



PARKS & LEISURE SERVICES POLICY & PROCEDURE MANUAL for RECREATION FACILITIES, SPORTSFIELDS AND PARKS

Philosophy & Mission

The City of Kelowna provides a variety of recreation, sport, and leisure services as a vehicle to achieve worthwhile and defined benefits for all individuals and for the community at large, and the level of community resources that the City of Kelowna dedicates towards these services should be directly related to the extent of the benefit to the community.

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Benefits to the community can be defined as activities that:

- Lead to individual growth or community development
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 - Enhance or support family life
 - Promote community spirit and pride
 - Enhance leadership qualities in individuals
 - Enhance or promote artistic and multi-cultural qualities
- Promote personal skill development especially related to sport, leisure and recreation activities
 - Enhance and promote gender equity
- Integrate persons with financial disadvantages and persons with disabilities

**Parkinson Recreation Centre Admissions
Effective April 1, 2001**

**General Recreation Buildings
Effective April 1, 2001**

***(Kelowna Community Theatre
To be revised)***

**Rutland Arena & Memorial Arena
Effective September 1, 2001**

**Director of Parks & Leisure Services
Recreation Services Manager
Civic Properties Manager
Parks Manager
Cultural Services Manager**

- **David Graham**
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CITY OF KELOWNA

Parks & Leisure Services Policies & Procedure Manual Recreation Facilities, Sportsfields & Parks

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GENERAL CONDITIONS FOR RENTAL OF CITY OF KELOWNA FACILITIES

1. All rental agreements to be documented with the standard contract form and invoiced accordingly.
2. Each rental agreement covers only the provision of the standard building, park or sportsfield site, with the normal maintenance staff.
3. Priority for use of limited "special event" equipment shall be given to non-profit community groups for organized community events, or to schools.
4. Chairs and Tables from the Memorial Arena only are available for rental.
5. Consumption of alcoholic beverages is strictly forbidden, with the exception of licenced functions. Licenced functions must be approved by the Director of Parks & Leisure Services or his designated authority before attaining a Liquor Permit from the RCMP or any other permit issuing agency.
6. NO SMOKING in any City facility, including all stadiums and any bleacher seating area in any City park or playing field.
7. Any renter of a facility will be responsible to ensure that no person violates the by-laws of the City of Kelowna, the laws of the Province of BC and/or the Statutes of Canada. Failure to comply will may result in refusal of future rental privileges of any City facility.
8. The personnel required to operate an event is the responsibility of the party renting the facility (ushers, doormen, ticket takers, security and the like). The type and number of personnel for any event must be sufficient to ensure that no person violates the laws of the Province of BC and/or the Statutes of Canada.
9. Any event going beyond the normal hours of our working schedule will be required to pay the additional labour costs at the applicable rate. Any requests for facility rentals on a Statutory Holiday will be considered on an individual basis. Generally, all facilities are closed on observed holidays, with few exceptions. For any special event on a Statutory Holiday, the City will reserve the right to charge for the extra labour costs involved at the applicable rate.
10. The City reserves the right to determine the amount, based on the nature and location of an event, and to require the posting of a performance bond and/or security deposit, notwithstanding statements contained within this directory specifying the usual security deposits required. The usual minimum is \$300 and the usual maximum is \$3,000. The security deposit will be returned (less the costs incurred for any and all damages which may occur, or for additional cleanup which may be required) following the post-event checklist certification by both the renter and the designated City Official.
11. The City of Kelowna agrees not to rent to any other party, the same facility for a similar commercial event, within a seven (7) day period of the event already contracted.
12. Entrance to the facility prior to the time stated on the contract can only be made with the express permission of the Director of Parks & Leisure Services or his designated authority.
13. The renter shall not permit over-crowding by spectators and/or participants in excess of the limits set by the Fire Commissioner, and shall not permit blocking of hallways, exits, etc. with equipment.
14. The renter shall be liable for any loss or damage and assume all risk for same, including injuries to any person arising out of the use of the facility, and shall be required to carry appropriate liability insurance as specified by the Director of Parks & Leisure Services. The renter agrees to save and hold the City of Kelowna harmless from and against any and all suits or claims alleging damage or injury (including death) to any person or property that may occur or that may be alleged to have occurred, in the course of the performance of the contract, whether such claims shall be made by the employee of the renter, or by a third person and whether or not it shall be claimed that the alleged damage or injury (including death) was caused through a wilful or negligent act or omission of the renter, his officer, servants, agents, or employees, and at its own expense, the renter shall defend any and all such actions and pay all legal charges, costs and expenses arising therefrom.

THIS CLAUSE MUST BE SIGNED OFF AND AGREED TO BY AN APPROVED SIGNING AUTHORITY BEFORE THE EVENT WILL BE ALLOWED TO PROCEED.

PAYMENT SCHEDULE - RENTAL FEES AND CHARGES (All rates in this document are subject to GST)

REFER TO SPECIFIC FACILITY FOR DETAILS AND VARYING REQUIREMENTS

15. Each charge must be paid prior to the event to validate the contract. All invoices must be paid fourteen (7) days prior to event.
16. Unless cancellation is made fourteen (14) days prior to an event full charges for the facility may be levied.
17. For rentals where the contract sum is \$500.00 or greater, tentative bookings must be confirmed within fourteen (14) days, at which time a rental deposit of 10% of the contract sum or \$125.00, whichever is greater, is required to hold the tentative contract.
18. For events where the contract sum is less than \$500.00, tentative bookings will only be made when the deposit amount of \$125.00, or the entire amount of the contract sum, when the amount is less than \$125.00, is paid.
19. Rental deposits are non-refundable and non-transferable.
20. Payment options include cash, cheque, Visa, MasterCard, Debit Card. At the discretion of the City, under specific conditions, post-dated cheques or automatic bank debit may also be considered. Post-dated cheques and automatic bank debits will be subject to service charges. The City reserves the right to demand prior payment of any charges at the time of signing the contract, which will apply in the case of most bookings received from distant points.
21. Performance Bonds and Security Deposits must be paid by cash, cheque, Visa, MasterCard or Debit Card, seven (7) days prior to event.
22. Rentals are subject to a two-hour minimum charge and a ten-hour maximum charge, with the exception of league play at arenas and sportsfields.
23. In the event of a rate change, the rate at the time of the rental will prevail.
24. Use of staffed facilities on Statutory Holidays shall be approved by the Director of Parks & Leisure Services or his designated authority. Hours of use on Statutory Holidays as well as hours extending beyond normal entry-exit times for an event will have an additional charge for staff overtime pay at the prevailing rate at the time of use. There shall be a minimum four (4) hour charge.
25. The City reserves the right to establish appropriate fees for use of City owned property notwithstanding fees as outlined in this Directory, should the nature of such use warrant alteration or addition.
26. NSF CHEQUES - Current Service Charge will be applied on all returned cheques.
27. Overdue accounts are subject to a 2% per month interest charge (26.86% per annum).
28. There shall be no bookings taken beyond two years (24 months) in the future.
29. The Tenant should refer to details as printed on the reverse side of the contract in respect to other terms and conditions.
30. Renter: means an individual person, and shall be construed as meaning the plural, feminine, masculine, body politic or corporate where the content requires.
31. Any organization being favoured with a Grant-In-Aid, or rent free usage of a facility, must also sign a contract for the facility in the usual manner, and the rental charges will be paid for with a journal entry, through the City Finance Department.
(Excerpt from Council Policy No. 58 – “Requests for grants for payment of rental charges will not be considered unless the organization can demonstrate that they are unable to raise funds to pay for rentals, and the use of the facility by the applicant serves a community need or purpose.

Requests for grants to pay for rental of community facilities will not be approved when the intent is to raise funds for a particular purpose and it can be reasonably assumed that the project can meet its expenses and will be profitable.

Requests for financial assistance and rental waivers will not be considered until after the event has taken place. Requests for financial assistance for rental waivers must then be accompanied by a financial accounting, which demonstrates a need, and forwarded to the Financial Services Department. Staff will prepare a recommendation for Council based on information provided.”

32. The Parks & Leisure Services Department participation in community events or programs will be determined by the Manager of Recreation Services. The decision will be based on the merits and community impact of the event and program.
33. First Aid is the responsibility of the user.
34. School rates apply during regular school hours, booked by the school as part of an approved school activity. School requests will be scheduled on a cost recovery basis. Also, High Schools holding graduation parties with the “DRY GRAD’ theme to eliminate the use of alcohol at these functions, will be scheduled on a cost recovery basis.

ARENA

GENERAL USE & ALLOCATION POLICY Philosophy & Mission

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The intent of this policy is to establish guidelines for the general use and allocation of arenas by the City of Kelowna Parks & Leisure Services Department.

1. General Use and Allocation Policy

KELOWNA MEMORIAL ARENA
1424 Ellis Street

RUTLAND ARENA
645 Dodd Road

- 1.1 The criteria used for the allocation of facilities are outlined in the Principles & Policies sections 7.2 and 7.3.
- 1.2 The City reserves the right to schedule both routine and special maintenance on all arenas, which may require the closure of arenas for the appropriate amount of time based on the maintenance application.
- 1.3 No Smoking in these buildings.
- 1.4 Consumption of alcoholic beverages is strictly forbidden, with the exception of licenced functions. Licenced functions must be approved by the Director of Parks & Leisure Services or designated authority before attaining a Liquor Permit from the RCMP or any other permit issuing agency.
 - Kelowna Memorial Arena
An "E" stadium liquor licence has been established with an approved contractor. Functions requesting liquor service are required to operate through the licenced concession contractor. Special occasion permits may be considered.
 - Rutland Arena
Consumption of alcoholic beverages is strictly forbidden, with the exception of licensed functions. Licensed functions must be approved by the Director of Parks & Leisure Services who will designate the specific area for consumption of liquor, before attaining a Liquor Permit from the R.C.M.P. or any other permit-issuing agency.
- 1.5 The renter shall strictly adhere to the Fire Inspectors regulations.
- 1.6 The renter shall not allow more people in the facility than specified as per building code.
- 1.7 Dressing rooms will be available to the renter one-half hour before and after a game or practice. Renters will be responsible for any damages. Minor groups must be supervised by a designated team official.
- 1.8 First Aid is the responsibility of the user.

- 1.9 All users must adhere to the Terms & Conditions as set out in the Facility/Parks Use Agreement/Invoice.
- 1.10 No user group may sub-rent the facility.
- 1.11 All Special Events use of electrical connections must be approved by City staff. Any additional connection requirements must be made by the Special Event organizer and all costs become their responsibility.
- 1.12 The renter is not permitted to install or use a closed circuit T.V. for commercial purposes in any part of this building.
- 1.13 The renter shall be liable for any damage to the building occurring as a result of his use during the renter's contract time.
- 1.14 No posters shall be posted without prior approval.
- 1.15 School rates apply during regular school hours booked by the school as part of an approved school activity.
- 1.16 Any renter of this facility will be responsible to ensure that no person violates the laws of the Province of BC and/or the Statutes of Canada. Failure to comply will result in refusal of future rental privileges of any City facility.
- 1.17 Any Renter or User Group using a City Facility not obeying the rules set out by the City of Kelowna will be denied usage for a minimum of one year.
- 1.18 Any Renter using the Arenas for merchandising must have a local business licence and an affiliation with a local firm. Exceptions may be permitted for non-profit sales such as club promotions, apparel, subject to approval by the Director of Parks & Leisure Services.
- 1.19 The Director of Parks & Leisure Services or designated authority reserves the right to approve, cancel, or deny any rental request in order to ensure appropriate schedule of activities at any City Facility as per Section 7. Principles & Policies
- 1.20 Capacity:

Kelowna Memorial Arena - ice surface - 80' x 190'

ice event - total capacity - 2,459 (600 standees); dry floor event - stands 1,859, floor 1,050 for a total of 2,909, floor only event - 1,050 (cabaret, etc.), 7 dressing rooms.

Rutland Arena - West - ice surface - 85' x 200'

1,000 seats in stands, 400 standees permitted. An additional 400 can go on the floor if ice surface is not used.

Rutland Arena - East - ice surface - 85' x 200'

heated seating for 200, 6 change rooms, capacity of 380 for dry floor events only in conjunction with events in the west arena.

Total capacity for both west and east arenas is 1,960.

2. Payment of Fees and Charges

2.1 REGULAR SEASON – September – April

LEAGUES AND ASSOCIATIONS:

Recreation Hockey Leagues are to pay monthly in advance of use. Payment of fees shall be due seven (7) days in advance of the first date of play in each month.

Note: As groups become organized during the month of September arrangements can be made for September's payment to be made at the end of the month.

Associations such as Minor Hockey, Figure Skating, Ringette, Speed Skating and Schools will pay within thirty days of every month end, in accordance with the payment schedule contained within the Facility Rental Contract. Recreation Hockey will be prepaid at the time of booking ice time.

Rates for use of arenas for junior hockey will be dealt with through a Facility Rental Contract for booking of ice time.

Special events throughout the winter, such as Ice Carnivals, Minor Association Major Tournaments, etc. will be contracted separately from their regular booking contract through a separate Facility Rental Contract.

Payment by casual users are due in advance of use. No exceptions.

All bookings are subject to a 10% (minimum \$125.00 or full rental fee, whichever is greater) cancellation fee.

2.2 SUMMER SEASON – May - August

APPLICABLE TO ALL GROUPS

25% (non-refundable) of the total rental fee upon confirmation of ice availability by the City.

