

Bylaw Amendment No. 8343, 2022 - ATTACHMENT "A"



FEES AND CHARGES MANUAL

Effective January 1, 2023

Parks and Recreation Administration 511 Royal Avenue	604.527.4567
Centennial Community Centre 65 East Sixth Avenue	604.777.5100
Century House 620 Eighth Street	604.519.1066
Moody Park Arena 701 Eighth Avenue	604.525.5301
Hume Park Outdoor Pool 525 Kelly Street	604.777.5100
Moody Park Outdoor Pool 701 Tenth Avenue	604.777.5100
Queensborough Community Centre 920 Ewen Avenue	604.525.7388
Queen's Park Arena 51 Third Avenue	604.777.5111
Queen's Park Sportsplex 51 Third Avenue	604.777.5121

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INDOOR SPACE RENTAL FEES

<i>Small Room Capacity (2 - 20)</i>
Centennial Community Centre - Piano Room
Queensborough Community Centre - Channel Room & Samson Room

GROUP	MEETING (1 hour minimum)
NW Youth Groups	\$0
Non-Profit & Individuals	\$13.33 + GST = \$14.00
Business	\$40.00 + GST = \$42.00

<i>Medium Room Capacity (14 - 75)</i>	
Centennial Community Centre - Creek Room - Brook Room	Century House - Spruce Room
Queensborough Community Centre - Poplar Room - Island Room - Port Room - Royal Room	Queen's Park Arena - Breakaway Room (no socials) - Power Play Room (meetings only)
Queen's Park Board Room (meetings only)	

GROUP	MEETING (1 hour minimum) <small>* 2 x base rate for 25 room capacity</small>	ACTIVITY (1 hour minimum)	SOCIAL (2 hour minimum)
NW Youth Groups	\$0	\$26.67 + GST = \$28.00	\$54.00 + GST = \$56.70
Non-Profit & Individuals	\$13.33 + GST = \$14.00	\$26.67 + GST = \$28.00	
Business	\$40.00 + GST = \$42.00	\$80.00 + GST = \$84.00	

Large Room Capacity (32 – 135)

Centennial Community Centre - River Room	Queensborough Community Centre - Port Royal Room - Poplar Island Room
Centennial Lodge - Main Hall	

GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)
NW Youth Groups	\$0	\$41.43 + GST = \$43.50	\$102.86 + GST = \$108.00 / hour Plus Entandem
Non-Profit & Individuals	\$20.71 + GST = \$21.75	\$41.43 + GST = \$43.50	BANQUET \$842.86 + GST = \$885.00 Plus Entandem
Business	\$62.38 + GST = \$65.50	\$124.76 + GST = \$131.00	

Extra Large Room Capacity (50 – 350)

Queensborough Community Centre - Fraser River Room	Centennial Community Centre - Gym
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GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)
NW Youth Groups	\$0	\$91.24 + GST = \$95.80	\$141.90 + GST = \$149.00 / hour Plus Entandem
Non-Profit & Individuals	\$44.71 + GST = \$48.00	\$91.24 + GST = \$95.80	BANQUET <i>January – March</i> \$843.81 + GST = \$886.00 <i>April – December</i> \$1,138.10 + GST = \$1,195.00 Plus Entandem
Business	\$135.24 + GST = \$142.00	\$270.48 + GST = \$284.00	

Event Facilities

Queen's Park Arena - Dry floor	
GROUP	MEETING OR ACTIVITY (1 hour minimum)
Non-Profit	\$167.62 + GST = \$176.00 / hour
Business	\$335.24 + GST = \$352.00 / hour
Queensborough Community Centre – Fraser River Room & Port Royal Room	
GROUP	ACTIVITY (Day Rate)
NW Youth,	\$1,685.71 + GST = \$1,770.00

Non-Profit & Business	Plus Entandem
	ACTIVITY (Consecutive Day Rate) \$842.86 + GST = \$885.00

