



# Northern Rockies Regional Recreation Centre

*Facility Booking & Rates Catalogue*

2022




Photo Credit: Steve Baker | DLP Graphics



# Facility Information



## Community Hall

Size                      547.9 sq. meters                      Capacity                      457 people

The community hall is a beautiful, bright space with floor to ceiling windows on one side. It has Wi-Fi access as well as a ceiling mounted Ben-Q Data Projector (extra charges apply). This room can be transformed into an intimate ceremony setting, a fully equipped meeting space or a packed performance venue; it can also be divided if required. The rental charge includes use of the bar and stage areas, tables (rectangular and/or round) and chairs. Access to the ice machine is available upon request. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.

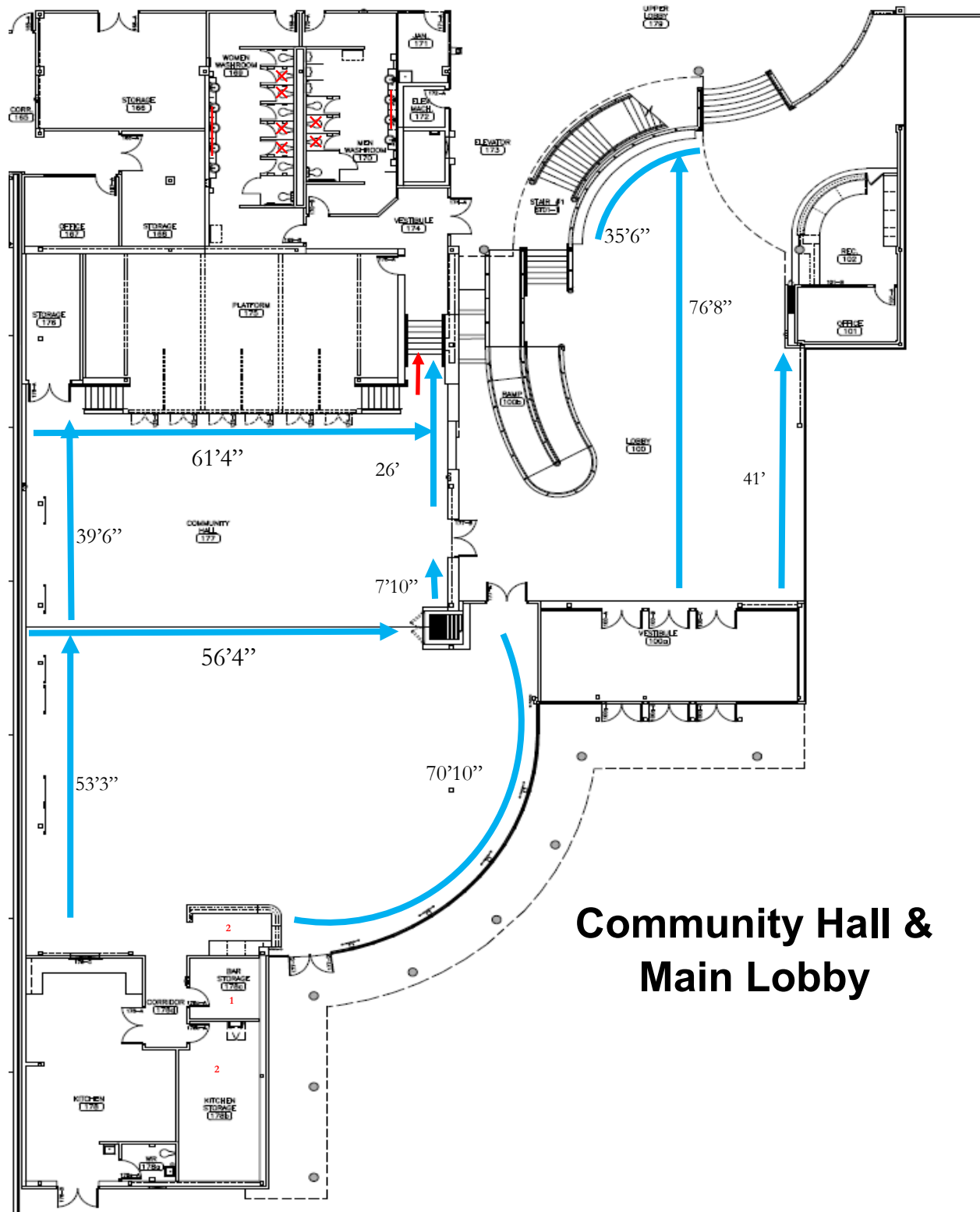


## Community Hall Kitchen

Size                      116.7 sq. meters                      Capacity                      13 people

The kitchen is fully equipped with abundant stainless steel counter space. It includes a double oven, six burner range with griddle, a steam oven, a convection oven, an industrial freezer and two industrial fridges. Also available in the kitchen are a warming table and warming oven. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.

# Facility Information



**Community Hall &  
Main Lobby**

# Facility Information



## Main Lobby

Size	459 sq. meters	Capacity	248 people
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The main lobby area is a wonderful and versatile space to showcase your event. This space can be transformed to suit many needs. Past uses include reception areas during conferences and sporting events, community festivals and farmer's markets. The rental charge includes use of tables (rectangular or round) and chairs. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.



## Visitor Information Centre Activity Room

Size	89.91 sq. meters	Capacity	106 people
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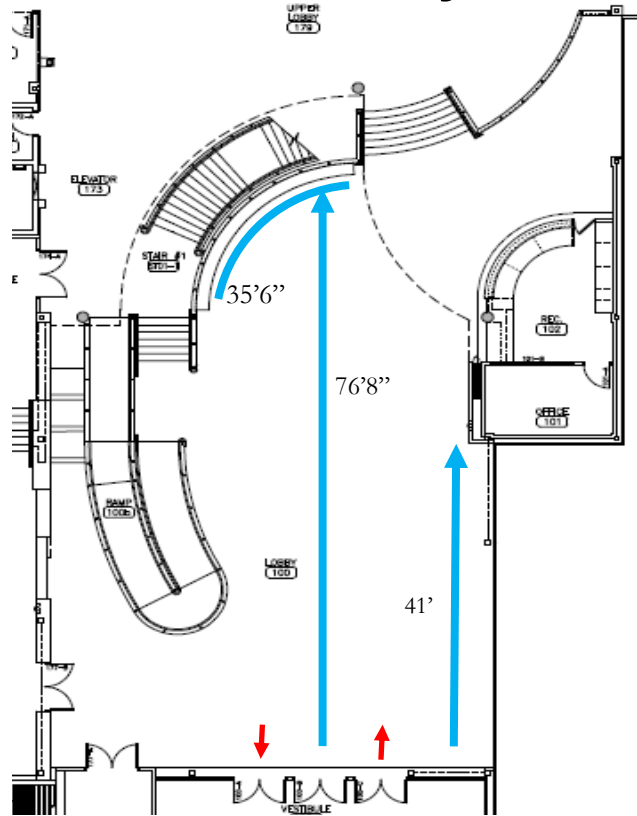
\*Not available from approximately the end of April until the middle of September

Located on the West side of the building, the VIC is a private and quiet venue with a tranquil view of trees and gardens; it is conveniently located adjacent to the main parking lot. Past uses include meetings, birthday parties and social gatherings. The VIC has Wi-Fi access and is equipped with its own phone line. Tables and chairs are included in the rental charge. Other mobile items such as the projector, teleconferencing equipment and screens are available for rent at an extra charge. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.