Total balance due thirty (30) days in advance of rental date.

2.3 MAJOR TOURNAMENTS / SPECIAL EVENTS

Charges for major tournament or other special events during the regular season must be paid on the basis of:

25% (non-refundable) of the total rental fee upon confirmation by the City on the allocation of the arena for the event, FOR FIRST TIME RENTERS

10% (non-refundable) of the total rental fee upon confirmation by the City on the allocation of the arena for the event, FOR ESTABLISHED RENTERS

Balance of rental fee paid seven (7) days in advance of the first date of use.

Security (damage) deposits, performance bonds must be paid by cash, cheque, Visa, MasterCard or Debit Card, seven (7) days prior to event

3. Cancellation of Arena Bookings

Cancellations of ice during the regular season must be made ten (10) days in advance of the rental date(s) or full charges will apply. Some exceptions may apply during end of season events, playoffs, or if ice is then rented by another user.

Cancellation for Major Tournaments or Special Event rentals must be made thirty (30) days in advance or full charges will apply.

Cancellation of ice during the summer season must be made thirty (30) days in advance or charges will apply.

4. Definitions

For the purposes of this Policy, the following definitions will be used:

Casual User – “occasional” renter – does not use a regularly scheduled time slot throughout season

Commercial Organization – an organization which operates on a for profit basis

Community Event – rental of time to community groups for non-profit community activities

Historical User - An existing minor sport association, adult group, special event which has been on-going for more than three years retains its annual time allocation.

Minor Sport Organization - a recognized Kelowna Minor Sport Association or an association whose primary purpose is for activities for children and youth (aged 18 & under), and who are registered non-profit societies, and that are volunteer based.

Private/Recreation Group/Adult Sport Organization - groups whose majority membership consists of adults or minors that are not minor sport organizations; such as recreational, fun league adult hockey, roller hockey, lacrosse.

Special Event - an organized event, such as a concert, ice show, convention, competition, held within a City arena.

Tournament - a series of games held at one or more sites over one or more days, which does not constitute a part of regular season play.

Minor – tournament occurs during a groups regular scheduled ice time.

Major – tournament creates a disruption to the schedule where other groups are affected.

5. Arena Scheduling

PUBLIC SKATING

In addition to regularly scheduled Public Skating session, arrange appropriately timed public skating sessions during school spring break and school Christmas break.

Ensure that weekend public skating (Saturday/Sunday) is available on at least one ice surface when public skating sessions may be cancelled for special events or tournaments at the other surfaces.

SCHOOL SKATING, the ice shall be made available for use by Kelowna area elementary, secondary, and special schools, notwithstanding that other public uses may also be scheduled during this time.

School year: 8:00a.m. – 3:00p.m. Monday - Friday

MEMORIAL ARENA - Kelowna Minor Sport Organizations shall be given priority for ice use

RUTLAND ARENA – priorities will be based on best utilization of the ice time and ice demands as per articles 7.2 and 7.3.

SKYREACH PLACE – priorities will be based on best utilization of the ice time and ice demands as per articles 7.2 and 7.3 following the community use guidelines of the Kelowna Multi-Purpose Facility Agreement.

OTHER USES, All aforementioned use schedules are subject to modification to accommodate Special Events; Tournaments, Ice Shows and Dry Floor events.

6. Skyreach Place

– called “Facility” operated by “Arenas”

6.1 TIME ALLOCATION; Arenas shall allocate to the City the community use time for each season as follows:

- a) 750 Prime Time Hours. Prime Time Hours between August 15 and Labour Day inclusive shall not exceed six hours per day without the prior written consent of the City. “Prime Time Hour” means an hour between 6:00a.m. and 8:00a.m. or between 3:00p.m. and 12 midnight on School District #23 school days or between 6:00a.m and 12:00 midnight on non-school days; and
- b) 750 Non-Prime Time Hours. “Non-Prime Time Hour” means an hour between 8:00a.m. and 3:00p.m. on School District #23 school days.

6.2 SCHEDULING

- a) Arenas shall provide to the City a draft schedule for the City’s community use time for each Season at least six months prior to the beginning of the Season being scheduled. The City and Arenas shall consult with each other before finalizing any schedule for the allocation of community use time for a Season. If Arenas does not provide the City with a draft schedule at least six months prior to the beginning of the Season being scheduled, then the City may determine the schedule.
- b) The City shall provide to Arenas a schedule of planned uses for its community use time at least three months in advance of scheduled activity but has the right to change such uses thereafter, acting reasonably.

- c) Arenas may reschedule the City's community use times (except for up to three events per Season which the City has designated in its schedule under section 6.2 b) as not permitted to be rescheduled) into other time blocks to accommodate uses by the Rockets and events scheduled by Arenas from time to time, provided that the total amount of Prime Time Hours and Non-Prime Time Hours allocated to the City in each Season is as required by section 6.1. Notice of rescheduling must be given to the City not less than 30 days in advance of the originally scheduled time.
- d) Notwithstanding section 6.2 c) the City and Arenas may trade hours of use within the Facility at any time upon agreement of both parties.
- e) For all the community use time provided to the City pursuant to this Article 6 (*ref: Article 7 of the Mult-Purpose agreement*). The City has the right, for the uses in section 6.3 to schedule, book, rent to others, and set admission fees and all other fees and charges. All fees generated will be retained by the City.

6.3 USES; the City may use its community use time only for:

- a) the following ice events:
 - i) public skating
 - ii) organized minor sports under the control of local non-profit organizations.
 - iii) Rental of time to community groups for non-profit community activities
 - iv) Non-profit community special events; or
 - v) Recreational programs or activities operated by or under the authority of the City's Leisure Services Department; or
- b) Dry floor events that are consistent with the criteria set out in section 6.3 a) i-v)above; but not for any other uses including Adult Recreational Hockey.
- c) All community use bookings made by the City are in an "unconfirmed" status until the event is inside the 30 day notice period for bumping. All groups are to be advised that their booking is subject to bumping as per the terms of the Skyreach Agreement.

6.4 COMMUNITY USE – SKYREACH PLACE – (3 DAYS NON-BUMP PROVISION)

General Principles:

- a) Types of Community Use are governed by the Skyreach Agreement.
- b) The City is able to protect three dates in a 'non-bump' status which are recognized by Skyreach Place. The City will accept applications (on the City's Application Form) on an on-going basis between 12 to 18 months prior to the date of the proposed event. Applications requiring more than 18 months notice of confirmation must deal directly with Skyreach Place and will not be considered in the Community Use Non-Bump provision. In the event an application is made for an event prior to 12 months in advance it will be dealt with strictly on the basis of availability. Within a 6 month period prior to the date of events proposed, all applications will be processed by the Parks & Facilities Committee of Council for final authorization. Note: The City is able to approve events outside the time parameter as required.
- c) All community use bookings are at an 'ice ready' basis and additional set-up requirements are separate from the City rental charges and are subject to rates as set by Skyreach Place.
- d) All groups must be a bona fide non-profit organization. Groups must be registered as such under the Societies Act or any other statute, or may also be a genuine and authentic group or organization who may not be registered as such, but who have organized and meet regularly or occasionally for a common purpose. The City will ascertain whether the group making the request for time is a legitimate representative or the club, group, organization or society involved.
- e) All groups may collect fees for such things as registration and/or admission but must utilize all monies collected to cover event/activity expenses, improve public facilities which they may own, are building, are renovating or participating in improvements that are on a local level. Groups

organizing events that are to generate revenue must clearly outline the intended use of the revenue.

- f) The following is not considered applicable to community use time:

Community groups acting as a promoter or fronting a professional entertainer/event, trade shows, conventions, and church functions.

- g) All food, beverage and alcohol services for events must be coordinated through Skyreach Place.

Non-Bump Event Priorities:

- a) Major City sponsored non-profit community events.
- b) Existing non-profit minor sport organizations hosting a major tournament or provincially sanctioned event.
- c) Non-profit organizations.
- d) Recreational programs or activities operated by or under the authority of the City's Parks & Leisure Services Department.

6.5. MEMORIAL ARENA AGREEMENT

- a) If, after Substantial Completion, the City rents Memorial Arena for Commercial Events or Uses other than Adult Recreational Hockey, Junior Hockey or Professional Hockey without the prior written agreement of Arenas, the City will pay to Arenas two times the gross rental which the City received for the event or use.
- b) During the five year period commencing on the first day of the month following the month in which Substantial Completion occurs, if the City rents Memorial Arena for Adult Recreational Hockey for more than an average of 62 hours per month over any successive seven month period or more than 75 hours in any month without the prior written agreement of Arenas, the City shall pay to Arenas for each such hour an amount equal to two times the published hourly rate for Adult Recreational Hockey in the Facility.
- c) After the five year period in section 6.4.b) if the City rents Memorial Arena for Adult Recreational Hockey at any time without the prior written agreement of Arenas, the City shall pay to Arenas for each such hour an amount equal to two times the published hourly rate for Adult Recreational Hockey in the Facility.
- d) If after Substantial Completion, the City rents Memorial Arena or the Facility for Junior Hockey or Professional Hockey except pursuant to section 6.5 without the prior written agreement of Arenas, the City shall pay to Arenas for each such game an amount equal to two times the regular season base game rate for the Rockets in the Facility.
- e) The City reserves the right to determine all rates and schedules for Memorial Arena.

6.6 ROCKETS

- a) The City acknowledges that Arenas has an obligation to provide ice time to the Rockets. When the Facility is not available for practice time for the Rockets or a visiting team playing against the Rockets, that Arenas is obliged to provide in accordance with the Rockets Agreement due to a major special event pre-empting the use of the Facility by the Rockets or the visiting team, and provided Arenas has given at least 30 days notice in writing thereof to the City, the City shall make ice-time available to the Rockets or the visiting team in Memorial Arena if available and otherwise in a City-owned facility of the City's choice (but only if such a facility exists).
- b) If the Rockets or a visiting team use a City-owned facility, the City shall charge Arenas (and Arenas shall pay) the rental rates normally charged by the City for commercial ice time or, at the City's option, Arenas will provide the City with ice time in the Facility, on an hour for hour basis and at a reasonable time, in lieu of payment of such rent (and such ice time will not be included in the community use time in *Article 7 of the agreement*).

- c) The hours provided by the City to the Rockets or a visiting team will be at a time suitable to the City, although the City will use all reasonable efforts to provide time to the Rockets or the visiting team in accordance with the practice times set out in the Rockets Agreement and otherwise will provide the Rockets or the visiting team with such other available time as is selected by Arenas. Without limitation, the City will not be required to reschedule any preplanned community special event, tournament or other special event planned for a specific day provided that the aggregate number of such community special events, tournaments and other special events in any Season which the City is not required to reschedule does not exceed twenty.

7. Specific Principles and Policies

PRINCIPLE	POLICY
7.1 Maximizing use of community arenas.	<p>7.1.a) All groups must submit ice request forms in writing. Ice Users: Summer Season: Dec 31 Regular Season: May 1 Dry Floor (Lacrosse, Roller Hockey): Dec 31 Major Tournaments/Special Events: May 1</p> <p>7.1.b) Regular Season: September 1 – April 30 Summer Season: May 1 – August 31 Dry Floor Season: May 1 – June 15 Rutland Arena May 1 – August 7 Memorial Arena</p>
<p>7.2 Recognition of historical or traditional uses</p> <ul style="list-style-type: none"> ▪ tournaments-major and minor ▪ regular bookings 	<p>Tournaments-Minor and Major</p> <p>7.2.a) Any existing tournament which has been on-going for more than three years retains its annual time slot as long as it is booked annually as per season outline (7.1) All applications received after the deadline date shall be treated as new applications.</p> <p>7.2.b) The annual listing of tournaments shall be finalized prior to September 1st and circulated to all sports groups for information when scheduling. New applications received will be dealt with on a merit basis and will be coordinated with the appropriate ice users which may be affected.</p> <p>7.2.c) Notwithstanding the foregoing, the City reserves the right to negotiate with organizers of major events which have a significant impact City wide, such as that of a national or international stature which may require approval outside the time frames noted herein. This will be done in consultation with the predominant users of the facility in question and will include 30 days written notification for events which will affect regular season use; 45 days written notification for events which will affect special events use such as invitational tournaments, test days.</p> <p>7.2.d) The group making the ice request must take the lead role in working out any scheduling conflicts with group(s) affected.</p> <p>Regular Booking</p> <p>7.2.e) Any existing rentals which have been on-going for more than three years retains its annual booking allocation time slot as long as it is booked annually as per season outline (7.1). Location may change due to space availability and maximizing use of ice time but will occur through collaboration with group. Any expansion of time must be in accordance with Section 7.3.</p> <p>7.2.f) Regular times may be cancelled from time to time to accommodate major tournaments/special events. Every effort to find an alternate location and time slot will be made by the City.</p>