OTHER INDOOR SPACE FEES

Arena Ice Rentals			
User	Time	Days	Hourly Fee
All	12:00 am – 6:00 am	Daily	\$72.38 + GST = \$76.00
All – Public Prime Time	6:00 pm – 12:00 am	Weekdays	\$320.00 + GST = \$336.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Public Non-Prime Time	6:00 am – 6:00 pm	Weekdays	\$160.00 + GST = \$168.00
	6:00 am – 12:00 am	July & August Weekends	
All – Short Notice Prime Time** (50% of prime time fee)	See Public Prime Time		\$160.00 + GST = \$168.00
All – Short Notice Non-Prime Time*** (50% of non-prime time fee)	See Public Non-Prime Time		\$80.00 + GST = \$84.00
NW Minor Sports – Prime	See Public Prime Time		\$95.24 + GST = \$100.00*
NW Minor Sports – Non-Prime Time	See Public Non-Prime Time		\$53.33 + GST = \$56.00
Preschools & Daycares	9:00 am – 3:00 pm	Weekdays	\$40.00 + GST = \$42.00
			(\$½ ice, < 35 users)
			\$80.00 + GST = \$84.00
			(full ice, >35 users)
NWSD#40 – Grades K – 5	9:00 am – 3:00 pm	Weekdays	\$39.00 / hour plus skate rentals
NWSD#40 – Grades 6 – 12	9:00 am – 3:00 pm	Weekdays	\$39.73 + GST + PST = \$44.50 / class (includes skates)
School (non-New Westminster)	9:00 am – 3:00 pm	Weekdays	\$80.00 + GST = \$84.00 plus skate rentals
NWSS Hockey Academy (75% of non-prime time fee)	9:00 am – 3:00 pm	Weekdays	\$119.05 + GST = \$125.00
Rentals Charging Admission	Applicable Ice charge or 12.5% of gross admission revenue (whichever is greater)		

* Fee is calculated using the minor sports formula

- Maximum Cost = % of New Westminster participants registered x difference between maximum and minimum cost
- Minimum Cost = 30% of Prime Time fee and Maximum Cost = 50% of Prime Time fee

** the Arena Manager short notice booking criteria with the general practice that the discounted fee is available within 72 hours ice rental time

Arena Dry Floor Rentals			
User	Time	Days	Hourly Fee
All – Prime Time	3:00 pm – 12:00 am	Weekdays	\$105.71 + GST = \$111.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Non-Prime Time	6:00 am – 3:00 pm	Weekdays	\$52.86 + GST = \$55.50
New Westminster Minor & Junior B2 & B3 Lacrosse	During operating hours	Any day	\$31.90 + GST = \$33.50
New Westminster Junior A or B1		Any day	\$83.33 + GST = \$87.50
New Westminster Senior A, B, C or Masters Lacrosse		Any day	\$105.71 + GST = \$111.00
New Westminster Minor Sports – Ball Hockey		Any day	\$31.90 + GST = \$33.50

Lacrosse playoffs, outside of league play, are subject to an agreement with the Parks and Recreation Department and BC or Canadian representatives. Overtime use of the Arena(s) will be the actual cost plus 50%.

Gym Rentals			
Use	Location	Hourly Fee	User
All Eligible Sports & Activities	Queensborough Community Centre & Centennial Community Centre	\$45.71 + GST = \$48.00	Individuals or Not For Profit Groups
All Eligible Sports & Activities		\$79.05 + GST = \$83.00	Business Groups
All Eligible Sports & Activities	Queen's Park Sportsplex	\$79.05 + GST = \$83.00	All
Admission Based Gym Rentals	Queensborough & Centennial Community Centres & Sportsplex	Rental Fee + 12.5% of Gross Ticket Sales	All

Miscellaneous Spaces		
Space	Location	Fee
Martial Arts Room	Centennial Community Centre	\$17.14 / hour + GST = \$18.00
Judo Mat Rental	Centennial Community Centre	\$10.48 / hour + GST = \$11.00
Kitchen	Queensborough Community Centre	\$134.29 + GST = \$141.00