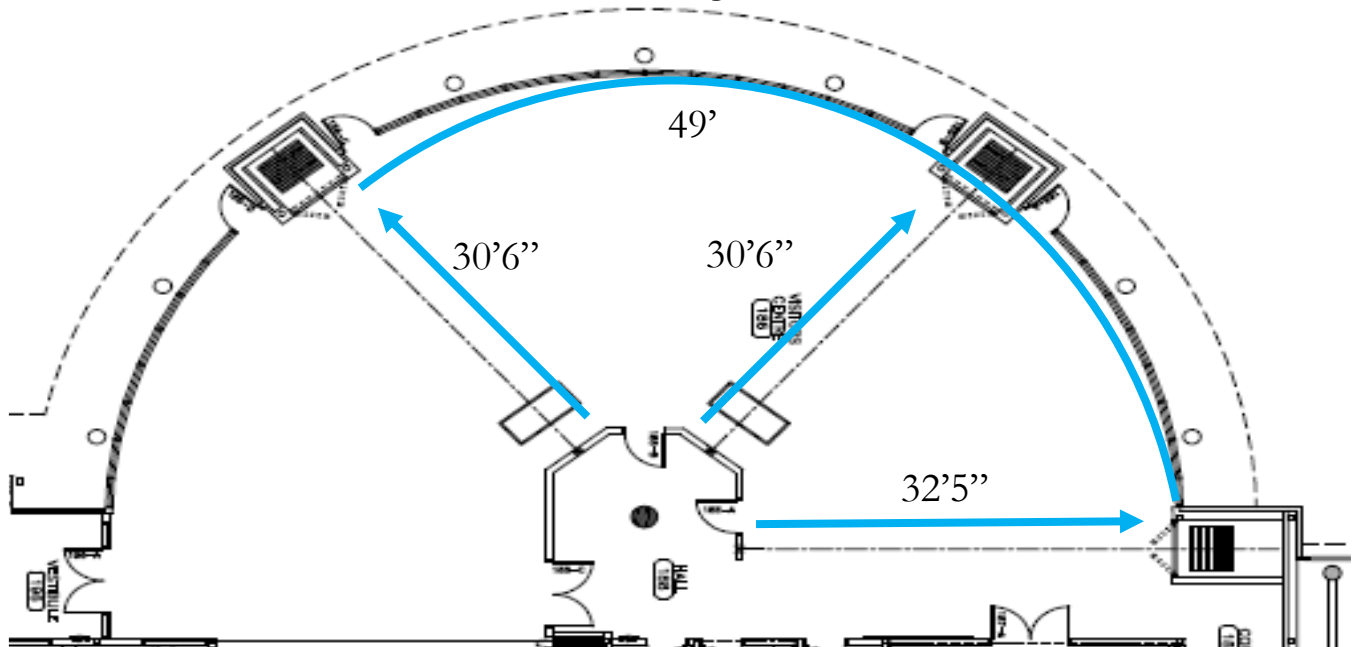


# Facility Information

## Main Lobby



## VIC Activity Room



# Facility Information



## Upper Lobby

Size	269 sq. meters	Capacity	145 people
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The Upper Lobby is an open but cozy space which overlooks the primary arena and main lobby. Table and chair rentals are included in this space. Past uses include a hospitality venue, trade show set-up as well as a place to display raffle prizes and sell tickets during sporting events and fundraisers. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.



## Fitness Room

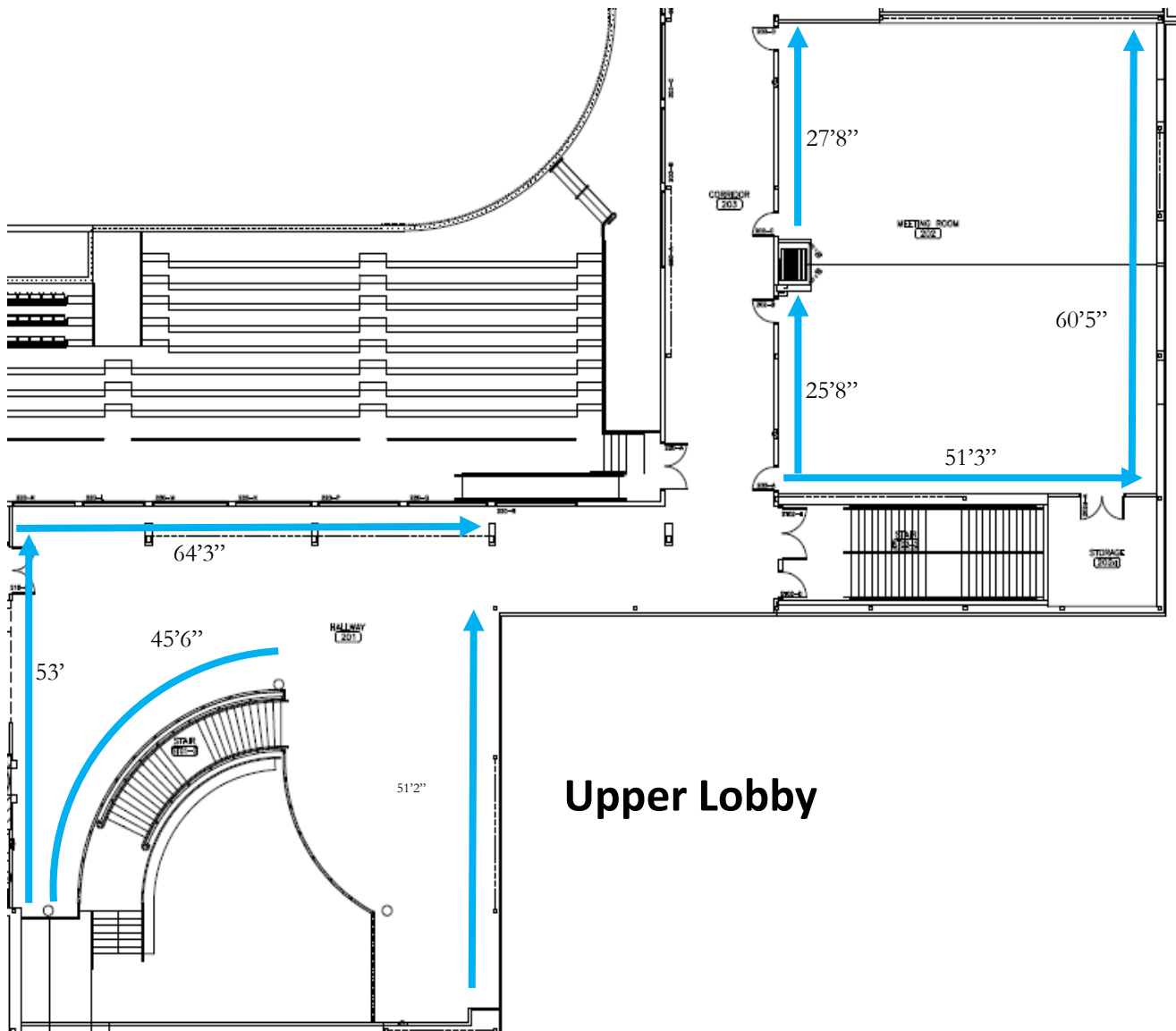
Size	286 sq. meters	Capacity	100 people
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The fitness room is a versatile room with a full wall of East-facing windows. It is perfect for fitness and yoga. Tables and chairs are included in the rental charge however fitness equipment and other mobile items come with additional charges. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.



# Facility Information

## Fitness Room



## Upper Lobby

# Facility Information



## Viewing Activity Room (s)

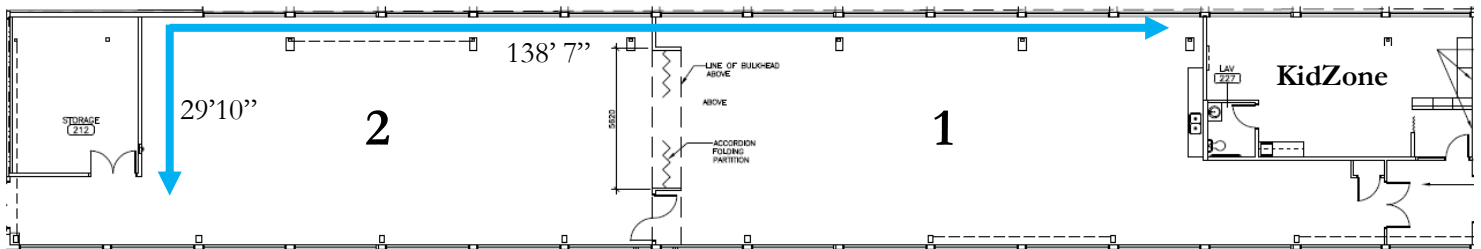
<b>Full</b>	Size	425 sq. meters	Capacity	230 people
<b>Room 1</b>	Size	222 sq. meters	Capacity	120 people
<b>Room 2</b>	Size	203 sq. meters	Capacity	110 people

The newly upgraded Viewing Activity Rooms are located on the second floor between the Primary and Secondary Arenas. They are available to rent as one large room or can be divided into two smaller spaces. On the east end of the space there is a newly installed counter with sink and a fridge. This highly functional space is great for birthday parties, showers, home-based business events and public information sessions. The sports flooring makes this the perfect space for dance or fitness rentals and it is the only space within the facility where game rentals are available. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.