<p>7.3 A systematic and fair process for community groups to access additional and new time in community arenas.</p> <ul style="list-style-type: none"> ▪ allocation of freed up ice time. ▪ allocation of new ice. ▪ expansion of leagues, organized groups, tournaments and special events. 	<p>7.3.a) Any renewal applications received after the deadline dates are treated as new applications.</p> <p>7.3.b) Applications are reviewed on a Merit Basis and evaluated on the following criteria:</p> <ul style="list-style-type: none"> ▪ numbers of participants and demand. (i.e. new participants to program) ▪ status of the organization and its viability (i.e. existence of a Provincial Sport Organization) ▪ financial consideration (i.e. Financial plans including revenue/expense projections) ▪ impact on other sports groups (i.e. is there a positive or negative impact on existing groups) ▪ provincial and national trends in the sport (i.e. Is the program on the incline or decline) ▪ Special events and tournaments shall be prioritized ahead of additional regular or casual use. <p>7.3.c) The City will make the final decision on new applications but will not do so without input and collaboration from the Arena Advisory Committee.</p> <p>7.3.d) Any organizations pursuing a major tournament &/or special event and requiring new/additional ice time (outside their normal use) must receive a letter of support from the City or the provision of ice time will not be guaranteed.</p> <p>7.3.e) Priorities for facility use shall be allocated based on Section 5 – Arena Scheduling.</p> <p>7.3.f) New time provided will not be considered historical until the three year period has occurred. This period is considered the initiation period where the City is able to change schedules in order to maximize use of all arenas.</p> <p>7.3.g) Expansion of time or additional ice slots will only be considered for tournaments and league play if the number of players increases (as opposed to more games for the same number of players) and groups requesting expansion must verify that it is maximizing the current ice allocation and if ice is available.</p> <p>7.3.h) Any group applying for expansion must verify that there will be provision made for public access to become a part of the group.</p> <p>7.3.i) If a major tournament or special event is cancelled, then the same group may use the time to set up a new major event.</p> <p>7.3.j) Short term ice cancellation, occasional change to regular schedule, refer to ice request list &/or rotating user list.</p>
<p>7.4 Maintaining open communication between the City and user groups.</p>	<p>7.4.a) Arena Advisory Committee – 14 members representing various arena user groups meet on a regular basis with City staff to receive and provide input on Arena operational and policy development topics. The Committee will maintain communication with other arena users and the public through the use of mail outs, posted notice boards, suggestion boxes, voice mail, and media.</p> <p>7.4.b) The Arena Advisory Committee may amend this policy from time to time as they see fit.</p>

<p>7.5. Need to develop criteria on final decisions for ARENA General Use & Allocation Policy, complete with an appeal process</p>	<p>7.5.a) Appeal only to be considered if policies not properly applied (as opposed to considering appeals if group is not satisfied with its allocation). No appeal after 15 days of entering into a contract for arena use.</p> <p>7.5.b) All Appeals will be reported to the Arena Advisory Committee.</p> <p>7.5.c) Appeals will be considered by a "Tribunal" made up of two impartial representatives from the Arena Advisory Committee and the Facilities Supervisor. In the event, that the Tribunal is unable to settle the appeal, the appeal shall be forwarded to the Arena Advisory Committee for further review and final decision.</p>
<p>7.6 Need to recognize large special events with broad community appeal which has significant social, cultural, financial and or tourism benefits.</p>	<p>7.6.a) Any event, tournament or regularly schedule play may be relocated or cancelled in favour of large significant community event.</p>
<p>7.7 New groups requesting ice.</p>	<p>7.7.a) New groups requesting ice will only be considered if space and time is available and must apply in accordance with section 7.3.</p> <p>7.7b) Should no time be available, the City may further review all schedules and obtain a percentage from existing groups to provide as a starter.</p>

ARENAS
Meeting Rooms and Miscellaneous Equipment Rentals

Rutland Arena

Facility	Location	Capacity	Cost
Rutland Room	Under bleachers	40 people for meeting	\$8.60/hr max of \$86/day

Memorial Arena

Guaranteed Hold Days or repeat performance on same date	Dry Floor Area	N/A	
Kelowna High School Graduations			\$217.09 event day \$199.08 setup/takedown days
Placement/Removal of covering over ice			\$729.45
Placement/Removal of Standard Stage			\$634.53
Placement/Removal of arena chairs (700) max.			\$516.00 (\$0.74/chair)
Placement/Removal of arena tables (40) max.			\$46.30 (\$1.16/table)
Glass removal/replacement - east or west end			\$729.45
- sides			\$729.45
Memorial Room	Memorial Arena	10-15 people for meeting	No Charge
Off Premises Rental – Tables	Memorial Arena	40	\$7.40 per table per day
Off Premises Rental – Chairs	Memorial Arena	700	\$1.13 per chair per day

ANY ADDITIONAL CHAIRS OR TABLES MUST BE PRIVATELY RENTED, PLACED AND REMOVED BY RENTER. ARENA STAFF DO NOT NUMBER CHAIRS FOR RESERVED SEATING.

ADDITIONS TO THE STANDARD SETUP AND TAKEDOWN SERVICES AND/OR UNUSUAL SETUP AND TAKEDOWN REQUIREMENTS WILL BE CHARGED THE DIRECT COSTS OR WILL BE THE RESPONSIBILITY OF THE RENTER.

RATES TO BE REVIEWED ANNUALLY

All Rates Effective September 1st

ARENA FEES MEMORIAL & RUTLAND ARENAS	2000	2001	2002	2003
Public Skating (GST included)				
All Ages/Teen/Adult	\$ 3.00	\$ 3.25	\$ 3.50	\$ 3.50
Parent and Tots/Seniors	1.80	1.90	2.00	2.00
Skating Session Passes (GST included)				
All Ages/Teen/Adult Sessions – Book of 10	\$ 22.50	\$ 24.38	\$ 26.25	\$ 26.25
All Ages/Teen/Adult Sessions – Book of 20	42.00	45.50	49.00	49.00
Parents and Tots/Seniors Sessions – Book of 10	13.50	14.25	15.00	15.00
Parents and Tots/Seniors Sessions – Book of 20	25.20	26.60	28.00	28.00

**Following hourly rates applicable to Kelowna organizations.
Out of town users pay 1 ½ times the usual rate**

Hourly Rates – Subject to GST

MEMORIAL & RUTLAND ARENAS SKYREACH Community Use Hours	2000	2001	2002	2003
Regular Season Minors: Sep 1 – Apr 30	59.14	64.57	70.00	70.00
Minors Blended Rate (applicable all year) Sep1-Aug 31	61.28	65.64	70.00	70.00
Summer Season Minors: May 1 – Aug 31	67.70	68.85	70.00	70.00
Tournament/Carnival Minors (Revenue Producing)	88.70	96.85	105.00	105.00
Private Recreation/Commercial-Fun Lg. Hockey (Adults)	118.70	129.35	140.00	140.00
Lacrosse/Roller/Ball Hockey (Minors-Dry Floor)	27.85	31.43	35.00	35.00
Lacrosse Senior B (Revenue Producing)	84.27	94.63	105.00	105.00
Lacrosse/Roller/Ball Hockey (Adults-Dry Floor)	55.71	62.85	70.00	70.00
School District No. 23 & Private Schools	\$ 32.13	\$ 33.56	\$ 35.00	\$ 35.00

Community Events/rate/day (not incl. setup/takedown)	2000	2001	2002	2003
Memorial & Rutland Arenas:	1,091.02	1,145.57	1,202.85	1,202.85
Skyreach Place:	1,301.35	1,365.70	1,432.50	1,432.50

PARKINSON RECREATION CENTRE
(1800 Parkinson Way)

General Information

BANQUET ROOMS, MEETING ROOMS & MISCELLANEOUS FACILITIES:

1. For rentals where the contract sum is \$500.00 or greater, tentative bookings must be confirmed within seven (7) days, at which time a rental deposit of 10% of the contract sum or \$125.00, whichever is greater, is required to hold the tentative contract.
2. For events where the contract sum is less than \$500.00, tentative bookings will only be made when the deposit amount of \$125.00, or the entire amount of the contract sum, when the amount is less than \$125.00, is paid.
3. Rental deposits are non-refundable and non-transferable.
4. A Security Deposit may be required with the usual minimum being \$300.00 and the usual maximum not to exceed \$3000.00.
5. All hourly rates are subject to a two-hour minimum charge, and a ten-hour maximum charge.
6. The Manager of Recreation Services or his designated authority may require that a renter engage the services of bonded uniformed security personnel at certain functions and may stipulate the numbers of such security personnel.
7. Availability: Rental areas are generally available all day Saturdays and Sundays and Statutory Holidays. There may be additional charges for Security personnel to be in attendance if rentals take place outside the usual operating hours of the Recreation Centre.

PROGRAM REGISTRATION:

8. All charges shall be paid in advance when a program is enrolled in or before an activity takes place
9. Senior Citizens: Seniors taking part in adult programs shall be charged a rate equivalent to 75% of the adult rate. Seniors taking part in public activity (e.g. swimming, open gym, weight room, etc.) shall be charged the published rate. This discount will apply to City of Kelowna residents only.
10. Pro-Rating Program Fees: If a person registers for a program after the program has begun, the fee will be pro-rated by dividing the full cost of the course by the number of classes and appropriately establishing the remaining value.

If a person withdraws from a program after the program has begun, and requests a transfer, credit, or refund, this will be pro-rated by dividing the full cost by the number of classes and appropriately establishing the remaining value.
11. Cancellation by Recreation Services: In the event of a change in time or location, or the cancellation of an advertised program, Recreation Services will notify registrants at least forty-eight (48) hours in advance or with as much lead time as is possible.
12. Refunds: Programs with insufficient enrolment may be cancelled and fees returned in full. Our Policy is "SATISFACTION GUARANTEED". If you find our service unsatisfactory in any way, a refund will be given. Requests for refund may be required in writing. Refunds may be pro-rated from the date of your request, or from the date of your last attendance at a program. Only medical reason refunds will be considered after a course is completed. Please allow three (3) weeks for processing and mailing of a refund cheque. Credit card refunds will be processed within one week.
13. Transfers & Credits: Transfers and/or credits will only be considered twenty-four (24) hours prior to program commencement to allow for others to register. Customer account credits will remain valid for a two (2) year period.

Criteria for Recreation Access Passes

14. An Access Pass will be issued to individuals with a permanent disability, be it physical or mental, based on the following criteria. The City reserves the right to require requalification for the Access passes on an annual basis, or as required.

A. Confirmation by any one of the following authorities:

- 1) A current letter from the disability pension provider stating the person's name, phone number and disability status. Disability pension providers include the Federal or Provincial governments, Revenue Canada Disability Tax Credit, Canada Veterans Affairs, W.C.B. or private insurance company. Partial disability pensions and pension applications in process will not be considered.

OR

- 2) A current referral letter from an established agency, association or group home whose mandate is to support persons with a permanent mental or physical disability. The referral letter must state the person's name, phone number and disability status. Referral letters will not be accepted from physicians or other medical professionals.

OR

- 3) The approval of the CRC/Adaptive Programs for individuals with obvious disability(ies).

B. Access Pass Fees:

- 1) For use by clients who have a permanent disability. The fees are based on the Annual Combination Gym and Fitness Rooms and Swimming Pool adult pass. Passes will be sold for the following year will be on sale commencing November 1st.

	Uses	2001	2002	2003	2004
Combination Access Pass	1) Registered programs for persons with a disability. 2) Admission to all general Aquatic Swims at the Parkinson Pool. 3) 50% fee discount in selected aqua-fitness and land fitness programs at Parkinson Recreation Centre only. 4) Access to weight room facilities at Parkinson Recreation Centre. An orientation fee may be required.	21.7%	25%	29%	33%
Program Access Pass	1) Registered programs for persons with a disability. 2) 50% fee discount in selected aqua-fitness and land fitness programs at Parkinson Recreation Centre only.	21.7%	22.8%	23.9%	25%
Facility Access Pass	1) Admission to all general Aquatic Swims at the Parkinson Pool 2) Access to weight room facilities at Parkinson. An orientation fee may be required.	21.7%	22.8%	23.9%	25%

Payment can be made in monthly instalments but a service charge will be applicable

- D. Child/Youth Access Pass Holders (only) may apply to the CRC/Adaptive Programs to receive free admission to specific Parkinson Recreation Centre special events.

Corporate Wellness Program

15. Business places in the City of Kelowna may take advantage of the "Corporate Wellness Program based on the following criteria:
- A. Participation must be maintained by a minimum of five (5) employees.
 - B. Discount of 20% off regularly priced 1 month, 3 month, 6 month and 1 year passes.
 - C. Discount extends to employees and their family members. Family is defined as Father, Mother, Guardian & children living at home under the age of 19 years.
 - D. Payment can be made in monthly instalments for annual pass purchases but a service charge will be applicable

Municipal Employees Wellness Program

16. Municipal employees of the City of Kelowna may take advantage of the "Municipal Employees Wellness Program based on the following criteria:
- A. Discount of approximately 50% off regularly priced tickets, 6 month and 1 year passes. (Minimum time for each pass is 6 months).
 - B. Passes are non-refundable and non-transferable.
 - C. Discount extends to employees and their family members. Family is defined as Father, Mother, Guardian & children living at home under the age of 19 years.
 - D. Payment can be made in monthly instalments for annual passes but a service charge will be applicable.

Banquet and Meeting Room Rental Rates

All Rates Subject To GST

RATES TO BE REVIEWED ANNUALLY – PRC currently developing business plan which will provide guidance for future changes.

