



**REGIONAL DISTRICT  
of Fraser-Fort George**

Main Office: 155 George Street, Prince George, BC V2L 1P8  
Telephone: 250-960-4400 / Fax: 250-562-8676  
Toll Free: 1-800-667-1959 / <http://www.rdfg.bc.ca>

**ROBSON VALLEY COMMUNITY AND RECREATION CENTRES  
RENTAL APPLICATION FORM**

The, \_\_\_\_\_ hereby apply to the Regional District of Fraser-Fort  
(Name of Organization or if Private Function then Family Name)

George (Regional District), to rent the Robson Valley Community Centre for the purpose of

\_\_\_\_\_  
(dinner, dance, wedding, family reunion, etc.)

**Contact Information:** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**REQUEST:**

Rental Date: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_

Setup Date: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_

Take Down/Cleanup: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ **Maximum: 360 for Banquet Seating**

Public Address System Required: Yes: ☐ No: ☐

**RENTAL FEES:**

Community Centre 441 Columbia Street, McBride BC				
	Commercial	Non-Profit	Private	Fees
Full Day (+5 hours)	\$ 300	\$ 275	\$ 250	\$
½ Day (≤ 5 hours)	200	150	100	\$
Hourly	50	40	30	\$
Kitchen/Beverage Area Usage Fee	\$ 50			\$
Sub-Total:				\$
Plus GST (5%) (HST if applicable)				\$
Damage Deposit (tax not applicable)				\$
Less Reservation Deposit (deposit due with Rental Application form)				\$
BALANCE OF FEES (due when Rental Agreement is submitted)				\$

Please return the completed *Rental Agreement* along with the balance of fees due to the Regional District c/o the Village of McBride office within 14 days of receipt of the *Rental Agreement* in order to secure your booking. Thank-you.

See Reverse



**RATES/REQUIREMENTS**

Reservation Fee	\$50
Kitchen/Beverage Area Usage	\$50 (fee charged for use of the kitchen and/or bar facilities)
Damage Deposit	\$200 (refundable)

*Liability Insurance	\$2 million: naming the Regional District as additional insured. Due 10 days prior to the event.
*Liquor License	Responsibility of Applicant. Need "Host Liquor Liability Insurance". Due 10 days prior to the event.
*Temporary Food Service Permit	A permit to operate a Food Service Establishment, <i>unless the Northern Health Authority (NHA) (250-565-2150) has waived the requirement.</i>

\* These items require that the associated paperwork be submitted to the Facility Manager, Robson Valley Recreation Centre (250-569-3360) a minimum of 10 days prior to the event date.

- **A reservation fee of \$50.00 is required with the submission of this Rental Application form.** Booking will then be confirmed and a Rental Agreement forwarded to you. Payment accepted by cash, **cheque**, MasterCard or Visa. Should the application be denied by the Regional District as a result of any conflict in scheduling or previous booking, these application fees will be refunded.
- **Submit payment to:** Village of McBride office  
100 Robson Centre  
PO Box 519, McBride BC V0J 2E0
- **Remainder** of the fee(s) are due **14 days after receipt** of Rental Agreement form. Please return completed and signed Rental Agreement form with balance of fees owing.
- Damage Deposit, proof of Liability Insurance, and proof of Liquor License and/or Food Services Permit if required, due **at least 10 days prior to event**.
- Cancellation Policy: no fees will be refunded if cancellation occurs less than 30 days prior to the event date.

**The Regional District reserves the right to either approve or deny any application for rental of its facilities.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Robson Valley Community / Recreation Centre Contact: 250-569-3360 (For set up, operations and clean up details)

<b>FOR OFFICE USE ONLY</b>		
<b>Amount and Receipt #</b>	<b>Date</b>	<b>Initials</b>
Reservation Deposit		
Balance of Fees		