



Permit Contract

Gathering Place

#200 - 2253 Leigh Square
 Port Coquitlam, BC V3C 3B8
 Phone: (604) 927-7900
 FAX: (604) 927-7910
 Email: recreation@portcoquitlam.ca

Permit #4133, Approved

Mar 1, 2017 2:38 PM



Company: B.C. Christian Soccer League
 19651 21st Avenue
 Langley, BC V2Z 1Y8

Customer Type: Local Private Group - Adult

Prepared By: Anne B.

Agent: Tom Kobelt (Agent)
 Email: tom@kdi.ca

Home: (604) 530-7318

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$2,352.00	\$117.60	\$0	\$2,469.60	\$0	\$0	\$0	\$0	\$2,469.60

RESERVATIONS

Event	Resource	Center	Notes
2017 Turf 2 BCCSL 9-11pm Type: Soccer Attend/Qty: 1	Gates Pk Soccer Art Turf #2	Gates Park 2300 Reeve Street Port Coquitlam, BC V3C 3B8 (604) 927-7900	The lights on this field are controlled remotely by staff.

Day	Days Requested	Event Begins	Duration	Date	Event Ends
Monday	Apr 3, 2017	9:00 PM	2 hours	Apr 3, 2017	11:00 PM
Friday	Apr 7, 2017	9:00 PM	2 hours	Apr 7, 2017	11:00 PM
Monday	Apr 10, 2017	9:00 PM	2 hours	Apr 10, 2017	11:00 PM
Monday	Apr 17, 2017	9:00 PM	2 hours	Apr 17, 2017	11:00 PM
Friday	Apr 21, 2017	9:00 PM	2 hours	Apr 21, 2017	11:00 PM
Monday	Apr 24, 2017	9:00 PM	2 hours	Apr 24, 2017	11:00 PM
Friday	Apr 28, 2017	9:00 PM	2 hours	Apr 28, 2017	11:00 PM
Monday	May 1, 2017	9:00 PM	2 hours	May 1, 2017	11:00 PM
Friday	May 5, 2017	9:00 PM	2 hours	May 5, 2017	11:00 PM
Monday	May 8, 2017	9:00 PM	2 hours	May 8, 2017	11:00 PM
Friday	May 12, 2017	9:00 PM	2 hours	May 12, 2017	11:00 PM
Monday	May 15, 2017	9:00 PM	2 hours	May 15, 2017	11:00 PM
Monday	May 22, 2017	9:00 PM	2 hours	May 22, 2017	11:00 PM
Friday	May 26, 2017	9:00 PM	2 hours	May 26, 2017	11:00 PM
Monday	May 29, 2017	9:00 PM	2 hours	May 29, 2017	11:00 PM
Friday	Jun 2, 2017	9:00 PM	2 hours	Jun 2, 2017	11:00 PM
Monday	Jun 5, 2017	9:00 PM	2 hours	Jun 5, 2017	11:00 PM
Friday	Jun 9, 2017	9:00 PM	2 hours	Jun 9, 2017	11:00 PM
Monday	Jun 12, 2017	9:00 PM	2 hours	Jun 12, 2017	11:00 PM
Friday	Jun 16, 2017	9:00 PM	2 hours	Jun 16, 2017	11:00 PM
Monday	Jun 19, 2017	9:00 PM	2 hours	Jun 19, 2017	11:00 PM

Summary	Notes
Total Number of Dates: 21	--
Total Time: 42 hours	

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Artificial Turf Field Rental Fee	2017 Turf 2 BCCSL 9-11pm #4133 Gates Pk Soccer Art Turf #2	\$56.00	42.00	GST: \$117.60	\$2,469.60

Payment Schedule for Original Balance of \$2,469.60

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Apr 30, 2017	\$823.20	\$0	\$0	\$823.20
May 31, 2017	\$940.80	\$0	\$0	\$940.80
Jun 30, 2017	\$705.60	\$0	\$0	\$705.60
			Current Balance	\$2,469.60

CUSTOM QUESTIONS

Question	Answer
Do you have liability insurance?	Yes
Do you require a \$25 key deposit? The key must be picked up Friday by noon and returned on the first business day after the reservation.	No
Do you require a \$25 key deposit for the lights and passcode? The key must be picked up Friday by noon and returned on the first business day after the reservation.	No

WAIVERS**Terms & Conditions of Permit**

Due Date: Apr 3, 2017

1. For the purpose of this Permit the following interpretations apply:

- a) Licensee means the renter, whether an individual or group, including employees and agent.
- b) City - the City of Port Coquitlam, its employees and agents.
- c) Facility - means facility which the Licensee is authorized to use under this Permit.
- d) Invitee - means any person who the Licensee invites or allows to enter the Facility during the period of time covered by this Permit. It is understood and agreed that the Licensee and all agents and employees of the Licensee are not and shall not be deemed to be agents or employees of the City.