(For Apple Room rentals, and portions thereof, guaranteed hold days, setup and takedown days are at one-half rate)

Room Name	Dimensions	Size	Capacity Banquet/Dance	Capacity Meeting	Cost Non-Profit	Cost Commercial
Apple Room	56' x 108'	6000 sq ft	375-400	450	\$450.41	\$714.36
MacIntosh Room	56' x 72'	4000 sq ft	250	330	\$294.95	\$478.16
Spartan Room	56' x 36'	2000 sq ft	100	125	\$147.47	\$241.96
Kitchen					\$ 74.30	Same
<u>Gala Boardroom</u>	36' x 15'	540 sq ft	<u>Meetings Only</u> Boardroom table in place	20	\$8.60/hr to max of \$86./day	\$10.76/hr to max of \$107.60/day
<u>Bartlett Room</u> (+ Kitchenette)	21' x 30'	640 sq ft	40	60	\$10.76/hr to max of \$107.60/day	\$12.91/hr to max of \$129.10/day
<u>Red Haven Room</u>	18' x 30'	540 sq ft	30	50	\$8.60/hr to max of \$86./day	\$10.76/hr to max of \$107.60/day
<u>Sun Haven Room</u> (+ Kitchenette)	20' x 30'	600 sq ft	35	55	\$10.76/hr to max of \$107.60/day	\$12.91/hr to max of \$129.10/day
<u>Haven Room</u> (Red Haven & Sun Haven Sections) (+ Kitchenette)	38' x 30'	1140 sq ft	65	105	\$12.91/hr to max of \$129.10/day	\$15.06/hr to max of \$150.60/day
<u>Bartlett Sun Room</u> (Bartlett & Sun Haven Sections) (+ 2 Kitchenettes)	41' x 30'	1230 sq ft	75	115	\$12.91/hr to max of \$129.10/day	\$15.06/hr to max of \$150.60/day
<u>Orchard Room</u> (Bartlett, Red Haven & Sun Haven Sections) (+ 2 Kitchenettes)	60' x 30'	1800 sq ft	105	165	\$19.36/hr to max of \$193.60/day	\$21.51/hr to max of \$215.10/day
Pool Viewing Lounge	50' x 25'	1100 sq ft	65	105	\$8.60/hr to max of \$86.00/day	\$10.76/hr to max of \$107.60/day
Outdoor Setup	Lawn off Banquet Room	n/a	400 outdoor event	n/a	Min. \$53.79 or \$1.07 per person if over 50	Same
Outdoor Barbecue	Back Patio				\$26.90 per use	Same
Marquee Tent Use by City Depts.>>> Use in conjunction with rental @Parkinson >>>	>>>>>>>> 35' x 40' x 9'3" High >>>>>>>>	>>>>>>>> >>>>>>>>	>>>>>>>>>>>> >>>>>>>>>>>>	>>>>>>>> >>>>>>>>	Cost recovery \$421.89	N/A

Pool Admissions – Public Swimming

(includes GST)

	Single Admission	Tickets		Passes			
		10	20	1 month	3 month	6 month	1 year
Adult	\$3.75	\$29.20	\$51.80	\$33.75	\$86.40	\$143.10	\$253.80
Youth	\$2.80	\$21.80	\$38.60	\$25.20	\$64.51	\$106.85	\$189.50
Children	\$1.90	\$14.80	\$26.20	\$17.10	\$43.78	\$72.50	\$128.59
Pre-school	\$0.95	\$7.40	\$13.20	\$8.55	\$21.89	\$36.25	\$64.30
Infant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Seniors 65-70yrs	\$2.80	\$21.80	\$38.60	\$25.20	\$64.51	\$106.85	\$189.50
Seniors 71-80yrs	\$1.90	\$14.80	\$26.20	\$17.10	\$43.78	\$72.50	\$128.59
Seniors 81&over	\$0.95	\$7.40	\$13.20	\$8.55	\$21.89	\$36.25	\$64.30
Family	\$7.50	\$58.50	\$103.60	\$67.50	\$172.80	\$286.20	\$507.60

Combination Admissions - Gymnasium, Circuit Plus Fitness and Training Centre, Powerhouse Gym, Steam Room and Hot Tub

(includes GST)

	Single Admission	Tickets		Passes			
		10	20	1 Month	3 months	6 months	1 year
Adult	\$4.90	\$38.00	\$70.60	\$41.16	\$105.84	\$176.40	\$282.24
Youth	\$3.70	\$28.70	\$53.20	\$31.08	\$79.92	\$133.20	\$213.12
Seniors 65-70yrs	\$3.70	\$28.70	\$53.20	\$31.08	\$79.92	\$133.20	\$213.12
Seniors 71-80yrs	\$2.45	\$19.00	\$35.20	\$20.58	\$52.92	\$88.20	\$141.12
Seniors 81&over	\$1.25	\$9.70	\$18.00	\$10.50	\$27.00	\$45.00	\$72.00
Family	\$9.80	\$76.00	\$141.20	\$82.32	\$211.68	\$352.80	\$564.48

Rentals - Gymnasium and Swimming Pool

(subject to GST)

RENTAL RATES *	Gymnasium		Swimming Pool			
	Whole Gym	Half Gym	Public Rental	SwimClub With Lifeguard	Without Lifeguard	Swim Meets
Commercial			\$100.18			
Non-Commercial			\$80.15			
Adult	\$42.13	\$21.07		\$73.74	\$44.88	\$98.58
Youth/Seniors	\$21.07	\$10.53		\$36.87	\$22.44	\$64.12
Pre-School			\$40.08			
Schools	Cost recovery only		Cost recovery only			
*extra security costs are charged for after hours gymnasium/swimming pool rentals						

MULTI – USE FACILITIES
All Rates Subject to GST
Rates to be Reviewed Annually

Facility	Location	General Information	Capacity	Cost Non-Profit	Cost Commercial
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Arenas

Memorial Room	Memorial Arena	Boardroom table and chairs in place	10-15		
Rutland Room	Rutland Arena	Meeting room under bleachers	75	\$8.60/hr to max. of \$86.00/day	\$10.76/hr to max of \$107.60/day

Outdoor Areas

Various outdoor locations in City of Kelowna parks may be booked for wedding ceremonies, picnics, or other gatherings. Refer to page 46 for rental rates. An OUTDOOR EVENT APPLICATION may be required.

The Waterfront Walkway	From City Park (tunnel under Hwy 97) through to end of Waterfront Park (Rotary Marsh)	Made up of: Grand Promenade (From Roses to Locks in front of Grand Hotel) * SEE SPECIAL POLICY following on Page 26 Simpson Walk (From Locks to Concession Plaza in Waterfront Park)	SEE	PAGE	47
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Facility	Location	General Information	Capacity	Cost Non-Profit	Cost Commercial
Island Stage	Waterfront Park	Island amphitheatre. Power and lights available.		\$8.60/hr to max. of \$86.00/da	\$17.20/hr to max of \$172.00/da
Jubilee Bowl Area	City Park	Encompasses the concrete pad area and adjacent bleacher seating.	250 in bleachers	\$8.60/hr to max. of \$86.00/da	\$17.20/hr to max of \$172.00/da
Kerry Park Stage	Kerry Park	Power available in locked box. Obtain keys from Leisure Services at City Hall.		\$8.60/hr to max. of \$86.00/da	\$17.20/hr to max of \$172.00/da

***Grand Promenade - Convention/Trade Show Policies:**

- Display areas for conventions or trade shows shall be booked by the Grand Okanagan Lakefront & Conference Centre, and only for events hosted by the Grand Okanagan Lakefront & Conference Centre.
- Locations for display areas are as shown on drawing entitled "Convention & Trade Show Display Areas on Grand Promenade". Other locations or alterations will be considered but require the approval of the Director of Parks & Leisure Services or designate.
- Three display areas marked A, B, & C are shown on the drawing. These may be booked by the Grand Okanagan Lakefront Resort & Conference Centre individually or in combination by calling the City's Recreation Services Division at 860-3938.
- Fees for Booking are as follows:
Any 1 display area: \$317.00 per day
All 3 display areas: \$819.00 per day
- Any booking may not exceed 7 days. Exceptions will be considered but require the approval of the Director of Parks & Leisure Services or designate.
- The locations are for display purposes only. No vending of any kind is permitted.
- Locations are not to be used for advertising of any kind, except informational signage directly pertaining to the display. Signage, which is deemed by the Director of Parks & Leisure Services to be inappropriate, will be removed by the Grand Okanagan lakefront Resort & Conference Centre at the request of the Director of Parks & Leisure Services.

8. Displays are to reflect positively on Waterfront Park and the City of Kelowna. Displays that are deemed to be inappropriate will be removed by the Grand Okanagan Lakefront Resort & Conference Centre at the request of the Director of Parks & Leisure Services. Display fees will be refunded on a pro-rata basis.
9. Hours of operation for displays are limited to the Parks Bylaw (6:00 am-11:00pm).
10. Grand Okanagan Lakefront Resort & Conference Centre will be responsible for any additional maintenance or repair costs required as a result of booked displays.
11. Emergency vehicle access must be maintained at all times. Site layout must be pre-approved by the Fire Prevention Officer (860-6419).
12. Civic Properties and Parks Divisions must be notified prior to event approved.

Facility	Location	General Information	Capacity	Cost Non-Profit	Cost Commercial
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Bleachers

Transportable		First priority for rental will be the "transportable" bleacher unit. Parks Department delivers and sets up	240 seats	\$102.40 for first day \$20.48 ea. additional day	\$407.35 for first day \$94.00 ea. Additional day
Standard "Paris"		Paris bleachers will not be relocated off-site, but will only be moved around at existing location. Parks Department to place bleachers	35 seats	\$153.60 for first day \$20.48 ea. additional day	\$307.20 for first day \$62.67 ea. Additional day

Tennis Courts All City tennis courts are open to members of the public free of charge on a first come first served basis, subject to rules posted at individual courts. Specified courts may be closed to public use due to scheduled lessons, socials, rentals or maintenance.

Basil Meikle Courts (6) PRC Courts (4)	Parkinson Recreation Centre	<p><u>Tennis Court Booking Policy:</u> Only the ten (10) courts at PRC are available for reserved bookings. Bookings taken for NON PROFIT functions only, on the following priority:</p> <ol style="list-style-type: none"> a. Parkinson Recreation Programs b. Non-Profit Rentals c. Schools d. Public Play <p>No more than six (6) courts may be reserved at one time. Groups may book only one (1) time per calendar season (spring/summer/fall). Kelowna Recreation Services have priority over all other bookings. Groups booking courts must post information related to times, dates, and courts to be used at least one week prior to the date(s) of booking. Groups are advised to have receipt for booking on hand for inspection during use of courts in case of questions by other users.</p>		\$29.64 per court per day No charge for school use	N/A
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Facility	Location	General Information	Capacity	Cost Non-Profit	Cost Commercial
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Okanagan Mission Activity Centre
4398 Hobson Road

Hall	Hobson Road	Available for private rentals on a limited basis, not extending after 10:00 pm. IT IS IMPERATIVE THAT USERS BE COMPLETELY CLEAR BY 10:00 PM. If liquor is to be served, renters must obtain a permit, and the City will engage a security person to be on the premises during the event with the renter paying an extra hourly cost for this service. NO LIQUOR TO BE SERVED OR CONSUMED OUTDOORS. Renter does own setup and cleanup.	70 ONLY Bookings will not be taken for groups in excess of 70 people	\$8.60/hr to max. of \$86.00/day No charge for Ok. Mission Retired Citizens Group	\$10.76/hr to max of \$107.60/day
Hall & Kitchen		Kitchen has stove and fridge. Renter to provide all dishes, cutlery, etc. (Kitchen is not rented separately).		\$10.76/hr to max of \$107.60/day	\$12.91/hr to max of \$129.10/day
Hall, Kitchen & Grounds		(Grounds not rented separately).		\$12.91/hr to max of \$129.10/day	\$15.06/hr to max of \$150.60/day

Water Street Seniors Centre
1360 Water Street
Rutland Senior Centre
765 Dodd Road

Bookings of these facilities are restricted to "Seniors" groups (age 50 or older). To make a booking call 762-4109 for Greg Murphy

Main Hall		G S T not applicable at these senior facilities	120	\$95.23	N/A
Multi-Purpose Room			40	\$31.74	N/A
Meeting Room			20	\$15.87	N/A

Kinsmen Fieldhouse
3975 Gordon Drive

Hall	Mission Sportsfields	Available for private rentals on a limited basis, generally available weekdays after 6:00 pm and on weekends. Renter does own setup and cleanup.	72 meeting 64 banquet	\$10.76/hr to max of \$107.60/day	\$12.91/hr to max of \$129.10/day
Hall & Kitchen		Some dishes, cutlery and utensils available. Renter may have to augment to desired numbers.		\$12.91/hr to max of \$129.10/day	\$15.06/hr to max of \$150.60/day

Kinsmen Media Centre – Mission Softball Complex
3975 Gordon Drive

Meeting Room	Upstairs	Complete with tables and chairs for approximately 30. Renter sets up and puts away tables and chairs. 2 washrooms	50	\$8.60/hr to max. of \$86.00/day	\$10.76/hr to max of \$107.60/day
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SPORTSFIELDS AND STADIUMS

Sportsfield Allocation Policy

Philosophy & Mission

The City of Kelowna provides a variety of recreation, sport, and leisure services as a vehicle to achieve worthwhile and defined benefits for all individuals and for the community at large, and the level of community resources that the City of Kelowna dedicates towards these services should be directly related to the extent of the benefit to the community.

Our mission for Sport Tourism in Kelowna and Area is to support and strengthen existing events, while also expanding the area's capacity to bid on, and host new additional events which will add to the sustainability of both tourism and sport in the area.