OUTDOOR SPACE RENTAL FEES

Moody Park Outdoor Pool and Hume Park Outdoor Pool			
Use	User	Time	Hourly Fee*
1 – 30 swimmers	All	Limited availability. Rentals are only available outside of public swim and lesson times.	\$76.19 + GST = \$80.00
31 – 49 swimmers	All		\$114.29 + GST = \$120.00
50 – 89 swimmers	All		\$147.62 + GST = \$155.00
90+ swimmers	All		\$184.76 + GST = \$194.00
Lane Rental	NFP Groups		\$9.52 + GST = \$10.00 / Lane plus lifeguarding costs (\$40.00 + GST = \$42.00)

Outdoor Stages	
Outdoor Stages, All Users	\$25.71 + GST = \$27.00 / hour
Queen's Park Bandshell, All Users	\$129.52 + GST = \$136.00 / 4 hours

Picnic Shelters					
Large		Medium		Small	
Prime Time	Non-Prime Time	Prime Time	Non-Prime Time	Prime Time	Non-Prime Time
\$129.52 + GST = \$136.00	\$64.76 + GST = \$68.00	\$97.14 + GST = \$102.00	\$48.57 + GST = \$51.00	\$64.76 + GST = \$68.00	\$32.38 + GST = \$34.00
Fee is for a booking. Prime Time is weekends and statutory holidays. Non-Prime Time is 10:00 am – 3:00 pm or 4:00 – 9:00 pm on weekdays.					

Queen's Park Rose Garden
\$126.67 + GST = \$133.00 / 2 hours

Outdoor Sports Court & Track	
User	Lacrosse Box, Tennis, Basketball & Sand Volleyball Courts & Mercer Track Permit holders have priority over drop-in users
New Westminster Minor & Senior groups (60%+ residency required)	no charge
All Non-business groups & Individuals Users	\$5.71 + GST = \$6.00 / court, lane or jump area / hour \$119.05 + GST = \$125.00 for bookings over 5 hours / court, track or jump area / day
Business & professional groups	\$11.43 + GST = \$12.00 / court, lane or jump area / hour \$238.10 + GST = \$250.00 for bookings over 5 hours / court, track or jump area / day

Public Spaces & Plazas & Events	
User	All public plazas and open spaces except sport fields and outdoor sport courts & track
Non-Profit & Individual (New Westminster Group)	\$57.14 + GST = \$60.00 / use / day
Non-Profit & Individual (Non-New Westminster Group)	\$114.28 + GST = \$120.00 / use / day
Business	\$223.81 + GST = \$235.00 / use / day
All gate ticketed events	Applicable fees above plus 15% of gross gate revenue plus GST

OTHER SPACE FEES

RENTAL STAFF, SERVICE OR EQUIPMENT CHARGES	
Staff Rental Charge (As Applicable, non-aquatic)	\$46.19 + GST = \$48.50 / hour
Staff Rental Charge (As applicable, aquatic)	\$40.00 x GST = \$42.00 / hour
Staff Rental Charge (As applicable, outdoor)	\$77.14 + GST = \$81.00 / hour / staff member
Arena – Staff and Toys	\$53.33 + GST = \$56.00 / hour
Skate Sharpening – single	\$4.02 + GST & PST = \$4.50
Skate Sharpening – 10 (20% discount)	\$32.14 + GST & PST = \$36.00
Skate Rental - single	\$2.46 + GST + PST = \$2.75
Skate Rental – 10x (20% discount)	\$18.75 + GST + PST = \$21.00
Corker Rental*	\$2.01 + GST & PST = \$2.25
Locker Rentals (size dependent)	\$0.09 + GST = \$0.10 \$0.24 + GST = \$0.25 \$0.48 + GST = \$0.50
Permit - Special Occasion or Beer Garden Permit	\$98.10 + GST = \$103.00 / event / location / day
Permit - Sale of Goods, Services or Food (Business vendor selling to the public through an event)	\$54.29 + GST = \$57.00 / day / vendor station (subject to change)
Rose Garden Staff and Chairs	\$154.46 + PST + GST = \$173.00 / two hours
Additional Garbage or Recycling Bins	\$34.29 + GST = \$36.00 / bin drop off or disposal
Additional Washroom Cleaning Services	\$161.90 + GST = \$170.00 / event / washroom / day
Electricity Supply	\$29.52 + GST = \$31.00 / event location / day
Water Supply	By Quote

