

Permit



Port Coquitlam Community Centre PHONE:(604) 927-7900
2150 Wilson Ave FAX:(604) 927-7910
Port Coquitlam, BC V3C 6J5 EMAIL:recreation@portcoquitlam.ca

Permit # R27076
Status Approved
Date Feb 14, 2025 12:43 PM

Organization Name	BC Christian Soccer League - Adults - 173		
Customer Type	Commercial/Non-Res/Political		
Organization Address	#231 - 18525 53rd Avenue Surrey, BC V3S 7A4		
Agent Name	Tom Kobelt (Agent - President)	Main Phone Number	(604) 657-7226
		Email Address	president@bccsl.org
System User	Sheryl S.		

	Rental Fee	\$1,052.99
	GST	\$52.64
	Discounts	\$0.00
	Subtotal	\$1,105.63
	Deposits	\$0.00
	Deposit Discounts	\$0.00
	Total Permit Fee	\$1,105.63
	Total Payment	\$0.00
	Refunds	\$0.00
	Balance	\$1,105.63

BC Christian Mens Soccer Turf 1 June 2025			1 recourse(s)	7 booking(s)	Subtotal: \$1,052.99
Booking Summary					
Gates Pk Soccer Art Turf 1 (Field - Soccer)			Center: Gates Park		
START DATE/TIME		END DATE/TIME		ATTENDEE	AMT W/O TAX
Mon, Jun 2, 2025 9:00 PM		Mon, Jun 16, 2025 11:00 PM		—	\$435.72
Occurs every Monday effective 06/02/2025 until 06/16/2025 from 9:00 PM to 11:00 PM.					
Mon, Jun 2, 2025 9:00 PM		Mon, Jun 2, 2025 11:00 PM		1	\$145.24
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2	\$145.24			
Mon, Jun 9, 2025 9:00 PM		Mon, Jun 9, 2025 11:00 PM		1	\$145.24
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2	\$145.24			
Mon, Jun 16, 2025 9:00 PM		Mon, Jun 16, 2025 11:00 PM		1	\$145.24
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2	\$145.24			
Fri, Jun 6, 2025 8:00 PM		Fri, Jun 20, 2025 10:00 PM		—	\$435.72
Occurs every Friday effective 06/06/2025 until 06/20/2025 from 8:00 PM to 10:00 PM.					
Fri, Jun 6, 2025 8:00 PM		Fri, Jun 6, 2025 10:00 PM		1	\$145.24
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2	\$145.24			
Fri, Jun 13, 2025 8:00 PM		Fri, Jun 13, 2025 10:00 PM		1	\$145.24
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2	\$145.24			

Fri, Jun 20, 2025 8:00 PM	Fri, Jun 20, 2025 10:00 PM	1	\$145.24
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2	\$145.24	
Fri, Jun 27, 2025 7:30 PM	Fri, Jun 27, 2025 10:00 PM	1	\$181.55
.Rental Fee - Turf - Hourly - ORG	\$72.62 / Hour x 2.5	\$181.55	
Facility Notes Adults may enjoy alcoholic beverages responsibly in Aggie, Castle, Cedar, Evergreen, Gates, Lions, Peace, McLean, Dominion and Settlers Parks from dawn to dusk, seven days a week. Gates Park 2300 Reeve Street Port Coquitlam, BC			
Center Notes Revised open/close times as per Bylaw 4274 (2022) for select parks.			

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Rental - Terms & Conditions of Permit	Jun 2, 2025		Waiver Signed
<p>1. For the purpose of this Permit the following interpretations apply:</p> <p>a) Licensee means the renter, whether an individual or group, including employees and agent.</p> <p>b) City means the City of Port Coquitlam, its employees and agents.</p> <p>c) Facility means facility which the Licensee is authorized to use under this Permit.</p> <p>d) Invitee means any person who the Licensee invites or allows to enter the Facility during the period of time covered by this Permit.</p> <p>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 booking fee(s) at the time of the reservation unless a valid credit card or payment plan has been setup with the City. Paying indicates a Licensee has agreed to all terms and conditions of the Permit or Schedule(s).</p> <p>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:</p> <p>a) unsatisfactory conduct by the Licensee or its Invitees;</p> <p>b) damage to facility or to any facilities therein by the Licensee or its Invitees;</p> <p>c) scheduling of City or Recreation Department activities, services, programs and/or special events (a refund will be issued for any paid rentals);</p> <p>d) failure to provide proof of the required liability insurance coverage prior to the booked event;</p> <p>e) failure of the Licensee to comply with any conditions of the Permit or Schedule(s);</p> <p>f) failure of the Licensee to pay in full;</p> <p>g) the Licensee secures the facility through misrepresentation.</p> <p>4. The Licensee shall:</p> <p>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;</p> <p>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 or its Invitees;</p> <p>c) obtain and maintain comprehensive 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 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 to the City before the Licensee uses the Facility;</p> <p>d) comply with all applicable local, provincial, federal rules and regulations; and shall have the required licenses, permits or plans from the proper authorities and display them prominently at the function;</p> <p>e) be responsible for advising all invitees of the City rules and regulations;</p> <p>f) provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing facility;</p> <p>g) exercise the greatest care in the use of the facility and adjacent premises;</p> <p>h) report all damage immediately to the City;</p> <p>i) provide the City, for approval prior to a social event, a floor plan showing seating, booths, tables, etc.;</p>			

- j) use only the facility named in this Permit for the time listed thereon;
- k) 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;
- l) not use confetti, rice, glitter or anything of this nature in the facility;
- m) 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;
- n) arrange for, in advance, with the City, to utilize City staff for duties other than those provided under this Permit; and,
- o) 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 liability insurance requirement in Section 4 (c) above. This waiver shall be based upon the activity planned and the potential risk to the facility or injury to the invitees as presented by the booked event.