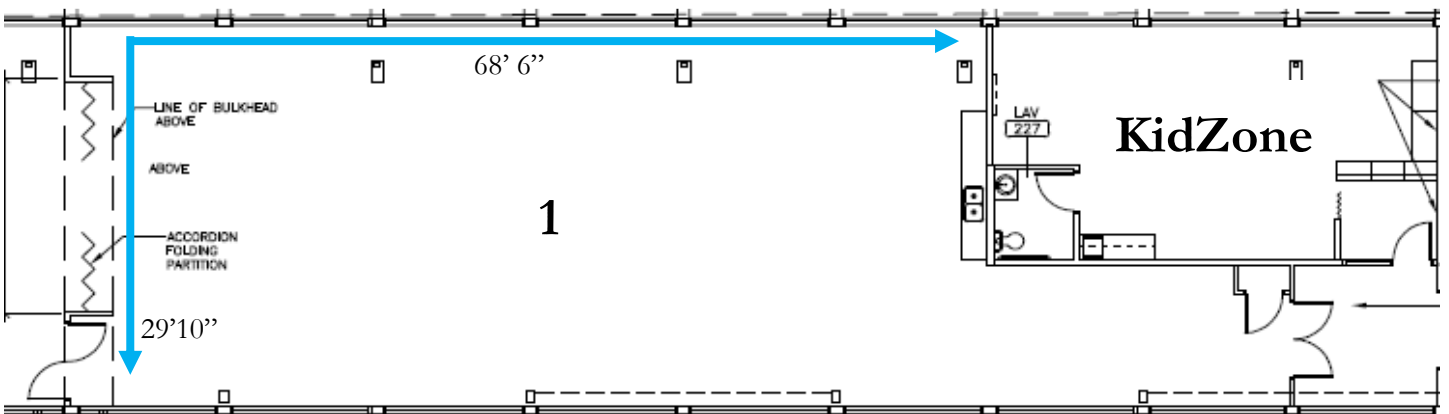


# Facility Information

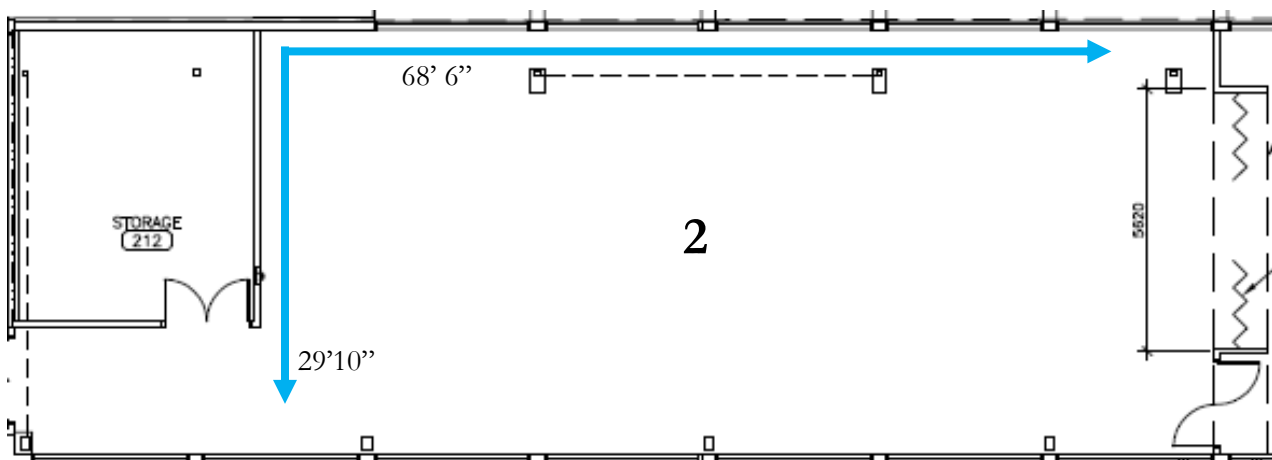
## Viewing Activity Room



## Viewing Activity Room 1



## Viewing Activity Room 2



# Facility Information

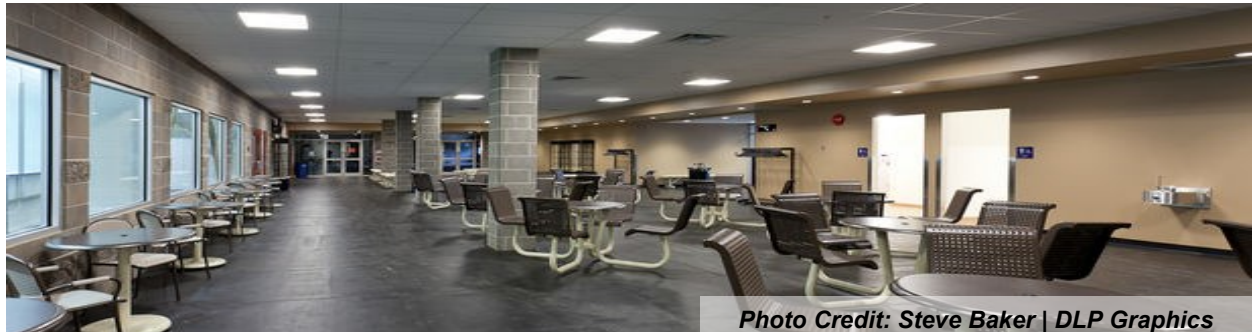


Photo Credit: Steve Baker | DLP Graphics

## Skaters Lobby

Size	364.8 sq. meters	Capacity	197 people
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The Skaters Lobby is primarily used for preparing to go on the ice. The Skater's Lobby cannot be booked and all user groups must be considerate of the space reserved for the concession. Individuals and groups can rent tables to set up in this area for birthday parties, registration etc. See the rental items section of this catalogue for items and pricing and the rates section for rental pricing.



Photo Credit: Steve Baker | DLP Graphics

## Primary & Secondary Arenas

### Primary Arena

Size	1932.5 sq. meters	Capacity	1246 people
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### Secondary Arena & Pond

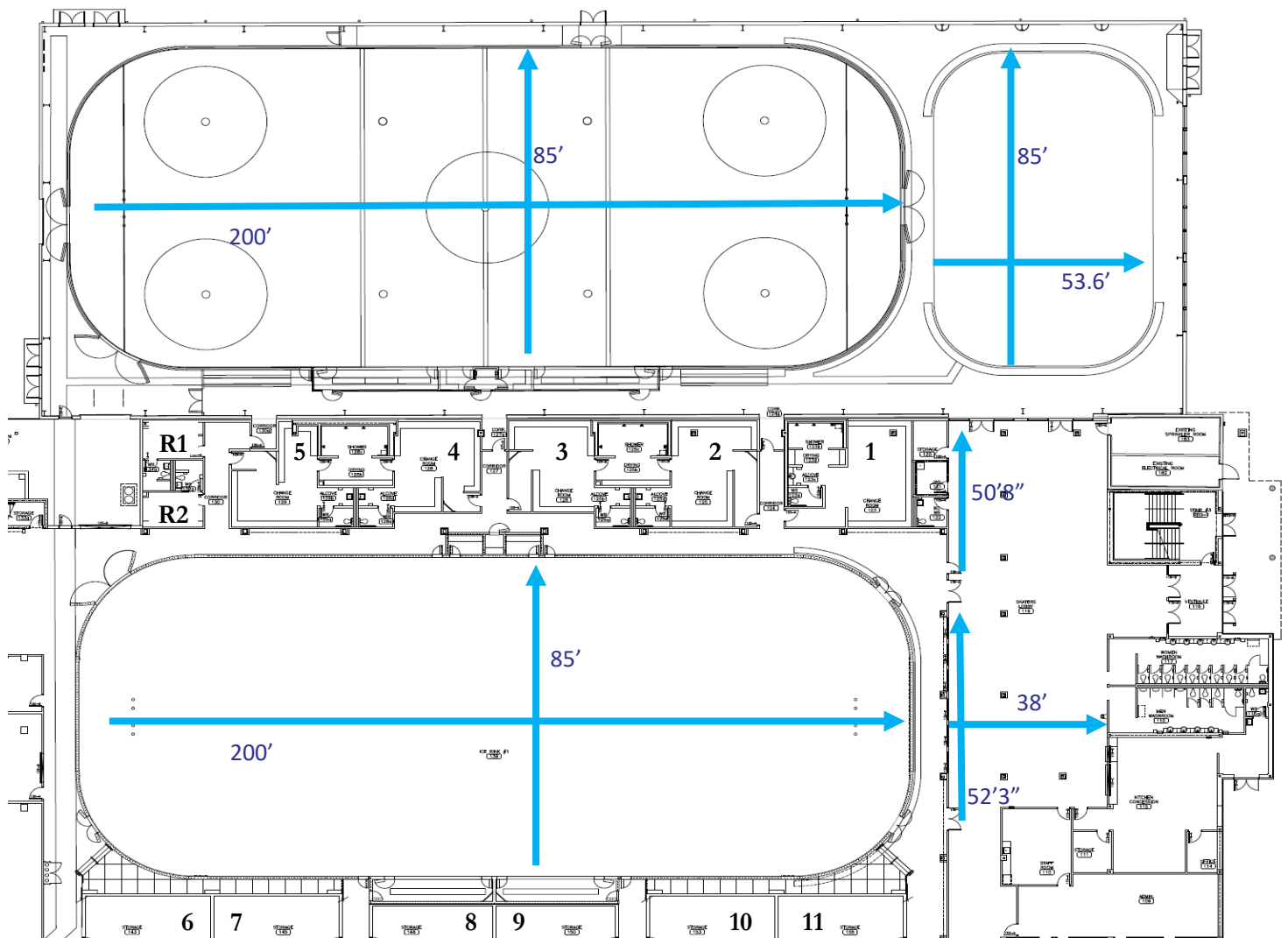
Size	2579.8 sq. meters	Capacity	1000 people
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The primary and secondary arenas are available for rent as rinks or dry pads (depending on the season). The rental charge includes one table, dressing rooms and nets. There are 11 full sized dressing rooms and 2 referee rooms. Dressing rooms 1-5 and referee rooms service both the primary and secondary rinks and dressing rooms 6-11 service the primary directly. Additional tables can be added to the booking for an extra charge. In addition, all rentals will be added to the monitors if desired so guests know where the event is being held and which dressing rooms are assigned. Please note: the Primary Arena has full seating for as many as 532 people along one side while the Secondary Arena has portable bleachers for as many as 56 people. The Secondary arena also has a leisure pond which can be rented separately. Please see the rates section of this catalogue for rental pricing.