* Parents participating in Parent & Tot lessons are entitled to free corkers

Sports Fields

User	<ul style="list-style-type: none"> - A users deposit is required, 20% of contract total prior to the group's first booking, and is held until end of season reconciliation with the final invoice. - Prime Time is 5:00 pm to 12:00 am on weekdays, 7:00 am to 12:00 am on weekends and statutory holidays. Non-prime time is 7:00 am to 5:00 pm on non-statutory holiday weekdays. - Minor or Youth is 18 years and under. Senior is 65+ years. 			
	Artificial Turf Fields		Grass Fields	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior Sports Groups (60%+ residency required)	\$23.81 + GST = \$25.00 / hour	\$11.90 + GST = \$12.50 / hour	no charge	
All Non-business groups & Individuals (all user ages)	\$47.62 + GST = \$50.00 / hour	\$23.81 + GST = \$25.00 / hour	\$11.90 + GST = \$12.50 / hour	\$5.95 + GST = \$6.25 / hour
Business & professional groups	\$95.24 + GST = \$100.00 / hour	\$47.62 + GST = \$50.00 / hour	\$23.81 + GST = \$25.00 / hour	\$11.90 + GST = \$12.50 / hour
	Queen's Park Stadium			
	Prime Time	Non-prime Time		
New Westminster Minor & Senior groups (60%+ residency required)	no charge			
All Non-business groups & Individuals (all user ages)	\$47.62 + GST = \$50.00 / hour	\$23.81 + GST = \$25.00 / hour		
Business & professional groups	\$95.24 + GST = \$100.00 / hour	\$47.62 + GST = \$50.00 / hour		
Tournament (all type)	Applicable Sports Field fees plus PUBLIC SPACE & PLAZA PERMIT fee			
Gate Ticketed Events	Applicable Sports Field fees plus 15% of gross gate revenue, plus GST			
Light Fee	\$10.00 + GST = \$10.50 / hour / all users			
Change room with Booked Field	\$11.90 + GST = \$12.50 / change room (Hume Park Only) \$24.52 + GST = \$25.75 / change room			

REGISTERED PROGRAMS FEE CRITERIA

Registered program fees are developed through a formula using the following fee criterion:

- Instructor salary & benefits including prep/wrap/training time (CUPE or Contractors)
- Instructor
- Supplies (toys, art materials, food, progress cards, etc. – program consumables)
- Transportation & other costs (as applicable)
- Third party costs (i.e. non New Westminster fees associated to the program delivery)
- Equipment (non-consumable materials with < 1 year lifespan – i.e. soccer balls)
- Bank charges (cost recovery)
- Space or room costs
- Number of registered participants (i.e. class size)
- Costs associated to public safety (i.e. Covid-19)
- Administration, sales and inflationary costs

As such registered program fees are subject to fee changes throughout the term of the fees and charges bylaw amendment.

Private Lessons

Duration	Service	Child Fee (< 16 years)	Adult Fee (16+ years)
30 minutes	Gymnastics, Trampoline or Skating	\$29.50	\$29.52 + GST = \$31.00
30 minutes	Aquatics	\$33.00	\$33.33 + GST = \$35.00
45 minutes	Gymnastics & Trampoline	\$35.50	\$35.71 + GST = \$37.50
90 minutes	Skateboarding & Tennis	\$73.50	\$73.33 + GST = \$77.00
Private (1 hour)	Personal Training Assessment	n/a	\$70.00 + GST = \$73.50
Private (1 hour)	Personal Training - 1x		\$56.19 + GST = \$59.00
	Personal Training - 3x		\$160.00 + GST = \$168.00
	Personal Training - 5x		\$252.38 + GST = \$265.00
	Personal Training - 10x		\$476.19 + GST = \$500.00
Semi Private (2 participants, 1 hour)	Personal Training - 1x		\$80.00 + GST = \$84.00
	Personal Training - 3x		\$228.57 + GST = \$240.00
	Personal Training - 5x		\$360.00 + GST = \$378.00
	Personal Training - 10x		\$680.00 + GST = \$714.00

