN (Society of Composers, Authors and Music Publishers of Canada) fee applies. This fee is required for any events that will play music (live or recorded) to account for any copyright fees. These fees are collected and remitted by Trout Lake Community Centre.

TROUT LAKE COMMUNITY CENTRE ROOM RENTAL INFORMATION					
Room Name	Maximum Capacity (Lecture)	Maximum Capacity (Reception)	Dimensions & Square Footage	Deposit Fee	Room Rate
Board Room	25	14	19x12 ft./230 sq. ft.	\$25	\$25/hr.
Maple Room	30	15	26X11 ft./285 sq. ft.	\$25	\$25/hr.
Lakewood Room	65	45	34X25 ft./1010 sq. ft.	\$100	\$45/hr.
Grandview Room	125	80	46X25 ft./1255 sq. ft.	\$200	\$65/hr.
Grandview/ Lakewood Room (Combined)	190	125	80X25 ft./2265 sq. ft.	\$300	\$110/hr.
Kitchen	8	N/A	15X21 ft./165 sq. ft.	N/A	\$25
Gymnasium (Full)	400	N/A	104X72 ft./7488 sq. ft.	N/A	\$75/hr.
Gym 2/3	240	N/A	57.5X72 ft./4140 sq. ft.	N/A	\$40/hr.
Gym 1/3	160	N/A	57.5X72 ft./4140 sq. ft.	N/A	\$35/hr.
Wedding rates are subject to a 10% increase and \$500 damage deposit is required. Film/ Movie rates apply, please contact the Rentals Department for rates. GST is not applicable to room, staffing and equipment charges					

### Important Information:

**Please note booking times include set up and clean up. No entry prior the the start of your rental time.**

- Use of the Kitchen is for warming and serving food only. No cooking allowed.
- All room rentals must host private functions only, the functions cannot be advertised and open to the public.
- We cannot host events that have the intention to generate revenue or charge for admission. This also includes fundraising activities and payment to a facilitator speaker at a workshop/seminar.
- Gym rentals are for approved sports activities only. Ball and floor hockey are not allowed. A Certificate of Insurance is required prior to the gym rental date(s)

For more information, please visit [www.eventpolicy.ca](http://www.eventpolicy.ca)

### Available Upon Request:

- 2.5' x 6' rectangular tables
- Chairs
- Sound System
- Wireless Microphone
- Podium
- Gym Score Clock (deposit required)

### Equipment Fees:

- 5' round tables - \$9/table
- LCD projector & screen - \$50

### Time to Say Good-Bye to Balloons!

Trout Lake is no longer allowing **ANY TYPE OF BALLOON**. Balloons are single use garbage and an environmental hazard.



## Make a reservation today!

To make a rental request or arrange a booking, please email [troutlakerental@vancouver.ca](mailto:troutlakerental@vancouver.ca). Please allow 3-5 business days to receive a response from the Rental Coordinator. Rental request must be submitted at least 7 days prior to your booking date. For more information, please visit [www.troutlakecc.com](http://www.troutlakecc.com)