# Facility Information

## Arenas, Dressing Rooms & Skaters Lobby



# Facility Information



## Climbing Wall and Squash/Racquetball/Wallyball Court

<b>Climbing Wall</b>	Size	43 sq. meters	Capacity	12 people
<b>Court</b>	Size	92.5 sq. meters	Capacity	16 people

The 20ft high climbing wall and the beautifully finished court are great spaces to drop in for the active individual. They are also available for rent to groups or individuals for parties, showers and active meetings. The court has a moveable wall to accommodate squash or racquetball and has latch points to connect a net for wallyball. Rent either space in addition to one of our other spaces such as the Bruce room to add active options to your event. Please see the NRRRC Leisure Guide for up to date schedules and contact the Customer Service Desk for pricing.



## Bruce Room

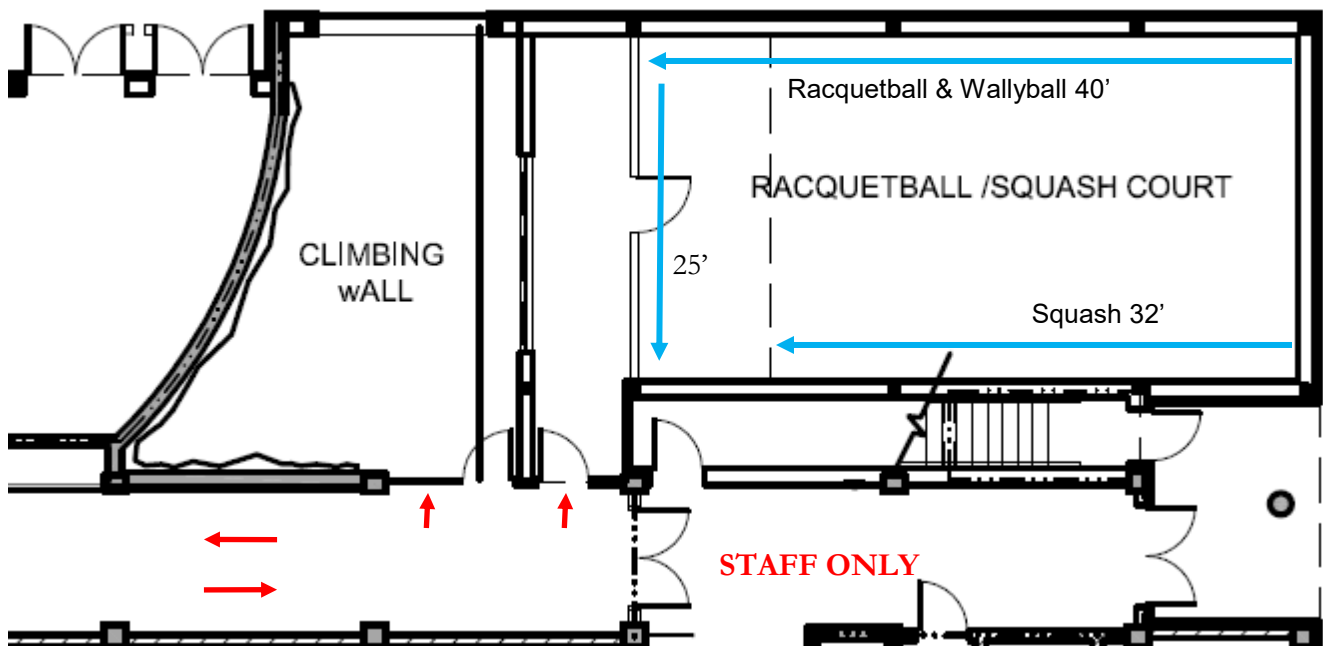
Size	46 sq. meters	Capacity	48 people
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Located between the leisure pool and the Climbing Wall/Court, the Bruce room is the perfect space for parties, showers, and active meetings. The space includes a counter sink and fridge and has a glass wall for viewing of and access to the pool. Access to the pool can be included in the rental for the price of admission. Please see the rental items section of this catalogue for everything you need for your event and the rates section for pricing.