DROP IN FEES

Active Admission & Membership Fees					
User	Active 1 Visit	Active 10x Visit (20% Discount)	Active 30 Day (25% Discount)	Active 90 Day (25% Discount)	Active 365 (45% Discount)
Child (1 – 12 years)	\$3.50	\$28.00	\$30.70	\$92.00	\$270.00
Youth (13 – 18 years)	\$4.52 + GST = \$4.75	\$36.19 + GST = \$38.00	\$40.95 + GST = \$43.00	\$121.43 + GST = \$127.50	\$357.14 + GST = \$375.00
Adult (19 – 64 years)	\$6.52 + GST = \$6.85	\$52.38 + GST = \$55.00	\$58.09 + GST = \$61.00	\$175.24 + GST = \$184.00	\$514.29 + GST = \$540.00
Senior (65+ years)	\$4.76 + GST = \$5.00	\$38.10 + GST = \$40.00	\$42.86 + GST = \$45.00	\$128.57 + GST = \$135.00	\$376.19 + GST = \$395.00
<i>Active admission fees give users access to <u>eligible</u> Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or the services fee (i.e. prevent clients from overpaying).</i>					
<i>Time based membership fees are based on 12 single admission fees less 25%.</i>					

Aquatics

User	Location	Admission Fee
Under 4	Moody Park Outdoor Pool & Hume Park Outdoor Pool	Free
All - Daily		\$1.90 + GST = \$2.00

Gymnastics

User	1 Visit
Child and Parent & Tot (under 13 years)	\$5.00
Youth (13 -18 years)	\$6.67 + GST = \$7.00
Adult (19+ years)	\$8.57 + GST = \$9.00
Family (per person)	\$3.57 + GST = \$3.75

Skating

Type of Public Skate	User	Fee
All - Non-Hockey	All	\$2.00 / person (participants under 3 are free)
All - Recreational Hockey	18+ years	\$4.52 + GST = \$4.75
Figure Skating	All	\$7.62 + GST = \$8.00

Century House

Fee Type	Description	Admission Fee
Annual Membership	Requirement to participation	\$23.81 + GST = \$25.00 / year
Single Admission	Fitness Classes or weight room use for Members 50+	\$4.76 + GST = \$5.00
50+ Limited 10 Visit Pass (20% discount)		\$38.10 + GST = \$40.00

Youth Centre

Fee Type	Description	Admission Fee
Annual Membership	For 11 - 18 year old members	\$20.00 + GST = \$21.00 / year
Single Admission	Includes general youth drop-in services and associated programs	\$0.95 + GST = \$1.00
Single Admission	Special Event	\$0.95 + GST = \$1.00 (member) \$1.90 + GST = \$2.00 (non-member)
Sports Drop-In	Includes skates, swims, fitness centre, registered programs and outtrips	\$1.90 + GST = \$2.00

Childminding

Newborn – 10 years	Location	Admission Fee
1 hour	Centennial Community Centre & Temasek Aquatic and Community Centre	\$6.00
10 hours (20% discount)		\$48.00

Miscellaneous

Fee Type	Location	Admission Fee
Shower Use (1x)	Various	\$2.15 + GST = \$2.25
Registered Programs with a Drop-In Option	Service based	Variable Fee
Judo	Centennial Community Centre	\$9.05 + GST = \$9.50
Motoring Munchkins	Various	\$3.25
Get Active Grade 5	Various	Free
Stay Active Grade 6	Various	Free

FILMING FEES (subject to applicable tax)

