

## **JERICO SAILING CENTRE ASSOCIATION BOOKING POLICY**

### **Eligibility**

Any *J.S.C.A. member* in good standing or any *J.S.C.A. affiliate member group* may book J.S.C.A. facilities for private functions.

Only designate officers of a J.S.C.A. group may book on behalf of the group.

Organizations under contract with J.S.C.A. may book any rooms according to the terms and conditions of their contract.

### **Waiting Period**

All dates reserved at the Jericho Sailing Centre must be made in advance, depending on date availability. Reservations are tentative and cannot be confirmed until approved by the General Manager.

### **Deposits**

The Organizer must submit a \$550.00 certified damage deposit cheque to the J.S.C.A. office no later than two (2) weeks prior to the event.

In the case where the Organizer is a J.S.C.A. affiliated group, the Organizer must submit a \$300.00 damage deposit cheque to the J.S.C.A. office, at least two (2) weeks in advance of the reserved date.

Any group or member whose function results in damage to the J.S.C.A.'s facilities will have their future booking privileges suspended until reviewed by the J.S.C.A. Board of Directors.

At the discretion of the General Manager the damage deposit may be cashed or held in part.

Damage deposit will be refunded to the Organizer within seven (7) days after the function provided that all payments have been received by J.S.C.A. and no damage has resulted.

### **Documentation and Licensing- *Applies only to JSCA affiliated groups***

The Organizer is required to provide appropriate two (\$2) million dollar liability insurance for all functions. A copy of this policy must be provided to J.S.C.A. at least two (2) weeks in advance of the reserved date.

Due to Liquor Control and Licensing Branch regulations, appropriate Special Occasion Licensing must be obtained for the serving and consumption of alcoholic beverages in any and all areas of the Jericho Sailing Centre Association. A copy of this license must be provided to J.S.C.A. at least two (2) weeks in advance of the reserved date. Jericho Sailing Centre reserves the right to refuse liquor service during special events.

This is the sole responsibility of the Organizer and is a requirement for any function to take place at Jericho Sailing Centre Association.

**Catering- *Applies to JSCA Members***

Jericho Foods is the exclusive food & beverage caterer at J.S.C.A.

**Security**

All functions at the J.S.C.A. must employ at least one (1) security guard present for every one (100) hundred people attending the function. Security requirements will vary depending on the nature and location of the event. Security coverage is required during setup, event, and tear down times. Events exceeding 100 people in attendance will be responsible for the cost of a JSCA staff member to be onsite for the duration of the event.

**Approval**

Approval for functions hosted by JSCA members are contingent upon:

- a) Completing the Room Booking Application;
- b) J.S.C.A. receiving all required deposits at least two (2) weeks in advance of the reserved date;
- c) J.S.C.A. receiving payment for room rental fees.

Approval for functions hosted by JSCA affiliated groups are contingent upon:

- a) Completing the Room Booking Application;
- b) J.S.C.A. receiving all required deposits at least two (2) weeks in advance of the reserved date;
- c) J.S.C.A. receiving payment for room rental fees;
- d) Proof of all required license(s) two (2) weeks in advance of the reserved date (if applicable);
- e) Proof of insurance coverage two (2) weeks in advance of the reserved date (if applicable).

**Fees**

Contact the J.S.C.A. office for room rental rates. For commercial enterprises, the fees shall be set by the General Manager.

**Keys**

The Organizer shall be responsible for all issued keys and be familiarized with the J.S.C.A. emergency procedures located in rooms.

Keys shall be picked up during J.S.C.A. office hours one day prior or the day of the event. A \$25.00 late return fee will be levied for failure to return J.S.C.A. keys promptly. Outside of J.S.C.A. office hours, keys may be returned through the J.S.C.A. office mail-slot. The organizer is responsible for locking up rooms used and in the event of late night functions shall secure the entry gate upon vacating the premises.

**Hours**

All week night (Sunday to Thursday) functions must conclude by Midnight. All weekend (Friday to Saturday) functions must conclude by 1:00am.

**Cleanup**

The setup, cleanup and dismantling must be performed before vacating the premises and is the responsibility of the Organizer.

**Adhesives Tapes & Signs**

For attaching decorations, signs, etc. to any wall or surface in the Jericho Sailing Centre Association please consult with the J.S.C.A. office.

**Parking**

The Park Board does not allow overnight parking in this lot. Special arrangements can be made with the J.S.C.A. office for no towing. It is solely the organizer's responsibility to ensure that guests do not drink and drive.

**Smoking**

The Jericho Sailing Centre is a "Smoke Free Facility".

**Animals**

Animals or pets, with exception of seeing eye or hearing dogs, cannot be permitted in the Jericho Sailing Centre.