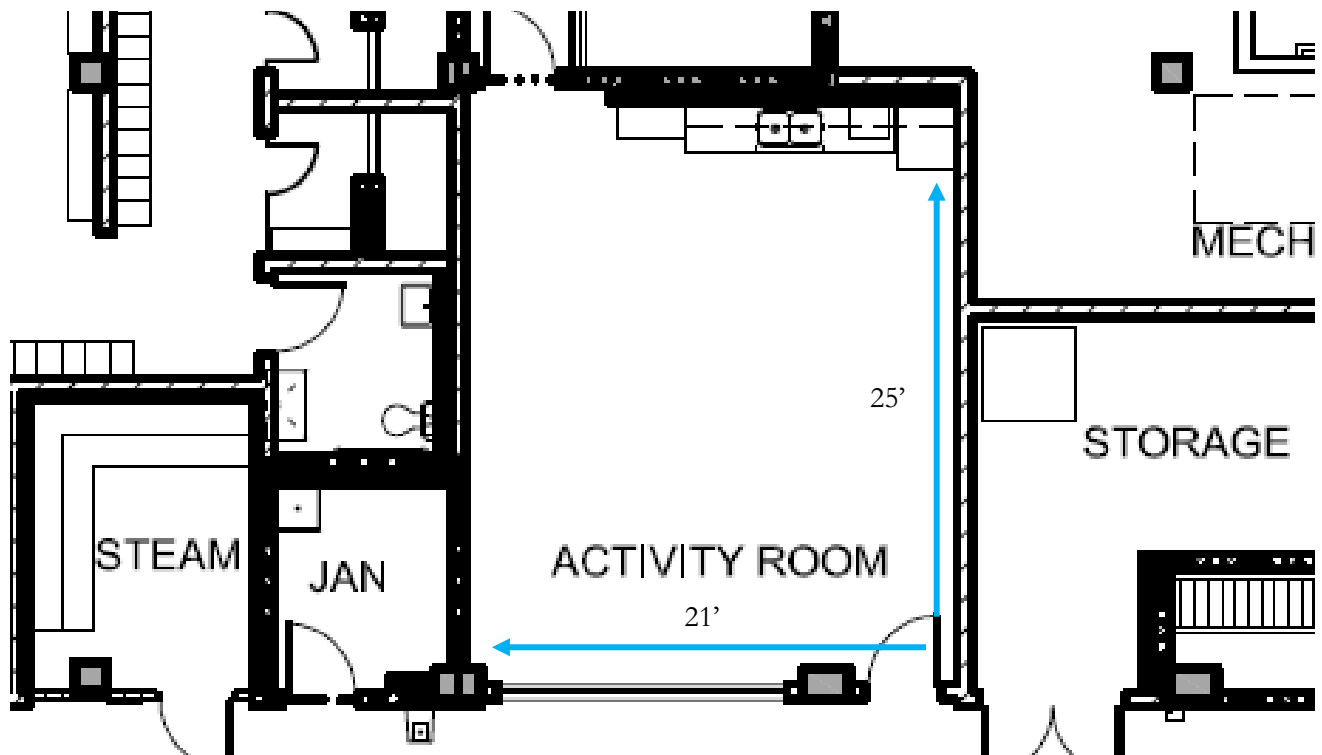


# Facility Information

## Climbing Wall and Squash/Racquetball/Wallyball Court



## Bruce Room



# Facility Information



Photo Credit: NRRM Staff

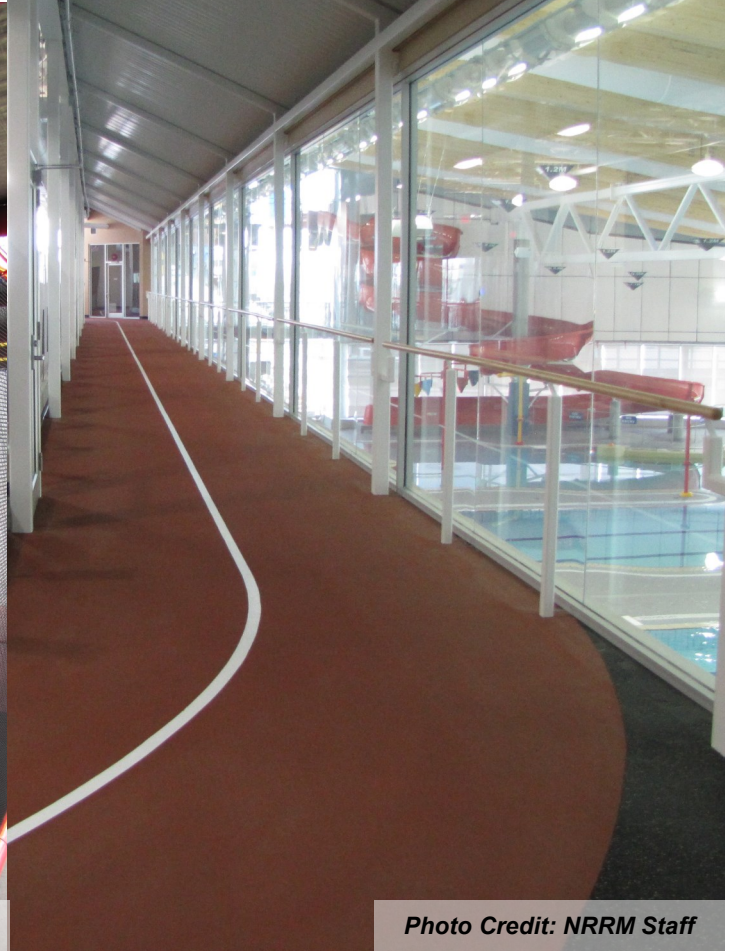


Photo Credit: NRRM Staff

## Rotary Play Space and Walking Track

In addition to all the fantastic amenities offered in the facility there are two spaces that are free for use for all ages. With no age, size or monetary restrictions these are great spaces to come with family to spend time being active together. Please read and obey posted facility guidelines to ensure these spaces are safe and fun for everyone.

<b>Play Space</b>	Size	110.5 sq. meters	Capacity	100 people
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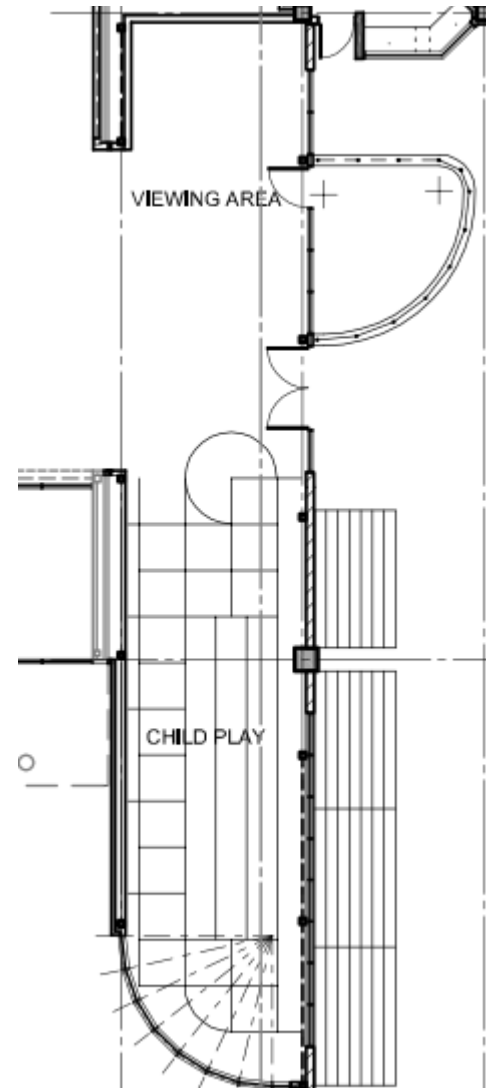
The 3 story play structure was donated by the Rotary Club of Fort Nelson. The structure has various activities including climbing nets, swinging rings, a helicopter station and 4 slides. The structure is also wheelchair accessible.

<b>Track</b>	Size	464.5 sq. meters	Capacity	100 people
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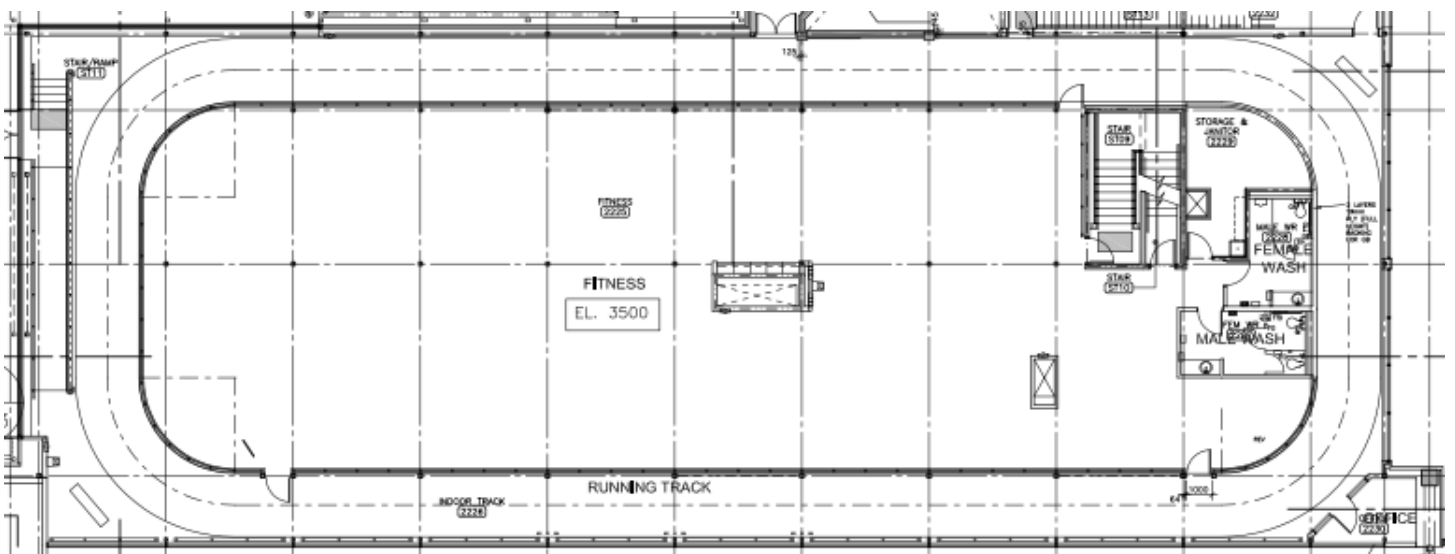
The 118 meter walking track is a great way to escape the weather and still get your 30 minutes of daily exercise. With a full glass wall viewing the pools and deck areas and a window to the climbing gym there is plenty to see to make the walk more interesting.