2. This Permit constitutes a contractual agreement between the City and the Licensee. The Licensee agrees to observe and obey all City rules and regulations. The Licensee must pay the required fee(s) at the time of reservation unless the Licensee is deemed a regular user (eg. Port Coquitlam Minor Hockey) and they pay upon receipt of their monthly statement. Any outstanding amounts will incur a compounded interest charge.

3. While this Permit grants to the Licensee a right to use the facilities as outlined herein, the facilities remain in all other respects under the control and in the possession of the City. This Permit does not grant to the Licensee any estate or interest in the facilities. The City retains the right to cancel this Permit at any time without refund of any fees paid and will do so if in the opinion of the City any of the following events occur:

- a) unsatisfactory conduct by the Licensee or its invitees;
- b) damage to facility or to any facilities therein by the Licensee or its invitees;
- c) scheduling of City or Recreation Department activities, services, programs and/or special events (a refund will be issued for any paid rentals);
- d) failure to provide proof of the required insurance coverage prior to the event;
- e) failure of the Licensee to comply with any conditions of the Permit;
- f) failure of the Licensee to pay in full;
- g) the Licensee secures the facility through misrepresentation.

4. The Licensee shall:

- a) indemnify and save harmless the City and its officers, employees, servants, agents, successors and assigns from and against any and all claims whatsoever brought or suffered at any time hereafter including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon arising directly or indirectly from or in connection with the granting of this Permit or the use and occupation of the said premises. The above indemnity does not apply to claims arising out of the negligence of the City. This indemnity shall survive the termination or earlier cancellation of this Permit;
- b) pay the City the total cost of repairing any damage to any City property arising from the use of the Facility by the Licensee and its invitees;
- c) obtain and maintain comprehensive public liability insurance providing coverage for death, bodily injury, property loss and damage, and all other losses, arising out of or in connection with the Licensee's or Invitee's use of the Facility, in an amount not less than \$5M per occurrence. The insurance policy shall name the City, its officers, employees, and agents as additional insureds. The Licensee shall deliver proof of insurance complying with this section to the City before the Licensee uses the Facility;
- d) comply with all applicable provincial and municipal regulations; such as the dispensing and consumption of food and alcohol and shall obtain the required licenses and permits from the proper authorities and shall display same prominently at the function;
- e) be responsible for advising all attendees of the house rules and regulations;
- f) provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing facility;
- g) exercise the greatest care in the use of the facility and adjacent premises;
- h) report all damage immediately to the City;
- i) when required, to provide the City, for approval prior to the event, a floor plan showing seating, booths, tables, etc.;
- j) use only the facility named in this Permit for the time listed thereon;
- k) use the kitchen facilities for food warming purposes only except as expressly permitted in a Schedule to this Permit;
- l) not permit any other individual or group not named on this Permit to use the facility named in this Permit without the authorization of the City;
- m) not use confetti, rice, glitter or anything of this nature in the facility;
- n) keep and maintain the facility in a clean and tidy condition at all times and be responsible for leaving facility booked clean. Failure to do so will be

deemed failure to perform and will result in an additional fee equivalent to the clean up costs incurred by the City;

o) arrange for in advance, with the City, to utilize City staff for duties other than those provided under this Permit;

p) provide and pay the full cost of such personnel as shall be necessary to ensure the proper and safe use of the facility.

5. The City shall reserve the right to waive the above liability insurance requirement in Section 4 (c) above. This waiver shall be based upon the activity planned by the Licensee and the potential risk to the facility or injury to the participants as presented by the activity.

6. All equipment, displays, goods and chattels of the Licensee brought onto or into the said facilities shall be the sole responsibility of the Licensee and the Licensee shall save the City harmless from any liability which may arise by virtue of any damage to or loss of such equipment, displays, goods, chattels from any cause whatsoever.

7. It is expressly understood that the City shall have the sole and exclusive right to operate all concessions in the facilities and shall have the sole and exclusive photography, radio, television and recording rights with respect to the use of the facility by the Licensee.