Benefits to the community can be defined as activities that:

- Lead to individual growth or community development
- Improve and/or maintain the physical and social well being of the community and the individual
 - Enhance or support family life
 - Promote community spirit and pride
 - Enhance leadership qualities in individuals
 - Enhance or promote artistic and multi-cultural qualities
- Promote personal skill development especially related to sport, leisure and recreation activities
 - Enhance and promote gender equity
- Integrate persons with financial disadvantages and persons with disabilities

The intent of this policy is to establish guidelines for the allocation of sportsfields by the City of Kelowna Recreation Services Department.

1. General Policy

1.1 The criteria used for the allocation of facilities shall be as follows:

First Priority:	HISTORICAL USER
Second Priority:	MINOR SPORT ORGANIZATION
Third Priority:	ADULT SPORT ORGANIZATION
Fourth Priority:	COMMUNITY EVENT(S)
Fifth Priority:	CASUAL USER(S)

- 1.2 The City reserves the right to schedule both routine and special maintenance on all sportsfields, which may require the closure of a sportsfield for the appropriate amount of time based on the maintenance application.
- 1.3 Consumption of alcoholic beverages is strictly forbidden with the exception of licenced functions. Licenced functions must be approved by the Director of Leisure Services or his designated authority before attaining a Liquor Permit from the RCMP or any other permit-issuing agency.
- 1.4 Any permit holder using a sportsfield will be responsible to ensure that no person violates the laws of the Province of BC and/or the Statutes of Canada. Failure to comply will result in refusal of future use privileges of any City facility.
- 1.5 User groups must not commence play on a field, ball diamond or running track or any other outdoor facility, where the combination of excessive moisture and player usage may cause damage to the turf or playing surface. Games will have to be postponed or re-scheduled. Extreme weather conditions may require field closure and such closure will be advertised by the City of Kelowna.
- 1.6 Proper authorization is required for motor vehicles (except emergency vehicles) motor bikes, dogs or horses to be allowed on any City owned outdoor facility, within the limits of the Parks By-Law.
- 1.7 User groups are required to cooperate with the City staff by reporting damaged facilities, equipment, and unsafe field conditions prior to the game or at their earliest convenience.
- 1.8 Dressing rooms, if any, will be available to the user one-half hour before and after a game or practice.

- 1.9 No user group shall erect or construct any building, fence, sign, post, etc. without obtaining prior authority from the Director of Leisure Services or his designated authority.
- 1.10 The user shall not use any electrical outlets without prior approval from the Director of Leisure services or his designated authority.
- 1.11 The user shall be liable for any damage to the facility occurring as a result of his use during the contracted time.
- 1.12 If, at any time, a group reserves a sportsfield and leaves it in an untidy condition, an additional fee will be charged to cover the costs of cleanup.
- 1.13 No posters without prior approval.
- 1.14 First Aid is the responsibility of the user.
- 1.15 Any group or individual using a City facility and not obeying the rules set out by the City of Kelowna will be denied usage for a minimum of one year.
- 1.16 All users must meet with a designated City official to complete the PRE/POST EVENT CHECKLIST as part of the preparation and clean-up of tournaments or other special events. THERE SHALL BE ABSOLUTELY NO GROUND PENETRATION (STAKES) WITHOUT APPROVAL.
- 1.17 No person shall sell or expose for sale any refreshments or any article or thing, or any service for a fee in any park without the written permission of the Director of Leisure Services or his designated authority.
- 1.18 All requested information must be received before starting date on the contract (field contact representative, league executive, league schedules)
- 1.19 All users must adhere to the Terms & Conditions as set out in the Facility/Parks Use Agreement/Invoice.
- 1.20 No user group may sub-lease the facility.

2. Payment of Sportsfield Fees and Charges

- 2.1 Charges for league or seasonal play must be paid fourteen (14) days in advance of the first date of use. A league may have the option of separating its "season" into halves if required. In such instances payment of fees shall be due fourteen (14) days in advance of the first date of play in each half.
- 2.2 Charges for tournament or other special event play must be paid on the basis of 50% of the rental fee thirty (30) days in advance of the first date of use, and the balance paid fourteen (14) days in advance of the first date of use.
- 2.3 Performance bonds and security deposits must be paid by cash, cheque, Visa, MasterCard, or Debit Card, fourteen (14) days prior to the event.
- 2.4 Any organization being favoured with a Grant-In-Aid, or rent free usage of a facility, must also sign a contract for use of the facility in the usual manner, and the rental charges will be paid for with a journal entry, through the City Finance Department.
- 2.5 All bookings are subject to a 10% (minimum \$125.00) cancellation fee.

CANCELLATION OF SPORTSFIELD BOOKINGS

- 2.6 Cancellation for league or seasonal play bookings must be made seven (7) clear days in advance of the date(s) in question or full charges will apply.
- 2.7 Cancellation for tournament or special event play must be made thirty (30) clear days in advance or full charges will apply.

3. Definitions

For the purposes of this Policy, the following definitions will be used:

- 3.1 Tournament A series of full-length or modified games held at one or more sites over one or more days, which does not constitute a part of regular season play. NOTE: If the tournament has a participation of 500 people or more, including participants and spectators, an application under the City of Kelowna Outdoor Event By-Law must be completed.
- 3.2 Minor Group A group with membership up to and including the age of 18 years.
- 3.3 Adult Group A group with membership aged 19 years and older. A group in which both minors and adults play will be considered an Adult Group for purposes of application of fees.
- 3.4 Community Group A non-incorporated group composed of individuals joined together on a non-profit basis or a non-profit organization incorporated under the Societies Act of BC and/or the Canada Business Corporations Act, Part II. The groups shall meet all the following criteria:
At least 75% of the members are residents of Kelowna or work at a business address in Kelowna.
Membership of the group is open and available to any Kelowna resident.
The purposes and practices of the group are not contrary to the BC Human Rights Act, or the group is not involved in the promotion of unlawful activities.
The purpose of the group shall enrich the liveability of the Kelowna community.
The group is not a registered political party.
- 3.5 Non-Profit Organization Any organization that is a registered society.
- 3.6 Commercial Organization Any organization which operates on a for-profit basis.
- 3.7 Prime-Time Field Use 5:00 pm until dusk Monday through Friday
8:00 am until dusk weekends
5:00 pm until 11pm - 7 days per week on lighted fields
- 3.8 Non-Prime Time Field Use 9:00 am until 5:00 pm Monday through Friday
- 3.9 Off-Season Field Use Sportsfields are normally closed from mid-November through to mid-April, except where special permission is given for events such as Snowfest.
- 3.10 Predominant User The most common user of a playing field. This is not intended to exclude other users.
- 3.11 League Because of the varied nature of sports organizations, league may be interpreted as a Club, Association, Society, etc.
- 3.12 Tournament may be interpreted as any type of Special Event or Outdoor Event utilizing City of Kelowna Sportsfields.
- 3.13 Team may be interpreted as an individual or group of field users.

4. Playing Field Inventory

SPORT	LOCATION	PREDOMINANT USER
4.1 BASEBALL 13 diamonds	4.1.1 Edith Gay Park - 4 diamonds	Rutland Minor Baseball
	4.1.2 Lombardy Park - 5 diamonds	Kelowna Minor Baseball
	4.1.3 Osprey Park - 1 diamond	Kelowna Minor Baseball
	4.1.4 <u>North End Sportsfields:</u> 3 diamonds Lions Park (RE-23) Curling Rink (RE-21) Elks Stadium (RE-24)	Kelowna Minor Baseball Kelowna Minor Baseball Kelowna Minor Baseball Kelowna Bluejays
4.2 SOFTBALL 19 Diamonds	4.2.1 Belgo Park - 1 diamond	Adult Softball
	4.2.2 Cameron Park - 2 diamonds	Kelowna Minor Fastball
	4.2.3 East Kelowna - 2 diamonds	Adult Softball
	4.2.4 Glenmore Fields- 3 diamonds	Kelowna Minor Fastball

	4.2.5 KLO Sportsfields- 2diamonds	Adult Softball
	4.2.6 Kinsmen Complex – 4 diamonds	Adult Softball
	4.2.7 Parkinson Softball - 2 diamonds	Kelowna Minor Fastball
	4.2.8 Robertson Park - 1 diamond	Adult Softball
	4.2.9 Rutland Softball - 2 diamonds	Rutland Minor Baseball
	4.2.10 S. Kelowna Centennial Park - 1 diamond	Kelowna Minor Fastball
4.3 SOCCER 15 Fields	4.3.1 City Park Oval - 1 field	Adult Soccer/Rugby
	4.3.2 Dilworth Soccer - 1 field	COYSA
	4.3.3 Mission Soccer - 4 soccer	Youth/Adult Soccer
	4.3.4 Parkinson - 4 fields	Youth/Adult Soccer
	4.3.5 Rutland Soccer - 4 fields	Youth/Adult Soccer
	4.3.6 S Kelowna Centennial Park - 2 fields (1 minor, 1 adult)	COYSA on Minor
4.4 FOOTBALL/RUGBY 1 Field	4.4.1 East Field	Seasonal - Rugby Club/Ok. Sun
4.5 OTHER: 4 Fields *		
4.5.1 Cricket Pitch/Soccer	4.5.1.1 Parkinson Cricket Pitch	Kelowna Cricket Club/Capri Soccer
4.5.2 All Season Field	4.5.2.1 Mission All Season Field	Fall-Kelowna Minor Football
4.5.3 Softball/Soccer	4.5.3.1 S Kelowna Centennial Park	
4.5.4 Apple Bowl Stadium	4.5.4.1 Apple Bowl Stadium	Multi-Use
4.5.5 *not counted in total fields	4.5.5.1 King Stadium	Lease/Major Men's Fastball
4.5.6 *not counted in total fields	4.5.6.1 High Noon Softball Park	Lease/Rutland Minor Fastball

5. Specific Principles and Policies

PRINCIPLE	POLICY
5.1 Need to maximize use of fields without detriment to the field or the safety of users	<p>5.1.1 All leagues must submit schedules of play in the same format so that information is consistent for necessary comparisons.</p> <p>5.1.2 Minimum playing schedule shall be: Spring - 10 weeks Summer - 8 weeks Spring & Summer - 18 weeks</p>
5.2 Need to recognize historical or traditional uses	<p>5.2.1 Any existing tournament or special event which has been on-going for more than three years retains its annual time slot as long as it is booked annually on or before October 31. All applications received after the deadline date shall be treated as new applications.</p> <p>5.2.2 The annual listing of special events shall be finalized on February 15 and circulated to all sports groups for information when scheduling league play. New applications received will be dealt with on a merit basis and location for events will be coordinated with appropriate field users which may be affected.</p> <p>5.2.3 Any existing league which has been on-going for more than three years retains its annual booking allocation time slot as long as it is booked annually on or before October 31. Any expansion of time must be in accordance with Expansion Policy.</p> <p>5.2.4 Notwithstanding the foregoing, the City reserves the right to negotiate with organizers of major events which may require approval outside the time frames noted herein. Whenever possible, this will be done in consultation with the predominant user of the facility in question.</p>

<p>5.3 Need to have equitable access to fields for both regular and occasional users</p>	<p>5.3.1 Any renewal applications received after the deadline dates are treated as new applications.</p> <p>5.3.2 New applications treated on a first come, first served basis as received, and will be processed on a merit basis up to February 1. Final approval will not be given until February 15.</p> <p>5.3.3 Regularly scheduled games (including playoffs) shall be given priority consideration ahead of exhibition games, special events, and tournaments.</p> <p>5.3.4 Special events and tournaments shall be prioritized ahead of practices and casual use.</p> <p>5.3.5 Where an organized sport group which is a regular user, and an informal group of occasional users apply for the use of the same field at the same time, preference may be given to the organized group.</p> <p>5.3.6 League allocation shall be made prior to consideration of individual team requests from the same league. Teams belonging to a league must apply for space through their league rather than as individual teams.</p> <p>5.3.7 Teams not belonging to a league will be encouraged to amalgamate with a league.</p> <p>5.3.8 When more than one request is received for the same playing surface, allocation shall be made as follows:</p> <p>Historical user Minor sport organization Adult sport organization Community event(s) Casual user(s)</p> <p>5.3.9 Traditional home fields for minors to be designated. All use to be booked through specific minor sport umbrella group.</p>
<p>5.4 Need to have open communication among user groups.</p>	<p>5.4.1 Sportsfield Advisory Committee</p>
<p>5.5 Need to coordinate with School District for use and improvement of school fields.</p>	