# Facility Information

## Rotary Play Space



## Walking Track





# Facility Information



## Pool

Size 890sq. meters

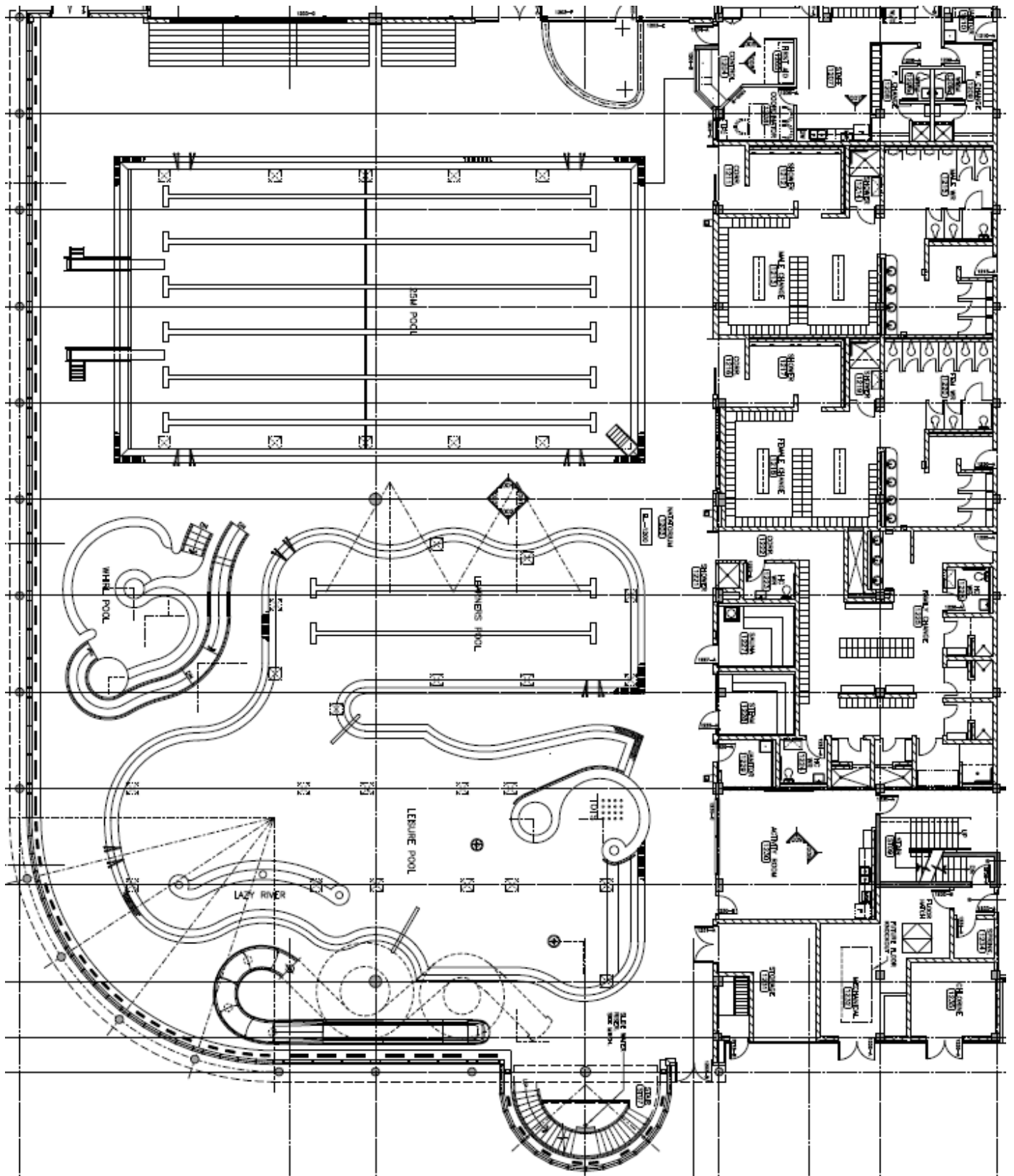
Capacity

400 people

The aquatic facility consists of three basins including a 25m 6 lane lap pool, a leisure pool and a 30 person hot tub. Both the leisure pool and the hot tub are zero entry. The lap pool includes a 1m and a 3m diving board, as well as a rock climbing wall located in the deep end (approximately 12.5 meters deep). The leisure pool consists of a learners lap pool, a tot pool and a lazy river with spray toys throughout. Within the general aquatic center there is a dry sauna, steam room, and bleacher seating. In addition, there is a three story water slide, a 5' slide and toys for public use. There are also life jackets provided for all ages & sizes.

**\*Please refer to the leisure guide for adjusted schedules.**

# Facility Information





# Rental Items

## Fitness & Dance Equipment

The following pieces of fitness equipment are available for use within the fitness/meeting room only: Mats, bosu balls, various hand weights, resistance bands, exercise balls, medicine balls, agility ladder, yoga blocks and yoga straps.

Cost: \$50.00 per use for all fitness equipment

Also available for dance/other rentals are portable 8'x5' foil mirrors and portable barres.

Cost: \$15.00 per use for 2 mirrors

## Viewing Area Games

Available for use in the Viewing Area are 4 arcade style games: Foosball, Basketball Throw, Air Hockey and Ping Pong

Cost: \$25

**CURRENTLY UNAVAILABLE**

## Podium & White Boards/Flip Charts

These are solid wood podiums with built-in lighting and storage. One system can be hooked up to the PA system while the other has a built in speaker. The white boards & flip charts are perfect additions to any presentation.

Cost: FREE with booking

## Coat & Boot Racks

These racks can be moved throughout the facility to accommodate your event. They can be placed both inside and outside of room rentals.

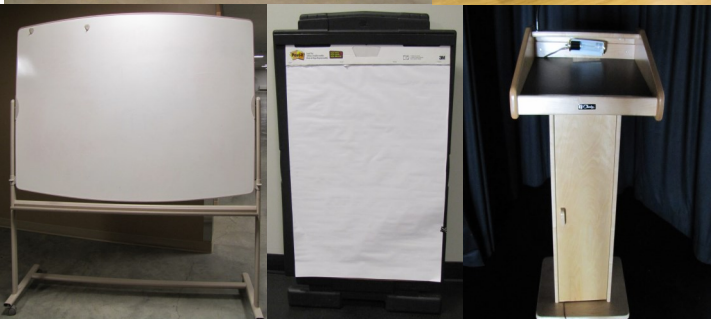
Cost: FREE with booking

## Red Carpet & Red Chair

Turn your event into a formal affair by rolling out the red carpet. The carpet is 42 feet long and guarantees to make an impression both on and off the ice. Will Santa be stopping by your event? Make sure he sits in style in the big red chair.

Cost: Carpet \$45 per day Chair \$45 per day

Photo Credits: NRRM Staff





# Rental Items



## Projectors and Screens

The Ben-Q is a ceiling-mounted data projector available in the Community Hall that connects to HDMI, VGA, DVI & digital cables. This is a fixed system with the Ben-Q projecting onto the back wall of the stage instead of using a portable screen.

The Epson is a portable data projector that connects to HDMI, VGA, DVI and digital cables.

The collapsible screens that are available to rent have a 70" x 39" or a 16:9 120" projection surface.

All the projectors require a laptop or other media device to operate it. Renter is required to bring their own laptop.

Cost: Projector \$40  
70" Screen \$10  
120" Screen \$15



## Digital Cables

Take some of the guesswork out of your connections and use a Mac to VGA, VGA or HDMI cable available with the rental of a projector.



## Teleconferencing Equipment

Conference anywhere when team collaboration is important with a wireless conference phone.

Cost: \$50 plus applicable long distance charges



## TV & DVD Player

The TV is a 50" Panasonic with HDMI, RCA, USB connection capabilities which comes with a basic Toshiba DVD player with RCA connection.

Cost: \$25

Photo Credits: NRRM Staff

*Prices listed do not include applicable taxes and are for a single rental only.*

# Rental Items



## Tables & Chairs

A room or dry pad rental comes with the use of tables and chairs to fit your event. In the winter months an ice rental comes with a full sized rectangle table and two chairs for refreshments or selling raffle tickets. Additional tables or chairs for an ice or lobby rental can be rented from the facility. The full sized rectangle tables measure 8' x 2.5', the side tables measure 6' x 2', the full sized round tables are 5' in diameter and the bar height tables are 2' in diameter. The half round tables can also be opened to a full sized round table. For rentals in the community hall, VIC meeting room, lower lobbies and arenas there are metal frame grey cloth chairs. For rentals in the fitness room, viewing area and upper lobbies there are metal frame black cloth chairs. The black chairs are not able to be used in the community hall.