8. The Licensee agrees to abide by the regulations contained on Schedules A, B, C, D, E, F, G, H, I, J, K, L, M, N and O included within this Permit.

Signature: _____

Schedule C - Field Rental Regulations

Due Date: Apr 3, 2017

1. All Licensees shall obtain and maintain comprehensive public liability insurance providing coverage for death, bodily injury, property loss and damage, and all other losses, arising out of or in connection with the Licensee's or Invitee's use of the Facility, in an amount not less than \$5M per occurrence. The insurance policy shall name the City, its officers, employees, and agents as additional insureds. The Licensee shall deliver proof of insurance complying with this section to the City before their first booked date.
2. Liquor is not permitted in any park or facility without a proper liquor license (eg. changerooms and the parking lot).
3. All Licensees must have their Permit with them to ensure guaranteed field use.
4. Teams and their spectators are to park in designated parking lots or on the field side of the street. Avoid parking in front of neighbourhood homes.
5. Perform non-game exercises and practices along the edges of the field to reduce wear and tear on the playing field.
6. The Licensee will be responsible for ensuring the fields and surrounding areas are left clean. Please use the garbage containers near or adjacent to the fields.
7. Washroom facilities are not available at all fields.
8. The Licensee will not permit anything that contravenes regulations outlined in Bylaw #3421.
9. The City may temporarily close a field and cancel the Licensee's use of the field. Any individual or group found to have played on a field that was officially closed will be subject to losing their field booking privileges, up to and including, forfeiting their right to play for the remainder of the season.
10. Visit www.portcoquitlam.ca/fieldclosures to see the latest sport field condition updates or call 604-927-5455.
11. The Licensee is responsible to ensure footwear is cleaned off prior to entering changerooms/washrooms.
12. The Licensee should ensure the changeroom/washroom doors and lime sheds are locked before leaving the field/park.
13. Report any booking issues to bookings@portcoquitlam.ca.
14. For maintenance issues Monday to Friday, call 604-816-9369 and on Saturday and Sunday call 604-928-2468. In the case of an emergency after 4:00pm or on the weekends, call dispatch at 604-543-6700.
15. Refunds will be issued for permit cancellation requests if they are received at least 14 days in advance of the booked date. If the facility permit cancellation request is received less than 14 days in advance, the Licensee will not receive a refund unless the space being released can be rebooked by the City to another user at the time of the cancellation request.
16. An exception to the Refund Policy would be in the event that a referee deems a field unplayable. If this happens, email bookings@portcoquitlam.ca by the next day to have the Permit adjusted.
17. Extraordinary circumstances (eg. playoffs) may be considered by the City as an exemption to the Refund Policy.
18. To protect the artificial turf fields, the following are not permitted on the turf:
 - food (including gum and sunflower seeds)
 - tobacco products
 - pets
 - beverages (except water)
 - metal cleats
19. Regular users (eg. Euro-Rite FC Soccer Club) must pay for their rentals upon receipt of their monthly statement. Incidental users must pay their rental fees at the time of booking.
20. When a Licensee does not show up for their booked date(s), the applicable facility rental fee will apply.

Note: Any infraction of any of the above stated regulations could result in refusal of future access.

Refund Policy

Due Date: Apr 3, 2017

PROGRAM REGISTRATION:

The City reserves the right to cancel/postpone activities. Customer requested refunds are pro-rated and charged a \$5 administration fee for each activity withdrawal until the start of the third class. Once the third class has begun, there will be no refunds issued. One day activities must give 48 hours notice for a refund, less a \$5 administration fee. A refund may be issued for activities with extra costs (eg. camps, specialized/co-sponsored programs or course supplies), if requested 7 days prior to the activity start date, less a \$5 administration fee.

MEMBERSHIPS:

1, 3, 6 and 12 month membership plans are non-transferable and non-refundable. Visit pass refunds are pro-rated to the number of visits remaining, less a \$5 administration fee.

FACILITY RENTALS:

14 days cancellation notice is required to obtain a full refund.

Port Coquitlam Recreation Department

#200 - 2253 Leigh Square

Port Coquitlam, BC V3C 3B8

Registration Line: 604-927-PLAY

Email: recreation@portcoquitlam.ca

Methods of Payment

Visa, MasterCard, Discover Card, Other

Have Questions?

[Online Registration FAQs](#)

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