Permit Fees

License Fee	\$300.00
Street Occupancy Film Fee	\$225.00 / day
Multiple Location License Fee (2+ locations on the same permit)	\$75.00
Daily Inspection Fee	\$100.00 / day
Damage / Performance Deposit	\$500.00 - \$5,000.00
Parking	\$200.00 / block / face / day
Meter Charges (in addition to street occupancy)	\$15.00 / meter / day
Temporary No Parking Signage	\$150.00 / block
Garbage Disposal	Set by Engineering Opps
Filming at City Hall (preparation & clean up)	\$1,500.00 / day
Filming at City Hall (active interior filming)	\$5,000.00 / day
Parking at City Hall	\$750.00 / day
Civic Facility Exteriors	\$500.00 / day
Fire Hydrant Access	\$100.00 / hydrant / day
Fire Hydrant Use for Wet Down	\$250 / hydrant / day
(Permitted only if Metro Vancouver water restrictions are below Level III)	
Municipal Services	\$75.00 / hour plus overtime
Business License	\$150.00
Irving House	\$1,000.00 / day
Other Civic Facilities	\$500.00 / day
Parking Infraction	\$200.00 / occurrence / day
Damage Deductions (2x employee(s) collective agreement rate)	Variable
Onset City Staff Liaison (2x employee(s) collective agreement rate)	Variable
Student Permits (Administrative Costs)	Free
Civic Location Fee (not already listed)	By Quote
Prep & Wrap Days	By Quote or 50% of Location Fee
Permit Changes During Active Filming	\$300.00
Location Hold Fee (non-refundable)	\$1,000.00
Re-Occurring Location Fee	\$250.00
Lunch Tent Fee (on civic property)	\$300.00 / day
Moving Picture Car Administration Fee	\$100.00
FX or Gun Use Administration Fee	\$175.00
Curfew Extension Fee	\$250.00 / hour outside of curfew
Drone Use Administration Fee	\$500.00
Multiday Film Permit Fee	\$100.00 / additional day

Police Services

Deposit to cover estimated Policing (# of officers x # of hours x 1.5 x \$110.00)	\$130.00 / hour / officer
Use of Police Vehicle as a prop	\$127.00 / day

Fire Services

Equipment & Staff	By quote
Fire Inspector (FX, safety plan & consulting)	\$100.00 / hour
Performance Deposit (minimum)	\$1000.00
Fire Administration	10% of Fire Fees

Administration

20% Fee on all filming charges (exception Fire fees)

Fraser Cemetery

Prep & Wrap Days	\$1,000.00 / day
Filming Days	\$2,000.00 / day
Cemetery Staff (4 hour minimum)	\$75.00 / hour regular time \$100.00 / hour for overtime
Grave Side Props	\$300.00 / day
Cemetery Facility Interior Use	\$500.00
Equipment Use	By quote

Parks and Recreation

Recreation Facilities and Parks
 Film Parking Lot Rental (i.e. 4th Avenue & 1st Street lots)
 Film Parking Lot Rental (QPA & CGP lots)

By Quote
 \$750.00 for a 24-hour period / lot
 \$1,000.00 for a 24-hour period / lot

Filming fees are subject to increases without notice for 2023.

SPECIAL EVENTS		
Fee Type	User	Fee
Damage & Performance Deposit	All	\$500.00 - \$2,000.00
Police Officer	All	\$133.33 + GST = 140.00 / hour (subject to change)
Engineering Operations Staff	All	By Quote
Waste Disposal	All	By Quote
Use of Civic Spaces	All	By Quote or prices set herein
Onsite Staff Liaison	All	Variable
Barricade Delivery & Removal	All	By Quote

Commercial Sales or Rentals of Hanging Baskets to New Westminster Businesses or Organizations Only	
City Hanging Basket Rental & Water Services	\$325.89 x GST + PST = \$365.00
Hanging Basket Sale – 18”	\$125.00 x GST + PST = \$140.00

Miscellaneous Park Fees	
Park Memorial Donation (non-bench)	By Quote
Deluxe Memorial Bench	\$3,465.00
Lounger Memorial Bench	\$6,400.00
Plaque Replacement	\$446.43 + GST + PST = \$500.00
Off-Site Works & Services Tree Fee	2022 = \$650.00 + GST & PST = \$728.00 2023 = \$775 + GST & PST = \$868.00

RENTAL DEFINITIONS

NEW WESTMINSTER YOUTH GROUPS

Definition	Youth Activity Group means a Bonafied New Westminster based non-profit organization that delivers organized sports leagues, tournaments and recreation-based services to residents under 19 years of age. Youth activity groups require 60% participation membership from New Westminster residents and they must be open to all New Westminster youth.
Meeting	Defined as a gathering of the group's members to carry out regular operational business of the league or group. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies.
Activity	Defined as a gathering where a fee may be exchanged for attendance/instruction (examples: coaches clinics for non-New Westminster people or fund-raising activities for the sports groups (examples: garage sale, bake sale).
Social	Defined as a youth social gathering
Banquet	Defined as an evening dance or reception, involving food and drink