<p>5.6 Need to optimize revenues when opportunities present themselves.</p>	<p>5.6.1 Established tournaments, special events, and practices take precedence. Applications for new tournaments, special events, and practices are received anytime until February 1 of each year and will be considered on the basis of merit, with final approvals announced by February 15 of each year.</p> <p>5.6.2 Any adult or minor group wishing to plan a tournament or special event at a time when another user has either historical or one year of use must make a submission to that user group before an application is made for the event. This applies to both existing tournaments and regular league play. The new application must be accompanied by a letter from the prior user confirming its agreement to release the dates in question. The time slot released for special tournaments or other events shall revert back to the prior user in the following season. If agreement on the release of dates cannot be reached the case may be appealed to the tribunal as noted in the appeal process - Article No. 5.7.</p> <p>5.6.3 Applications for "ONE DAY TOURNAMENTS" will be placed on a waiting list for consideration after full weekend tournaments are approved for the facility in question, or will be assigned to an alternate available location. One day tournaments will not establish historical use.</p> <p>5.6.4 Confirmed tournaments, special events, will not be "bumped" for financial reasons</p>
<p>5.7 Need to develop criteria on final decisions for field allocation, or any policy issue, complete with an appeal process</p>	<p>5.7.1 Appeal only to be considered if policies not properly applied (as opposed to considering appeals if group is not satisfied with its allocation).</p> <p>5.7.2 Appeals to be considered by a "Tribunal" made up of one representative from each of the Parks Committee, Sportsfield Advisory Committee, City Staff. Meetings of the Tribunal to be called by the Manager of Recreation Services.</p> <p>5.7.3 No appeal after 15 days of entering into a contract for field use.</p>
<p>5.8 Need to provide for expansion of leagues, tournaments, special events without detriment to other users</p>	<p>5.8.1 Expansion of leagues will only be considered if the number of players increases (as opposed to more games for the same number of players), and league requesting expansion must verify that it is maximizing the current field allocation.</p> <p>5.8.2 Any league applying for expansion must verify that there will be provision made for public access to the league.</p> <p>5.8.3 Expansion of tournaments will only be considered if fields are available.</p>
<p>5.9 Need to recognize large special events with broad community appeal which has significant social, cultural, financial and/or tourism benefits</p>	<p>5.9.1 Any event, tournament or regularly scheduled league play may be relocated or cancelled in favour of large significant event(s) which qualify under the Special Events By-Law.</p>

<p>5.10 Need to allocate new or expanded sportsfields in a fair and equitable manner in order to maximize the use of both the new AND existing locations/times. This will provide an opportunity to determine the establishment of use patterns on a new field in order to provide for optimum use.</p> <p>In the case of EXPANSION of an existing facility, the current “historic” user(s) shall maintain priority status based on the existing schedule of use. Any expansion of use shall be dealt with under item 5.8.</p>	<p>5.10.1 The first season (this initiation period may be longer if determined by the City) will be allocated by the <u>City</u> based on maximizing the capacity of the entire sportsfield system <u>and not</u> on chronological order of requests.</p> <p>5.10.2 There shall be no historical nor priority use established during this initiation period, with the exception of any existing historical user(s).</p> <p>5.10.3 <u>Mission All-Season Field Policy:</u> Priority Use:</p> <ol style="list-style-type: none"> 1. Minor Football 2. Other Minor Sports Users 3. Adult Users for Games Only 4. Tournaments 5. Commercial Use <p>Field Use Guidelines</p> <ol style="list-style-type: none"> 1. Field will be closed to all users during the months of December and January 2. Shoulder Season – February to First Saturday in April <ol style="list-style-type: none"> a. Usage will be determined by field condition. The City reserves the right to cancel bookings. b. Users are required to do their own line markings. Lining equipment will be provided. 3. Regular Season – First Saturday in April to June 30 <ol style="list-style-type: none"> a. Limited to two (2) league games per night. b. No practices allowed. c. Marking done by City Parks Staff. 4. Summer Season – July and August <ol style="list-style-type: none"> a. Fields closed. 5. Regular Season – September to October <ol style="list-style-type: none"> a. Limited to two (2) league games per night. b. Practice allowed only for Kelowna Minor Football. c. Marking done by City Parks Staff. 6. Shoulder Season – November <ol style="list-style-type: none"> a. Usage will be determined by field condition. The City reserves the right to cancel bookings. b. Users are required to do their own line markings. Lining equipment will be provided. 7. All other normal field booking procedures and timelines apply.
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<p>5.11 Need to minimize disturbance to neighbouring properties due to use of field lights.</p>	<p>5.11.1 Apple Bowl Lights – to be scheduled to 11:00 pm only Computer will be to 11:15 in consideration of possible game/event delay and cleanup requirements.</p> <p>East Kelowna Softball Lights – to be scheduled to 11:00 pm only Computer setting will be to 11:10.</p> <p>Elks Stadium Lights – controlled by users.</p> <p>Kinsmen Softball Lights – to be scheduled to 11:00 pm only Computer setting will be to 11:15.</p> <p>Mission All-Season Field Lights – to be scheduled to 11:00 pm only Computer setting will be to 11:15.</p> <p>5.11.2 Scheduling of lights beyond 11:00 pm will be considered for special events or tournaments, at all locations with the exception of the East Kelowna Softball fields, because of disturbance to the neighbours in this area. Requests for lights beyond 11:00 pm must be made at least two (2) weeks in advance. Only tournaments of a provincial or national calibre will be considered for extension of lights. The Manager of Recreation Services must approve all requests</p> <p>5.11.3 Extension of time beyond 11:00 pm will not be considered for :</p> <ul style="list-style-type: none"> - late start of game(s) - slow play of game(s) - consumption of alcohol in approved beer garden after tournament play or special event has ended for the day - rain delay of game(s)
<p>5.12 Promotion of Sports Tourism</p>	<p>5.12.1 The City will, on a two year trial basis, pay the appropriate fees for tournament play in the spring shoulder season – from mid-March to the normal opening of these facilities and the fall shoulder season – from mid-September to the closure of these facilities, weather and field conditions permitting, for tournaments on City sportsfields and stadiums, exclusive of the Apple Bowl</p> <p>5.12.2 The Director of Parks and Leisure Services will have authority to modify user fees under special and unique circumstances</p>

Overnight Parking at Sportsfields/Stadiums

In support of tournaments and special events taking place at the City's District Parks, overnight parking for participants renting the Parkinson Recreation Centre, Mission Sportsfields, and Rutland Sportsfields is available as approved by the Outdoor Events Committee.

Given that each location has its own unique facility characteristics, a General Requirements sheet will be attached to the facility rental contract and further outline the specific rental requirements and expectations. The requirements and expectations may vary between events and locations.

FEE:

The fee for overnight parking is \$15.00 per vehicle per night.

To ensure there is an organized approach in developing the overnight parking plan, participants are required to reserve parking spots through the event organizers. Recognizing some participants will show up without confirmed reservations, additional spots will be made available within facility parking limitations.

Event organizers are responsible to collect all fees and remit the same to City within three days of the conclusion of the event.

Any incremental costs are the responsibility of the event organizer.

GENERAL GUIDELINES:

Location and layout requirements of overnight parking to be pre-arranged with Facilities and Stadium Supervisor.

Only self-contained recreation vehicles permitted. No tents or parking on grassed areas.

An on-site parking co-ordinator is required to control parking arrangements and ensure all requirements are followed. This person must be present at all times while vehicles are arriving.

No alcohol in parking lot.

A single parking space is to separate each vehicle in this area.

A 20' emergency access lane must be maintained through the overnight parking area.

Event organizer is responsible for security and the orderly conduct of users in the designated overnight parking area.

1. When overnight parking vehicles exceed 20 units, a uniformed, professional security company is required to remain on site throughout the night.
2. When overnight parking vehicles is less than 20 units overnight security services can be provided by event volunteers.

Washrooms may be available on site either by direct access to facility or portable toilets brought in for the event.

No dumping of waste water on any of the overnight parking sites.

A garbage bin may be available by overnight parkers.

Shower facilities may be available during regular operating hours at the Parkinson Recreation Centre, Kinsmen Fieldhouse, and Rutland Arena.

Any incidences are to be reported immediately to the City's contract security company.

The parks are closed at 11:00 p.m. through to 6:00 a.m. and participants must respect this as "quiet time".

Participants not respecting the rules and guidelines will be evicted from the overnight parking site.

City representatives may at their discretion, alter on-site parking arrangements during the events to ensure safety considerations to both the participants and facility.

Sportsfield Categories

	"A" FIELD	Modified "A"	"B" FIELD	"C" FIELD
Key Features and Identifying Traits	Full size field(s) Sportslights Shale Infields Outfield fences Adjacent washrooms	May be somewhat smaller than "A" Field Fewer structural amenities than "A" Sportslights	Full size field(s) Shale infields Large backstops Groups of fields	Less than full size fields Grass infields Small backstops Limited fencing Limited uses Low maintenance costs Multi-purpose area(s)
Locations: →	Mission Softball Complex Elks Stadium	East Kelowna Softball Complex Mission All-Season Field	- Belgo Park - Cameron Softball - City Park Oval - Edith Gay Park - Glenmore Softball - K.L.O. Softball - Mission Soccer - Lillooet Soccer - Lombardy #28 #29 - Osprey Park - Parkinson Soccer - Parkinson Lacrosse - Redridge Soccer - Rutland Softball - Rutland Soccer - Centennial Soccer & Softball	- Dilworth Soccer - Lombardy #26 & 27 - Parkinson Softball P12 - East Field - Robertson Softball - Parkinson Cricket Pitch - Parkinson Softball P13 & 15 - North End Mosquito Diamond - Lombardy #20

User Categories

Minor Group = A group with membership up to and including the age of 18 years.

Adult Group = A group with membership aged 19 years and older.

Groups in which both minor and adults play will be considered an Adult Group. Adult fees apply.

"Commercial" Use of Sportsfields: For profit organizations using sportsfields, whether they are adults or minors shall pay twice the established hourly rate at the facility in question.

Out-of-Town Users: Out-of-Town user organizations, whether they are adults or minors shall pay one and one-half times the established hourly rate at the facility in question.

DAMAGE DEPOSITS

Damage Deposits: Usual damage deposits (charged for Tournament play only) are \$100 per field, not to exceed \$3,000 per tournament unless otherwise determined

Sportsfield Fees

ADULTS - SPORTSFIELD HOURLY RATES (subject to GST)

	2000	2001	2002	2003	2004	2005
ADULT LEAGUE PLAY - Prime Time 5pm-dusk Mon-Fri & 9am-dusk Sat/Sun						
"A" Field	\$21.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
"Modified" A	13.00	13.40	13.80	14.20	14.60	15.00
"B" Field	9.00	9.20	9.40	9.60	9.80	10.00
"C" Field	4.50	4.60	4.70	4.80	4.90	5.00
"D" Field	2.10	"D" field category to be phased out after year 2000 play				

ADULT LEAGUE PLAY - Non-Prime Time 9am-5pm Mon-Fri

"A" Field	\$9.00	\$9.20	\$9.40	\$9.60	\$9.80	\$10.00
"Modified" A	6.50	6.70	6.90	7.10	7.30	7.50
"B" Field	4.50	4.60	4.70	4.80	4.90	5.00
"C" Field	2.50	2.60	2.70	2.80	2.90	3.00
"D" Field	1.05	"D" field category to be phased out after year 2000 play				

ADULT TOURNAMENT PLAY - Ten (10) hour maximum charge LIGHTS EXTRA

"A" Field	\$ 10.50	\$ 10.50	\$10.50	\$10.50	\$10.50	\$10.50
"Modified" A	8.50	8.80	9.10	9.40	9.70	10.00
"B" Field	7.50	7.80	8.10	8.40	8.70	8.95
"C" Field	5.25	5.45	5.65	5.85	6.05	6.20
"D" Field	3.15	"D" field category to be phased out after year 2000 play				

ADULT OFF SEASON PLAY

"A" Field	\$ 4.50	\$ 4.65	\$ 4.80	\$4.95	\$5.10	\$ 5.25
"Modified" A	3.25	3.35	3.45	3.55	3.65	3.75
"B" Field	2.10	2.17	2.24	2.31	2.38	2.45
"C" Field	1.05	1.09	1.13	1.17	1.21	1.25
"D" Field	1.05	"D" field category to be phased out after year 2000 play				

MINORS - SPORTSFIELD HOURLY RATES (subject to GST) eff 00/06/13

	2000	2001	2002	2003	2004	2005
MINORS LEAGUE PLAY – Prime Time 5pm-dusk Mon-Fri & 9am-dusk Sat/Sun						
"A" Field	N/A	\$ 2.00	\$ 4.00	\$ 6.00	\$ 8.00	\$ 10.00
"Modified" A	N/A	1.50	3.00	4.80	6.00	7.50
"B" Field	N/A	1.00	2.00	3.00	4.00	5.00
"C" Field	N/A	0.50	1.00	1.50	2.00	2.50

MINORS LEAGUE PLAY - Non-Prime Time 9am-5pm Mon-Fri

"A" Field	N/A	\$ 2.00	\$ 2.75	\$ 3.50	\$ 4.25	\$ 5.00
"Modified" A	N/A	1.50	2.06	2.63	3.19	3.75
"B" Field	N/A	1.00	1.38	1.75	2.13	2.50
"C" Field	N/A	0.50	0.75	1.00	1.25	1.50

MINORS TOURNAMENT PLAY - Ten (10) hour maximum charge LIGHTS EXTRA

"A" Field	N/A	\$ 2.00	\$ 2.81	\$ 3.63	\$ 4.44	\$ 5.25
"Modified" A	N/A	1.50	2.38	3.25	4.13	5.00
"B" Field	N/A	1.00	1.87	2.74	3.61	4.48
"C" Field	N/A	0.50	1.15	1.80	2.45	3.10

MINORS OFF SEASON PLAY

"A" Field	N/A	\$ 2.00	\$ 2.16	\$ 2.31	\$ 2.47	\$ 2.63
"Modified" A	N/A	1.50	1.59	1.69	1.78	1.88
"B" Field	N/A	1.00	1.06	1.11	1.17	1.23
"C" Field	N/A	0.50	0.53	0.56	0.59	0.63

Use of Lighted Sportsfields: Lights are controlled through computerized systems. All groups requiring lights must communicate directly with the rental office at the Parkinson Recreation Centre to access lighting.

- Light charges apply for all tournament and off-season play, for both adult and minor groups.
- Mission Sportsfields & East Kelowna Softball Complex - No charge for lights used for adult or minor league play.
- Elks Stadium – Lights are no charge for minor league play. Light charges apply for all adult play.