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 inside a facility 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 any Schedule(s) included with this Permit.

Schedule C - Fields	Jun 2, 2025	Tom Kobelt (Agent - President)	Waiver Signed by: Tom Kobelt (Agent - President) on Feb 14, 2025
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1. Licensee to ensure all participants adhere to current Provincial Health Orders.
2. Licensee to obtain and forward to bookings@portcoquitlam.ca a copy of their \$5M third party liability insurance, naming the City as Additional Insured.
3. Licensee to ensure all teams and their spectators park in designated parking lots or on the park side of the street.
4. Licensee to ensure non-game exercises are performed on the edges of the field to reduce wear and tear on the playing field.
5. Licensee to ensure the artificial turf fields, are protected by not allowing the following:
 - food (including gum and sunflower seeds)
 - tobacco products
 - pets
 - beverages (except water)
 - metal cleats
6. Licensee to ensure all participants know that washroom facilities are not available in all parks.
7. Licensee will visit www.portcoquitlam.ca/fieldclosures by 2pm weekdays and 7:30am on weekends to view which fields are open or closed.
8. Licensee will be aware that the City may temporarily close a field and cancel a Licensee's use of the field. Any individual or group found to have played on a closed field will be subject to losing booking privileges, up to and including, forfeiting their right to play for the remainder of the season /year.
9. Licensee to ensure footwear is cleaned off prior to entering changerooms/washrooms.
10. Licensee to ensure the changeroom/washroom doors and equipment/lime sheds/bins are locked before leaving the park.
11. Licensee will contact bookings@portcoquitlam.ca at least 48 hours prior to the booked date, to arrange a 3252 key (\$25 deposit) for the onsite lockbox to access the Turf 1 and Warm-up field lights.
12. Licensee to be aware that Turf 2 and Cedar Park's field lights are controlled by the City's booking staff. Licensee to ensure they check with booking staff that lights have been scheduled for their booked event.
13. A field deemed unplayable by a referee may be considered an exemption to the Refund Policy. Email bookings@portcoquitlam.ca to have that date removed from your permit.
14. Cancellations must be received 14 days in advance of the booked date. If a Licensee does not show up for their booked time, rental charges will not be reversed.
15. If a cancellation 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, at the time of cancellation.

16. Playoffs may be considered as an exemption to the City's Refund Policy.

17. Report any onsite problems at 604-927-3111 and for Bylaw support, call 604-927-5440, press # to speak with an Officer.

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

Refund Policy

Jun 2, 2025

Tom Kobelt (Agent - President)

Waiver Signed by: Tom
Kobelt (Agent - President)
on Feb 14, 2025

REGISTERED PROGRAMS

Withdrawal(s) are pro-rated and charged a \$5 admin fee for each individual program withdrawal.

Single day program registrations may be eligible for a refund, less the \$5 admin fee, if withdrawal is requested 48 hours prior to program start date.

Registered programs may be eligible for a refund, less the \$5 admin fee, if withdrawal is requested prior to the start of the third class.

Participants may be eligible for a refund from a camp, specialized, or co-sponsored program, less the \$5 admin fee, if withdrawal is requested 7 days prior to the start date.

Participants may only register for one swim lesson set (including performance enhancers).

Participants may register for one of each, skate, hockey, and/or private lesson, during a set.

It is the responsibility of the parent/guardian to register children in the correct level (free assessments available during public swim and skate times).

Participants cannot register for future lesson sets prior to the completion of the lesson set they are currently enrolled in.

Participants currently enrolled in a swim or skate lesson set may not be on another waitlist.

Additional skate or swim lesson registrations will result in participant being withdrawn from additional registrations (Refund Policy in effect).

A full or pro-rated refund will be granted, less the \$5 admin fee, when a customer provides a medical note from a doctor prohibiting them from participating in their registered activity or membership plan.

DROP-IN ACTIVITIES

Participants may withdraw from a drop-in activity 24 hours prior to start time.

Withdrawal(s) more than 24 hours in advance, can be done online at www.portcoquitlam/register. If within 24 hours, call 604-927-PLAY or email recreation@portcoquitlam.ca.

One City Pass holders who do not show up for a class may have the cost of a single One City admission applied to their account.

Late entry for group fitness classes will not be granted.

MEMBERSHIPS

Pro-rated refunds are offered on 10 & 20 visit passes less the \$5 administration fee. Monthly or annual passes are non-refundable. All membership passes are non-transferable. Extensions will not be provided.

A full or pro-rated refund will be granted, less the \$5 admin fee, when a customer provides a medical note from a doctor prohibiting them from participating in their registered activity or membership plan.

FACILITY RENTALS

Requests for cancellations will be considered if they are received 14 days in advance of the booked date. Requests, less than 14 days in advance, will be considered on a case by case basis.

Payment Schedules

Original Balance: \$1,105.63 Current Balance: \$1,105.63

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jun 30, 2025	\$1,105.63	\$0.00	\$0.00	\$1,105.63