NOT FOR PROFIT ORGANIZATION AND/OR INDIVIDUALS

Definition	Community groups or associations with a society number or registered charitable organization number, or individuals, who do not stand to gain from the use of the space.
Meeting	Defined as a gathering of the group's members to conduct business in a seated meeting or workshop format. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies
Activity	Defined as a function that involves fundraising or where a program / activity is provided to the group's members. A program / activity is defined as having a specific time frame or having a starting / stopping date.
Social	Defined as a tea, fashion show, display, wine & cheese or family celebrations.
Banquet	Defined as an evening dance or reception, involving food and drink

BUSINESS

Definition	Private, Business or Commercial Groups means a private sector for-profit businesses or individuals undertaking for-profit activities. <i>Examples:</i> Travel Agencies, Strata Council Meetings, Walmart, etc.
Meeting	Defined as a gathering of colleagues, employees, etc., for business purposes where the public does not attend (i.e. Union and Strata meetings, etc.). If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies
Activity	Defined as when the general public is invited, sales may take place or at least the promotion of their products to potential clients.
Social	Defined as a tea, fashion show, display, wine & cheese, breakfast /lunch/dinner meeting or corporate celebration.
Banquet:	Defined as an evening dance or reception involving food and drink.

RENTAL INFORMATION, TERMS & CONDITIONS

1. The Department, through its Service Area Manager, determines the amount of time necessary to accommodate a booking request that considers group size, user group, room use, room set up, the user group's room use and room clean up time. All room rentals are subject to additional fees, as applicable, related to staffing, maintenance, custodial needs, equipment or furniture set up, etc.
2. All rates are based on regularly staffed hours at the facility. Exceptions will be reviewed on an individual basis.
3. Recreation Managers will notify each other if user groups have been non-compliant with the rental contract and this may affect the user group's ability to rent Department spaces in the future.
4. Sport room rentals are listed under the individual facilities
5. The Department is required to collect Entandem Fees (i.e. music license fees) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.
6. Facility Allocation Policy - the Department uses its Facility Allocation Policy to determine user group's eligibility and priority with accessing spaces.
7. Recreation Rate - The recreation rate must be applied for in writing to the Senior Manager of Recreation Services and Facilities and is applicable to regular New Westminster Minor Sport and Recreation user groups utilizing Parks and Recreation facilities. It is available on a once per year basis for the total Department, NOT per facility and is based on 30% reduction of Business rate.
8. Performance, Security & Damage Deposits - A minimum deposit of \$200.00 for socials and \$500.00 for banquet rentals is required but depositions based on the rental may be larger based on the nature of the group and space use. Deposits will be returned, in full, if the user has left the premise undamaged, clean and organized (i.e. in the state received). Deposits will be withheld, partially or fully, to cover damages or custodial expenses if the contract agreements have not been met or are broken. If damages or custodial charges exceed the damage deposit, Parks and Recreation will invoice user for all outstanding fees. Full deposit conditions are outlined on the facility use contract and signed by user group.
9. Additional Staff - Where extra staff is required for a function or a statutory holiday, the user group will pay the total cost of that staff person.
10. Minor Sport & Youth Group Meetings - New Westminster Minor Sport groups and youth groups recognized by the City are entitled to free meeting room space in a Parks and Recreation facility for organizational business administrative purposes. Reflecting the City's allocation policies, booking requests for free space can be confirmed up to 3 months in advance and subject to availability.
11. Tax Tariffs - All applicable tax and tariffs are applied to the fees listed herein.
12. Refunds - Refunds are subject to the criteria outlined in the Parks and Recreation Department Refund Policy and Procedures document (#287443).
13. Residents' Associations - Residents' Associations (RA) recognized by the City are entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility (exception – Centennial Lodge). Reflecting the City's allocation policies, booking requests for free space can be confirmed up to three months in advance and subject to availability.
14. Facility Allocation Policy - Rental allocation is governed by the Parks and Recreation Facility Allocation Policy (69863).
15. Centennial Lodge - Rental requests are restricted to 90 days prior to the rental date for Meeting Rentals that take place on a Sunday.