Hourly Rate	2000	2001	2002	2003	2004	2005
Lights	7.14	7.50	7.87	8.27	8.68	9.11

Apple Bowl Stadium Policy

1. **GENERAL POLICY:**

- 1.1 Whenever possible the priority for allocation of the Stadium shall be as follows:
 - First Priority: School District No. 23 Track & Field Events
 - Second Priority: Kelowna Track & Field Club Events
 - Third Priority: Okanagan Sun Football
 - Fourth Priority: Okanagan Challenge Soccer Games
 - Fifth Priority: Major Athletic Tournament games and/or Special Sporting Events
 - Sixth Priority: Community Athletic Events
 - Seventh Priority: Community Non-Athletic Events
- 1.2 The City reserves the right to schedule both routine and special maintenance which may require closure of the Stadium for the appropriate amount of time based on the maintenance application. The City will endeavour to provide as much advance notice as possible.
- 1.3 No Smoking in this facility.
- 1.4 An "E" Stadium Liquor Licence has been established at the Apple Bowl Stadium with an approved contractor. Functions requesting liquor service are required to operate through the licenced concession contractor. Special Occasion Licences will not be considered in other locations in this facility.
- 1.5 The contracted concessionaire shall have exclusive rights to all food service at the Stadium.
- 1.6 Any user of a sportsfield will be responsible to ensure that no person violates the laws of the Province of BC and/or the Statutes of Canada. Failure to comply will result in refusal of future use privileges at any City facility.
- 1.7 User groups must not commence play on the field, or running track or any other outdoor facility, where the combination of excessive moisture and player usage may cause damage to the turf or playing surface. Games will have to be postponed or re-scheduled. Extreme weather conditions may require field closure, and such closure will be advertised by the City of Kelowna.
- 1.8 Proper authorization is required for motor vehicles (except emergency vehicles) motor bikes, dogs or horses to be allowed in the Apple Bowl, within the limits of the Parks By-Law, and the Outdoor Events By-Law.
- 1.9 User groups are required to cooperate with the City staff by reporting damaged facilities, equipment, and unsafe field conditions prior to the game or at their earliest convenience.
- 1.10 Dressing rooms will be available to the user as required.
- 1.11 No user group shall erect or construct any building, fence, sign, post, etc. without obtaining prior authority from the Director of Parks & Leisure Services or his designated authority.
- 1.12 The user shall not add to or alter any utility service without prior approval from Supervisor of the facility.
- 1.13 The user group shall be liable for any damage to the facility occurring as a result of its use during the contracted time.
- 1.14 If, at any time, a group reserves the Stadium and leaves it in an untidy condition, an additional fee will be charged to cover the costs of cleanup.
- 1.15 No Posters without prior approval.
- 1.16 All First Aid service, including supplies, is the responsibility of the user.
- 1.17 Any group or individual using the Stadium and not abiding by this policy may be denied usage for a minimum of one year.

- 1.18 All users must meet with a designated City official to complete the PRE/POST EVENT CHECKLIST as part of the preparation and clean up of all special events. THERE SHALL BE ABSOLUTELY NO GROUND PENETRATION (STAKES) WITHOUT APPROVAL
- 1.19 No person shall sell or expose for sale any article or thing, or any service for a fee without the written permission of the Director of Parks & Leisure Services or his designated authority.
- 1.20 All users must adhere to the Terms & Conditions as set out in the Facility/Parks Use Agreement/Invoice.
- 1.21 No user group may sub-rent the facility.

2. DEFINITIONS:

- 2.1 Premier Game A sporting event with wide community appeal, including local, regional, provincial, national, international level tournaments.
- 2.2 Regular Game League Games of the Okanagan Challenge Soccer Club and the Okanagan Sun Football Club.
- 2.3 Sporting Event A sporting event means a football, soccer or rugby game or other field sport (excluding baseball or fastball), a track meet, a footrace either walking, running or wheelchair.
- 2.4 Non-Sporting Event An event which does not use the playing field area of the Stadium such as a religious or other assembly, music festival, rally.
- 2.5 Public Use Use of the track area only by the general public for walking, running or wheelchair.
- 2.6 Practice Practice means Okanagan Sun Football Club limited use, at the discretion of the Stadium Manager, for special running, kicking and passing teams only when lighted field is required, and Kelowna Track & Field Club practice. No other practice is allowed.
- 2.7 Seasonal Field Use The Apple Bowl FIELD AREA "season" runs from approximately mid-April through Mid-October in each year, with special provision made for later requirements for final games, weather and field conditions permitting into November.
- 2.8 Track Use Season The Apple Bowl TRACK is open to the general public from 6:00 am to dusk throughout the year, except during extreme weather conditions.
- 2.9 Kelowna Track & Field Club For purposes of booking use of the Apple Bowl Stadium, the Kelowna Track & Field Club will be considered a minor sport organization.

3. PAYMENT OF FEES:

SPORTING EVENTS

3.1 League Play:

Charges for league or seasonal play must be paid seven (7) days in advance of the first date of use. A league may have the option of separating its "season" into halves if required. In such instances payment of fees shall be due seven (7) days in advance of the first date of play in each half of each season.

Cancellations by user group for league or seasonal play bookings must be made seven (7) clear days in advance of the date(s) in question or full charges will apply.

Tournaments or Special Events:

Charges for tournament or other special event play must be paid on the basis of:
50% (non-refundable) of the total rental fee, thirty (30) days in advance of use, and the balance paid seven (7) days in advance of the first day of use.

- 3.2 Cancellations for tournament or special event play must be made thirty (30) clear days in advance or full charges will apply

- 3.3 Charges to be paid seven (7) days prior to event for “in-town” customers and fourteen (14) days prior to event for “out of town” customers. Organizations with multiple bookings, such as the Okanagan Challenge, Okanagan Sun, Kelowna Minor Football, and Kelowna Track & Field Club, may have the option of paying on a monthly basis on the first day of each month.

NON-SPORTING EVENTS

- 3.4 For rentals where the contract sum is \$500.00 or greater, tentative bookings must be confirmed within fourteen (14) days, at which time a rental deposit of 25% of the contract sum or \$125.00, whichever is greater, is required to hold the tentative contract.

For events where the contract sum is less than \$500.00, tentative bookings will only be made when the deposit amount of \$125.00, or the entire amount of the contract sum, when the amount is less than \$125.00, is paid.

- 3.5 Performance bonds and security deposits to be paid by cash, cheque, Visa, MasterCard or Debit Card, seven (7) days prior to event for “in-town” customers and fourteen (14) days prior to event for “out of town” customers.
- 3.6 Cancellations for organizations with multiple bookings (as noted in 3.1) must be made seven (7) clear days in advance or full charges will apply. Cancellations for all other organizations must be made thirty (30) clear days in advance or full charges will apply.
- 3.7 All bookings are subject to a 10% (minimum \$50.00) cancellation fee.

4. ALLOCATION:

Any athletic event with a combined participation (spectators and participants) of over 500 people must also make application under the Outdoor Events By-Law.

PRINCIPLE	POLICY
4.1 Need to maintain a premier sporting facility.	4.1.1 The City of Kelowna shall coordinate the use facility for all events with a view to maintaining the playing field area in the best possible condition. 4.1.2 Maximum of two (2) games per day permitted. 4.1.3 No vehicles permitted on the track. 4.1.4 No vehicles permitted on the playing field area. 4.1.5 Only sporting events permitted on the playing field area. 4.1.6 No staking permitted. 4.1.7 No animals permitted.

<p>4.2 Need to recognize historical or traditional uses</p>	<p>4.2.1 Historical SPORTS Users:</p> <ul style="list-style-type: none"> ▪ School District #23 Track Meets ▪ Elementary Schools Annual Track Meet ▪ Track & Field Club – Annual Use ▪ Track & Field Club – Jack Brow Track Meet ▪ Okanagan Sun Football ▪ Okanagan Challenge Soccer ▪ Kelowna Minor Football <p>4.2.2 Historical EVENTS Users:</p> <ul style="list-style-type: none"> ▪ Jaycees 24 Hour Relay ▪ Run for Cancer Cure <p>NO OTHER USES SHALL BE “GRANDFATHERED”</p> <p>4.2.3 The aforementioned organizations shall retain annual time slots as long as they are booked annually on or before October 31. All applications received after the deadline date shall be treated as new applications. If any sporting organization requires an extension for submission of its annual application, a written request must be made to the City of Kelowna, or that organization may lose its priority.</p> <p>4.2.4 New applications will be dealt with on a merit basis, evaluated on the following:</p> <ul style="list-style-type: none"> ▪ numbers of participants and demand ▪ impact on other user groups ▪ impact on the facility ▪ status of organization (local, regional, provincial, national, international) <p>4.2.5 Notwithstanding the foregoing, the City reserves the right to negotiate with organizers of games and/or events which may require approval outside the time frames noted herein. Whenever possible negotiations will be done in consultation with organizers of annual events.</p>
<p>4.3 Need to have equitable access to the stadium for both sporting and non-sporting users</p>	<p>4.3.1 The City recognizes the need to abide by the Joint Use Agreement with School District No. 23. In accordance with this agreement, there is no charge for school events, however there will be a refundable security deposit charged.</p> <p>4.3.2 Premier sporting events and games, and tournament games will have first priority for allocation of time.</p> <p>4.3.3 A total of six (6) non-sporting events with participation of 500 or more will be permitted in each season.</p> <p>4.3.4 Additional non-sporting events with participation less than 500, may be allocated as availability of time permits.</p> <p>4.3.5 Acceptance will not necessarily be on a first come first served basis, but will be based on the nature and merit of the event, evaluated on the following:</p> <ul style="list-style-type: none"> ▪ non-profit or fundraising endeavours ▪ numbers of participants and demand ▪ impact on other user groups ▪ impact on the facility ▪ status of organization (local, regional, provincial, national, international) <p>Notwithstanding the foregoing, the City reserves the right to negotiate with organizers of events which may have broad community appeal.</p>

<p>4.4 Need to coordinate schedules of play for “league” games</p>	<p>4.4.1 City will collaborate to provide adequate game dates to the Okanagan Sun Football Club and the Okanagan Challenge Soccer Club each season.</p> <p>4.4.2 If it is necessary to schedule both football games and soccer games on the same weekend, then both teams will equally share the additional cost of necessary goal post changes.</p> <p>4.4.3 No seasonal game schedules are to be finalized by organizations without approval from the City of Kelowna.</p> <p>4.4.4 Any expansion of leagues or league games must be approved by the City in advance of such expansion.</p>
<p>4.5 Need to minimize disturbance to neighbouring properties due to use of field lights</p>	<p>4.5.1 Apple Bowl Lights – to be scheduled to 11:00 pm only Computer will be to 11:15 in consideration of possible game/event delay and cleanup requirements.</p> <p>4.5.2 Scheduling of lights beyond 11:00 pm will be considered for events of a provincial or national caliber. Requests for lights beyond 11:00 pm must be made at least two (2) weeks in advance.</p> <p style="padding-left: 40px;">The Facility Supervisor must approve all requests</p> <p>4.5.3 Extension of time beyond 11:00 pm will not be considered for :</p> <ul style="list-style-type: none"> ▪ late start of game(s) ▪ slow play of game(s) ▪ consumption of alcohol after play or special event has ended for the day ▪ rain delay of game(s)

"FACT SHEET"

Location:	Bernard Avenue, between Burtch and Spall Roads.
History:	Facility opened in 1980. Inaugural event – 1980 BC Summer Games
Capacity:	Grandstand (covered) – 1,054 Seats East Bleachers – 600 Seats Dressing Rooms – 4 Officials Room – 1 Washrooms – 1 Male, 1 Female Telecommunications Centre - complete with all connections for operation of sound system and telephone lines.
Track:	400 Meter 8 lanes Regulation size, rubberized all-weather track, including provision for "steeple chase".
Playing Field Area:	Complete with full-frame football and soccer goalposts. Soccer users to provide own nets. Field Dimensions: Length – 110 m Width – 58 m
Parking:	120 Parking stalls available at adjacent Dr. Knox School Access off Burtch Road. 80 Parking stalls available to the northeast. Access off Spall Road.
Serving of Alcohol:	An "E" Stadium Liquor Licence has been established with an approved contractor. Functions requesting liquor service are required to operate through the licenced concession contractor. Special Occasion Licences will not be considered within this facility.
Food/Beverage Concession:	Concession operation is provided. No other food or beverage service is permitted.
Telephone Service:	Arrangements to activate telephone lines to be made through Telus by the renter. Must be coordinated with Facility Supervisor.
Electrical Service:	Arrangements for access to existing service or to provide additional service to be made through the Supervisor of the Facility.
Sportsfield Lights:	Very high quality sportsfield lighting. (Level 3 Standard) Lights are computer controlled. Renter must contact Parkinson Recreation Centre to arrange.
Sound Booth & Sound System:	Sound booth equipped with counters in viewing area and console for sound system. Digital control sound system complete with: 4 wireless microphones 1 direct wired microphone headsets appropriate for track & field starters, field referees 8 perimeter speakers complete with unlimited zone controls music quality appropriate for voice, tapes CDs Security alarms in sound booth are computer controlled. Access to area to be arranged through Parkinson Recreation Centre. Renter to sign for keys and microphones.
Electronic Scoreboard:	Designed for Canadian Football. Controller to be obtained from Parkinson Recreation Centre.
Equipment:	All equipment required for track & field. Equipment can be made available on request.