Chairs: \$2 each                      Tables:        \$12 each



## Linens

Rectangle Tablecloths (white & black)	\$ 4 each
Round Tablecloths (white & black)	\$ 4 each
Rectangle Tablecloth with Skirts (white & black)	\$ 7 each
Table Toppers (black)	\$ 2 each
Napkins (white)	\$ 1.25 ea

\* Renters must gather all linens and give them to an NRRM event staff member to be washed.



Photo Credits: NRRM Staff

## Tableware

Wine Glasses	\$ 18 per 36pc rack
Coffee Cups	\$ 12.50 per 25pc rack-
Champagne Glasses	\$ 18 per 36pc rack
Steak Knives	\$ .25 each
*Dishes (full set includes washing)	\$ 1.25 each
* Includes dinner plate, side plate, bowl, coffee/tea cup, fork, knife, spoon & a large water glass.	
* Renters must bus all tables and bring dishes and glassware to the kitchen where an NRRM event staff member will wash, dry and put away.	

*Prices listed do not include applicable taxes and are for a single rental only.*



# Rental Items



## Additional Hall & Kitchen Items

Coffee Urns (100 cup and 50 cup)	\$5 each
Coffee Thermos	\$2 each
Cooking Utensils	\$5 per set
Water Pitchers	\$2 each
Salt & Pepper Shakers *	\$.50 per set
Cream & Sugar Containers *	\$.75 per set
Kitchen Trolley	FREE with kitchen rental

\* Please note that renters are responsible for supplying the condiments.



## Warming Table

Keep your buffet warm with this 4 station warming table. Each station has individual temperature control. Various sized inserts are available to customize the table and accommodate up to 16 different dishes.

Cost: FREE with kitchen rental



## Fountain Pop

Take the guesswork out of providing refreshments at your event - easy, affordable & convenient! The flavors shown here are available with your booking of the Community Hall for an additional fee. The renter must either provide cups or rent glassware from the facility.

Cost: \$1.50 per person



## Portable Bar

This unit has both bar and counter height, laminate counter space with built in shelving and ice sink.

Cost: \$25.00

Photo Credits: NRRM Staff

*Prices listed do not include applicable taxes and are for a single rental only.*



# Rental Items

## In House Sound Equipment

The recreation facility is equipped with an in-house Auxiliary PA System with multi-input capabilities. This service is free for use with the rental of any space that include it.

In the Community Hall are two PA stage speakers that are supplemented with recessed wall speakers. This system can be controlled from the bar at the back of the hall or from the stage. The primary arena is equipped with two loud-speakers that are controlled from the scorekeepers booth. The fitness/meeting room has two ceiling mounted speakers that are controlled from the sound-box located within the room. A mic or auxiliary input can be plugged into the wall ports in each area.

For more control over the system in each area there are portable mixing units that are available upon request. These units include a mixer to connect auxiliary and mic cords, a wireless mic receiver and a CD player with USB port. The connections from the wall or the portable mixing units are XLR, 1/4" jack, and RCA jacks. These are available upon request.



## Portable Sound Equipment

Available to rent is a Soundcraft/JBL 10 Piece Portable Sound System. This is a 3 way PA system with 9 speakers and a 16 channel mixing console. The speakers are JBL brand G2 series, which include 2 subs, 2 mains, 2 monitors and 3 PRX612M multi purpose speakers that can be used as mains or monitors. The mixer is a Soundcraft LX7ii that has 16 mono inputs and 6 auxiliary outputs. Included with the system are 3 microphones with stands, 2 speaker stands, 24 channel 100' snake, adequate XLR cords from 4' to 25' to connect the system and microphones, 1/4" jack connectors to modify XLR cords and various auxiliary cords for inputs. Also available is a Yamaha Stagepas 600i 3 piece Portable PA System. This consists of two self powered multi purpose speakers with built in detachable mixer, USB, iPod and other auxiliary capabilities and adequate XLR cord to connect the system and various auxiliary cords for inputs.

Cost: 10 piece \$200 plus \$500 damage deposit

3 piece \$100 plus \$500 damage deposit



Photo Credits: NRRM Staff

*Prices listed do not include applicable taxes and are for a single rental only.*

# Rental Items



## Black Booth Panels

The booth panels available can be set up as a backdrop, at angles or in a square booth. One rental comes with three upright poles with stands, four adjustable horizontal pipes and four curtains to cover up to 18' set up by NRRRC staff. Cost: \$25 Extra sections can be added for additional \$25

## Portable Staging

The 3" thick metal staging pieces come in 8'x4' sections with 11" high wooden risers. One rental includes two sections of staging set up by NRRRC staff. Cost: \$25 Extra sections can be added for additional \$25



## Showmobile

This unit is a full-scale, thrust-style mobile stage with a cantilevered canopy, state-of-the-art acoustical shell and built-in overhead lighting. Please note: the pricing is based on the use of a truck from public works and 7.5 man hours for set up and take down. Neither a sound technician nor troubleshooting services are provided. Any additional staff time is chargeable at \$42/hour. The Showmobile must remain on paved roads, however final set up is permissible within 300 meters of a paved road providing the proposed foundation is deemed suitable by NRRM staff. For full use of all features an 18000W generator is required if a local power source is not available. The connections are a 30amp twist lock and a 50amp 220 single phase.

Cost: \$523/day. \$75 per additional day  
\$500 damage deposit.



## Tents

Marquee style tents are a perfect addition to any outdoor event. The tents are 30' x 30' and available in either red or blue with or without sides. Additional charges will apply for a staff member to supervise set up and take down and the renter is required to provide an additional 3 helpers.

Cost: Personal: \$200/4 days. \$50 per additional day  
Commercial: \$400/4 days. \$75 per add. day  
\$500 damage deposit per tent

Photo Credits: NRRM Staff

*Prices listed do not include applicable taxes and are for a single rental only.*



# Rental Pricing

## Rooms Rates

### Community Hall

	Per Hour	Per Day
Storage Fee (ice room, fridge)		\$75.00
Adult	\$63.20	\$505.00
Youth/Senior	\$45.00	\$360.00
Commercial	\$93.75	\$750.00

### Community Hall Kitchen

	Per Hour	Per Day
Storage Fee (Kitchen fridges & freezer)		\$75.00
Adult	\$22.50	\$180.00
Youth/Senior	\$15.65	\$125.00
Commercial	\$45.00	\$360.00

### Main Lobby/Upper Lobby Fitness Hallway

	Per Hour	Per Day
Adult	\$37.50	\$300.00
Youth/Senior	\$18.75	\$150.00
Commercial	\$56.25	\$450.00

### Visitor Information Center (VIC) Activity Room

	Per Hour	Per Day
Adult	\$ 25.00	\$200.00
Youth/Senior	\$ 15.65	\$125.00
Commercial	\$ 37.50	\$300.00

### Fitness Room

	Per Hour	Per Day
Adult	\$37.50	\$300.00
Youth/Senior	\$18.75	\$150.00
Commercial	\$56.25	\$450.00

### Bruce Room

	Per Hour	Per Day
Adult	\$28.15	\$225.00
Youth/Senior	\$14.10	\$112.50
Commercial	\$42.20	\$337.50

## Viewing Area

#### Viewing Area Full

	Per Hour	Per Day
Adult	\$37.50	\$300.00
Youth/Senior	\$18.75	\$150.00
Commercial	\$56.25	\$450.00

#### Viewing Area 1 (east)

	Per Hour	Per Day
Adult	\$28.15	\$225.00
Youth/Senior	\$14.10	\$112.50
Commercial	\$42.20	\$337.50

#### Viewing Area 2 (west)

	Per Hour	Per Day
Adult	\$28.15	\$225.00
Youth/Senior	\$14.10	\$112.50
Commercial	\$42.20	\$337.50

*Prices listed do not include applicable taxes.*



# Rental Pricing

## Indoor Climbing Center

### 2 Hour Booking

One Rate \$ 90.00

Additional Staff Member per booking \$ 60.00

- The center may only be rented during scheduled rental blocks. For most recent schedule see the NRRM Leisure Guide, or contact the Facility Bookings clerk.
- Patrons without a signed waiver will not be permitted to climb, no exceptions.
- Waiver signing must be witnessed by a climbing wall staff member and if patron is under 19 years of age, a parent or guardian must be present. This can be done at any time during climbing center open hours.