16. Individuals and Groups booking recreation and community facilities may be required to obtain liability insurance coverage as determined by the Parks and Recreation Department. If provided through the City, fees for such insurance will be levied on a cost recovery basis. Rates will be variable and dependent upon a number of factors including: size of group, duration of booking, relative risk of activities and whether or not alcohol is served.
17. All Candidates Forums - in the period between the declaration of candidates or dropping of the writ and Election Day, All Candidate Forum room bookings made to Eligible New Westminster Organizations for will be booked at no-charge subject to space availability and the Parks and Recreation Facility Allocation Policy criteria. Further, free room bookings are extended to any referendum process if all sides of each referendum question(s) are represented from the time the referendum question(s) is released and the referendum closing date. All candidate forums must have a rental agreement for a designated indoor or outdoor Parks and Recreation space. No political lobbying, campaigning or solicitation is permitted, in any Parks and Recreation space, without an approved space rental agreement.
18. Century House has limited public rental opportunities based on its purpose to offer seniors and youth services.
19. t̓m̓s̓e̓w̓t̓x̓w Aquatic and Community Centre rental fees will be created, piloted and charged in 2023 and may be different than existing rental fees listed herein. All t̓m̓s̓e̓w̓t̓x̓w Aquatic and Community Centre rental fees will be formalized in the 2024 Fees and Charges Bylaw Amendment.

All Candidate Forums - Purpose & Definitions

1. To support resident and candidate participation in the democratic process;
2. To promote local resident's awareness of and participation in the electoral process at the local, provincial and federal levels of government; and
3. To further electorate knowledge of all candidates and political party positions, goals and visions.

Eligible New Westminster Organizations – means a Council identified New Westminster Residents' Associations, School District #40 District Parent Advisory Council, a New Westminster Business Improvement Association or a New Westminster situated community organization possessing a charitable or not-for-profit status that predominately serves New Westminster residents.

All Candidate Forums – means public meetings where all candidates are invited to speak, and further, receive and questions from members of the public with the purpose to promote voter knowledge and participation. All Candidate Forums may have focus on election subgroups such as all mayoral candidates, all councilor candidates and/or all school trustee candidates. Finally, all candidates must be invited to participate in All Candidate Forums to be eligible for a no-charge room booking.

NOTES

1. **ACCESS & INCLUSION POLICY** - the Parks and Recreation Department offers reduced fees and participant support services to promote participation and accessibility.
2. **FEE ADJUSTMENTS** - Under special circumstances, the Director of Parks and Recreation (or designate) may adjust fees and charges rates to meet current market value or extraordinary bookings.
3. **CORPORATE WELLNESS PROGRAM** – admission fees are adjusted to reflect the City's Corporate Wellness Policy and Program.
4. **ACTIVE GRADE FIVE & SIX PROGRAMS** - Council may approve free admission access to New Westminster students in grade five and/or grade six with a defined term.
5. **FOOD, BEVERAGE, VENDING & MERCHANDISE SALES** - All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.
6. **EXTRAORDINARY OR UNKNOWN FEES** - Parks and Recreation has the ability to charge users, residents, property owners and filming production companies additional or extraordinary fees and charges in the event that **a)** services fees may be unknown or greater than quoted, and **b)** in the event the City is required to perform services to ensure public safety, maintain City operations or ensure public use of public property (i.e. the City may be required to perform arborist or horticulture work, on private property with or without notification, to ensure that private property trees or vegetation do not restrict public access or public safety related to using City sidewalks) or **c)** charges related to filming on City property or fines associated to breaching permit requirements.
7. **PARTNERSHIPS** - The Department may elect to waive third parties rental fees if the service provided is offered in partnership with Parks and Recreation and offers a public good. Admission fees will be used to recover service costs.
8. **TREE PROTECTION & ANVIL CENTRE FEES** – these fees are set in alternative City of New Westminster Bylaws.
9. **COVID-19** – Provincial Health Officer orders to protect public safety may affect Parks and Recreation service delivery, fees and patron participant requirements.