Apple Bowl Fees
All charges subject to GST

		2000	2001	2002	2003	2004
		Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Sporting Events (Minimum 4 Hours)						
Commercial		\$ 75.18	\$ 78.96	\$ 82.73	\$ 86.51	\$ 90.29
Community Use /Adult Organization		40.60	45.50	50.40	55.30	60.20
Community Use/Minor Organization		37.59	39.48	41.37	43.26	45.15

Non-Sporting Events (Minimum 4 Hours)						
Commercial		\$ 81.20	\$ 91.00	\$ 100.79	\$ 110.59	\$ 120.39
Community Use /Adult Organization		75.18	78.96	82.73	86.51	90.29
Community Use/Minor Organization		37.59	39.48	41.37	43.26	45.15

Hourly Rate (Minimum 2 Hours):						
Only for the following when permitted:						
Okanagan Sun Football (seasonal practice)		\$ 21.60	22.20	\$ 22.80	\$ 23.40	\$ 24.00
Kelowna Track & Field Club (practice includes lights n/c)		1.20	2.40	3.60	4.80	6.00

Extra Fees:						
Goalpost Changes (weekends or holidays)		Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate
Change Only		\$ 416.00	\$ 432.00	\$ 448.00	\$ 464.00	\$ 480.00
Change and Restore to Original Configuration		624.00	648.00	672.00	696.00	720.00

		Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Set up/Take down days (Minimum 2 Hours)		\$ 21.60	\$ 22.20	\$ 22.80	\$ 23.40	\$ 24.00
Additional Games (at discretion of Stadium Manager)						
Commercial (2 hour Minimum)		\$ 75.18	78.96	82.73	86.51	90.29
Community Use /Adult Organization (2 hour minimum)		\$ 40.60	45.50	50.40	55.30	60.20
Community Use/Minor Organization (2 hour minimum)		\$ 37.59	39.48	41.37	43.26	45.15

Maximum of ten (10) hours charged per day.

Apple Bowl Lights - per hour		\$ 7.14	\$ 7.50	\$ 7.87	\$ 8.27	\$ 8.68
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Hourly rates INCLUDE lining of field, goal posts, time clock control for sporting events, track & field equipment.

Hourly rates DO NOT INCLUDE use of lights.

Renters must supply own forces, security, ticket takers, and shall provide adequate litter control.

OUTDOOR EVENTS

Outdoor Event Permit Requirements

In accordance with City of Kelowna By-Law No. 8358 "A By-law to Regulate Outdoor Events Within the City of Kelowna", owners or occupiers of real property holding outdoor events involving significant numbers of people, as well as the organizers of outdoor events using city property or streets must make application for such an event.

OBTAIN AN APPLICATION FORM FROM PARKINSON RECREATION CENTRE.

ALLOCATION: Every effort will be made to recognize historical or traditional uses. Event organizers will be requested annually to submit preliminary applications on or before October 31 so that usual events may be tentatively booked on the traditional date(s). Failure to submit the intent to make application for an event within this time may result in an organization losing its priority. All applications received after the deadline date shall be treated as new applications.

THE FOLLOWING CATEGORIES APPLY:

1. Under 1000 people on City property OR Athletic event over 500 people on City property	Application to be submitted a minimum of 60 days prior to event
2. Under 1000 people on City property using roadways	Application to be submitted a minimum of 60 days prior to event
3. Use of Roadways Only (eg. Parade, Road Race, Walk)	Application to be submitted a minimum of 60 days prior to event
4. Over 1000 people on City property NOT Using Roadways OR Over 1000 people on City property USING Roadways	Application to be submitted a minimum of 90 days prior to event
5. Over 1000 people on PRIVATE PROPERTY	Application to be submitted a minimum of 90 days prior to event
6. Over 2500 people on City property NOT Using Roadways OR Over 2500 people on City property USING Roadways	Application to be submitted a minimum of 120 days prior to event

OUTDOOR EVENTS COMMITTEE

Kelowna Detachment, RCMP – Officer in Charge
BC Ambulance Service – Superintendent
Deputy Medical Health Officer
Kelowna Transit – General Manager
City of Kelowna – Director of Parks & Leisure Services
City of Kelowna – Recreation Manager
City of Kelowna – Transportation Manager
City of Kelowna – Licencing & By-Law Enforcement Supervisor
(or their authorized designates)

The Outdoor Events Committee meets regularly to consider all applications for events. Particular attention is given to the provision of adequate health, sanitation, vehicular control, crowd control, and dog control, to ensure public safety and the protection of public and private property.

Minimum Non-refundable Fee \$40.00 (+GST)

Minimum Security Deposit (if applicable) - \$500.00 per event

Facility Rental Fees as applicable

Permit and Rental fees (if any) & Security Deposit due 14 days prior to event

**All applications must be made through the Parkinson Recreation Centre
1800 Parkinson Way
Kelowna, BC, V1Y 4P9**

Phone 250- 860-3938, FAX 250-862-3957

All applicants must enter into a Contract for Use of City Facilities/Property, if applicable.

CONDITIONS OF PERMIT:

1. LIABILITY INSURANCE: Unless deemed otherwise by the City, the Renter/User of City Property/Facilities, including City Roads, shall hold a valid policy for public liability and property damage insurance in an amount of no less than TWO MILLION DOLLARS (\$2,000,000.00) against liabilities or damages in respect of injuries to persons (including injuries resulting in death) and in respect of damage arising out of the performance of this agreement. Participant coverage may also be required at the discretion of the City.

The City shall be named as an additional insured on the policy. The policy shall preclude subrogation claims by the insurer against anyone insured thereunder. In addition, such insurance policy shall include the following "Cross Liability" clause: "The insurance afforded by this policy shall apply in the same manner, as though separate policies were issued, to any action brought against any of the named insured by or on behalf of any other named insured."

2. ALCOHOL: Consumption of alcoholic beverages is strictly forbidden, with the exception of licensed functions. Licensed functions must be approved by the Director of Leisure Services or his designate before obtaining a liquor permit from the RCMP or any other permit-issuing agency. Consumption restricted to designated area. Refer to "Application for Special Occasion License" form (attached).
3. ATTACHMENT OF STRUCTURES: The Permit Holder shall not construct, erect, attach or cause or permit to be constructed, erected or attached any device, fixture or other thing of whatsoever nature to any part of a City facility without the prior written consent of the Director of Leisure Services or his designate, or Roadway by permission of the City Engineer.
4. CONCESSIONS: It is expressly understood that the City shall have the sole and exclusive right to operate or lease out all concessions in or on a City facility and shall have the sole and exclusive photography, radio, television and recording rights with respect to the use of a City facility by the Licensee.
5. SECURITY DEPOSIT: The City reserves the right to determine the amount and to require the posting of a performance bond and/or damage deposit. The damage deposit will be refunded, less any costs incurred for damages to City facilities.
6. LITTER CONTROL: Permit Holders are responsible for collection and removal of litter generated by their event.
7. NOTIFICATION OF NEIGHBOURS: Permit Holder may be required to notify affected neighbours or other persons who may be affected by the event, and provide verification to the City that this has been done.
8. CITY BY-LAWS: Permit Holder must comply with all applicable City of Kelowna By-Laws including but not limited to: Parks Regulation By-Law No. 6819-91, as amended. Traffic Regulation By-Law No. 4495-78, Fireworks Regulation By-Law No. 7643.
9. Use of City Parks: ABSOLUTELY NO GROUND PENETRATION (STAKES) OR STRUCTURES WITHOUT WRITTEN APPROVAL. In the event this agreement is for the use of a park or playing field, there shall be no play where the combination of excess moisture and player usage may cause damage.

10. POLICING COSTS: Events requiring special policing arrangements may require police resourcing levels which can only be provided on an overtime basis or may require bringing in extra police resources from other RCMP detachments. In such cases the event organizers must pay 100% of these additional costs which may include overtime, travel , meals, accommodation and other incidental costs such as boat fuel. In such cases a minimum of three months advance notice is required.
11. REMOVAL OF GOODS & CHATTELS: The Permit Holder undertakes and agrees to remove all the goods and chattels of the Permit Holder on or before the termination of this agreement. In the event that the Permit Holder shall fail to remove such goods and chattels as aforesaid, the City may remove and store goods and chattels at the expense of the Permit Holder and the City shall not be liable for any damage to or loss of the said goods and chattels during such removal or storage, or both. All equipment, displays, moneys and other goods and chattels of the Licensee brought onto or into the City facility shall be the sole responsibility of the Permit Holder and the City shall not be liable for any damage to or loss of such equipment, displays, moneys and other goods and chattels from any cause whatsoever.
12. RIGHT OF ENTRY: The Permit Holder agrees that the Director of Leisure Services or such other person(s) designated from time to time to carry out the functions of the Manager of the Facility or Park for purposes of this agreement, together with any agents or employees of the City, shall at all reasonable times be entitled to enter upon and inspect the City facility and to make such alterations, repairs or additions as may be necessary in the opinion of the Manager for the safety and preservation of the Facility.
13. TRAFFIC AND PARKING CONTROL:
- a) The City does not provide Traffic Officers for Outdoor Events.
 - b) Permit Holders are required to provide sufficient Flag People, Traffic Marshals and barriers to ensure that traffic safety is met.
 - c) Traffic Marshals and Flag People are required to wear a blaze red or orange vest, poncho or jacket with at least one horizontal reflectorized stripe. These vests must be supplied by the Permit Holders of the event. All Marshals must be at least 18 years of age.
 - d) Traffic direction within an intersection is only permitted to be done by a Peace Officer appointed under the provisions of Traffic Regulation By-Law and under the provisions of the Provincial Motor Vehicle Act. No other person is permitted to direct traffic in an intersection. All other stopping of traffic, re-routing of traffic and street closures may be done by Traffic Marshals and Flag People. RCMP are required to control traffic at signalized intersections on arterial highways (Hwy 97 & Hwy 33).
14. SANITARY & STORM DRAINAGE PROTECTION: Permit Holders may be required to make arrangements for protection of sanitary and storm drains.
15. ADVERTISING: No person shall publicize an Outdoor Event before a permit for the event has been issued without the written permission of the Outdoor Events Committee.

Outdoor Event Fees and Charges

		Picnic, etc. Under 150		
		↓	↓	↓
PARK	SECTION	Hourly Rate 2 hour minimum fee + GST	Hourly Rate Per Section Used to max of 10 hr/da + Outdoor Application Fee - \$40.00 + GST	Hourly Rate Per Section Used to max of 10 hr/da + Outdoor Application Fee - \$40.00 + GST
City Park	Oval	\$ 8.60	\$ 8.60	\$ 17.20
	North Field	\$ 8.60	\$ 8.60	\$ 17.20
	Jubilee Bowl Area	\$ 8.60	\$ 8.60	\$ 17.20
	Parking Lot	\$ 8.60	\$ 8.60	\$ 17.20
	Picnic Area	\$ 8.60	\$ 8.60	\$ 17.20
	Hot Sands Beach	\$ 8.60	\$ 8.60	\$ 17.20
	Cold Sands Beach	\$ 8.60	\$ 8.60	\$ 17.20
	Rose Garden	\$ 8.60	\$ 8.60	\$ 17.20
	Veendam Garden	\$ 8.60	\$ 8.60	\$ 17.20
	*Waterfront Walkway	\$ 8.60	\$ 8.60	\$ 17.20
	Skateboard Park	\$ 8.60	\$ 8.60	\$ 17.20

* Waterfront Walkway (made up of area from City Park (tunnel @ Hwy 97) through to end of Waterfront Park @ Rotary Marsh (includes Grand Promenade and Simpson Walk).

Waterfront Park	Island Stage	\$ 8.60	\$ 8.60	\$ 17.20
	Concession Plaza	\$ 8.60	\$ 8.60	\$ 17.20
	Tug Boat Beach	\$ 8.60	\$ 8.60	\$ 17.20
	Rhapsody Plaza	\$ 8.60	\$ 8.60	\$ 17.20
	Pioneer Garden	\$ 8.60	\$ 8.60	\$ 17.20
	Gazebo	\$ 8.60	\$ 8.60	\$ 17.20
	*Waterfront Walkway	\$ 8.60	\$ 8.60	\$ 17.20
	(**Grand Promenade)	n/a	n/a	** \$307/day or \$819/day

** See Convention/Trade Show Use Policies - Page 24

Gyro Park	Beach	\$ 8.60	\$ 8.60	\$ 17.20
	Beach Volleyball	\$ 8.60	\$ 8.60	\$ 17.20
	Lawn Area	\$ 8.60	\$ 8.60	\$ 17.20

Knox Mountain	Apex Lookout	\$ 8.60	\$ 8.60	\$ 17.20
	Simpson Pavilion	\$ 8.60	\$ 8.60	\$ 17.20
	Crown Lookout	\$ 8.60	\$ 8.60	\$ 17.20
	Base Area	\$ 8.60	\$ 8.60	\$ 17.20
	Picnic Area	\$ 8.60	\$ 8.60	\$ 17.20

Various Locations	Picnic Areas			
	Ceremony Areas			
	Outdoor Event Areas	\$ 8.60	\$ 8.60	\$ 17.20

Note: Weddings, picnics or any other gatherings of 150 people or more must apply under the Outdoor Event Application Process and pay the Outdoor Event Application fee of \$40.00 (+GST).

RATES TO BE REVIEWED ANNUALLY