## Arena Rates

### Primary Arena

	Prime Time Per Hour	None-Prime
Adult	\$ 88.20	\$79.40
Youth/Senior	\$ 44.10	\$39.70

### Secondary Arena

	Prime Time Per Hour	None-Prime
Adult	\$ 84.00	\$75.60
Youth/Senior	\$ 42.00	\$37.80

## Pond

### Per Hour

One Rate \$ 20.00

### Primary/\*Secondary Dry Pad Rental \* dry pond included

	Per Hour	Per Day
Adult	\$ 40.00	\$759.00
Youth/Preschool/Senior	\$ 27.00	\$502.00
Commercial	n/a	\$1,413.00

**Prime Time 3pm—10 pm weekdays and all day on Saturday & Sunday**

**10% discount on a 5 hour ice rental**

**Age Definitions: Youth 7 -18 years, Adult 19 - 59 years and Senior 60+ years**

*Prices listed do not include applicable taxes. Insurance required.*

# Regulations & FAQ's

## Rental Process & Checklist

To book a space or item phone the recreation department at 250-774-2541 ext. 2087, come by the administration office or email [hguse@northernrockies.ca](mailto:hguse@northernrockies.ca) to create a permit. To ensure that you have everything you need for your event/rental be sure to fill out the rental checklist and email/fax/or bring it in to our facility booking specialist at least 3 days prior to your event. For larger events such as weddings it is best to make an appointment to come by in person.

## Deposit & Fees

\$500 security deposit is due in full at the time of booking. In the event of cancellation or change of date/space, a 15% cancellation fee or a 5% change fee will be charged on the cost of your facility booking, WRITTEN (email is acceptable) notice of cancellation or changes MUST be received within 3 (three) business days of the event booking or the ENTIRE FEE is non-refundable. Your deposit will be released upon verification from Recreation Staff that no damage to Rec. Dept. facilities or equipment has occurred. Any additional charges incurred such as Staff Facility Set up charges must be paid in full prior to the release of the security deposit. The Rec. Dept. reserves the right to apply any portion of the security deposit to any outstanding charges. All bookings in the community hall, community hall kitchen and of tents and showmobile require the full security deposit.

## Insurance

Insurance is required for all ice rentals and any facility rentals whereby an activity is taking place i.e. sports, active games, alcohol, musicians and inflatables. This insurance must be for at least \$2,000,000 (two million dollars) and must name the Northern Rockies Regional Municipality as additional insured; see the Waiver/Indemnity Clause in your Permit Contract for full details. It is the sole responsibility of the lessee to determine what additional insurance coverage, if any, is necessary and advisable for their own protection and/or to fulfill their obligations under this agreement. Any such additional insurance shall be maintained and provided at the sole expense of the lessee. **For all larger events the Insurance must be in place 1 week prior to the event.**

## Liquor & Food Permits

If alcohol is to be served at your event, **a copy of a valid liquor license must be provided to the Recreation Department 7 days prior to the event.** Liquor licenses can be obtained at the BC Government Liquor Store. A safe ride home must be provided for events where liquor is being served. It is the lessees responsibility to contact Northern Health regarding obtaining a food permit if necessary.

## SOCAN

We are required to charge and remit a SOCAN fee (Society of Composers, Authors and Music Publishers of Canada) to any lessee who will be hosting a function where there will be music and/or dancing.

- **SOCAN with Dancing \$187.91**
- **SOCAN without Dancing \$93.95**

## Facility Care

Please ensure when using the Community Hall that your setup does not mark the floor. When using our facility, no tape that leaves a mark or tacks may be used on the walls or floors. All tables and chairs must be moved by lifting, not dragging.

# *Regulations & FAQ's*

## **Time Constraints & Set-Up/Take Down**

You may choose to have staff do facility set up (of tables and chairs only); however you will be charged a facility set up fee of \$42.00 plus applicable taxes per employee/per hour. Please let us know as soon as possible if you would like to arrange to have staff perform the facility set up. All set-ups must be done according to BC Fire Codes. For more information see section 2.7 on the BC Fire Code website: <http://www.qp.gov.bc.ca/testing/wlap/firecode.htm> .

ALL YOUR ITEMS must be removed at the time the facility is vacated or additional staff charges and hourly facility charges will apply. NRRM staff will stack and clean all tables and chairs in order to ensure proper cleaning takes place. The premises must be vacated no later than 3:00am on an all-day booking.

## **Facility Rules**

Patrons can find copies of the NRRRC Code of Conduct posted throughout the building. All renters are expected to adhere to these regulations. Failure to comply may result in action taken under the Northern Rockies Regional Municipality's Recreational Facilities Patron Discipline Policy. Renters are also responsible for the behavior of their guests. Please contact the Recreation Department for clarification.

## **Code of Conduct**

Unacceptable behavior within this facility will not be tolerated. This includes but is not limited to:

- Disrespect for staff and users
- Horseplay
- Damage of property
- Misuse of equipment & elevators
- Profanity
- Littering

Any persons not adhering to these rules will be asked to leave. Remember, this is your facility—please help us maintain a safe and happy environment for everyone.

Please contact the Recreation Department (250)774-2541 ext 2080 or find an on duty staff member with any comments or concerns.

We appreciate your co-operation. Thanks.

## **Open Flames**

Open flames are strongly discouraged within the facility. If your rental/event requires open flames (candles, incense etc.) please contact the Facilities Booking Clerk to make special arrangements.

## **Ladders**

We are unable to provide ladders to rental patrons. If your rental/event requires decorations to be hung from the ceiling/rafters, you may hire facility staff for a fee of \$42.00 plus applicable taxes per employee/per hour or contact Final Touch (250-774-7879) to inquire about their ceiling pole rentals.



# *Regulations & FAQ's*

## **Facility Bookings Frequently asked Questions**

**When do I have to pay the balance of my rental?**

The balance of your rental is due before your facility use time.

**Which rate do I qualify for?**

Your rate is determined by the majority of the audience attending e.g. an agency that is raising money for a youth organization has to pay the adult rate for bingos, adult dances etc. A youth organization having an event geared to youth will receive a youth rate

**Do we have a non-profit rate?**

No, but the Municipality has a program called Grant In Aid which is set up for non-profits to apply for a yearly grant to go towards bookings at the Recreation Centre.

See <https://www.northernrockies.ca/EN/main/city/Finance/GrantPrograms.html> for more information and application forms.

**Where do I buy insurance?**

If you prefer to buy locally – Western Financial is the only business that sells insurance in Fort Nelson but you are welcome to buy insurance wherever you prefer.

**Where do I get a liquor license?**

You must apply for a liquor license at the local Government Liquor Store.

**When will I receive my deposit back?**

ASAP after your event after any applicable charges have been deducted.

It is normally done the first working day after your event and if you paid by credit card it is reimbursed to your credit card. If cash or debit a cheque requisition is forwarded to the Town office for the amount owing back to you.

**Do I have the use of the bar area when I rent the Community Hall?**

Yes

**What does the kitchen rental include?**

Only the appliances and counters. You have to bring your own cookware etc.  
The warming oven also is included in your rental.

# *Regulations & FAQ's*

## **Facility Bookings Frequently asked Questions**

**Do I have to wash the dishes?**

No but they do need to be returned to the designated area near or in the kitchen.

**What are my responsibilities at the end of the booking regarding takedown?**

All decorations and other personal items need to be out of the Venue by the end time of your permit.

**Can I rent tables and chairs for use outside the building e.g. private property?**

We do not rent items off site.

**Can I drop off items before my rental time?**

No, although the kitchen and bar/ice room is available for overnight storage for a fee.

**Can I have a meeting in the common areas of the recreation building?**

No, not unless you have a permit.

**What are my responsibilities when booking/organizing a swimming party?**

All children 6 years old and under must be accompanied IN THE WATER with a responsible person 16+ and MUST remain within arm's reach of the child at all times, even if the child can swim. This is for the child's safety. All children 6 years and under will also be required to wear a wristband from the Customer Service desk while swimming in the pool.

Persons with open sores, bandages, head colds and/or discharge from the ears, eyes, nose or mouth will not be permitted in the facility in accordance with the BC Guidelines for Safe Operations of Swimming Pools.

Eating and drinking is only permitted in the viewing area or outside. To maintain the cleanliness of the facility, no food or drink is permitted on deck or in the change rooms. Gum is not permitted while swimming.

For a full list of the Aquatic Center Rules and Regulations, please see the Customer Service Desk.

**What are my responsibilities when booking a climbing party?**

Patrons under the age of 19 must have a parent/guardian present to sign necessary waivers and complete orientation. Waivers must be re-signed every year. Patrons under the age of 7 must be accompanied by a responsible adult (19+)

# Contact Information

**Northern Rockies Regional Recreation Center** Address | 5500 Alaska Highway

## Hours of Operation

### Facility Hours

Monday—Friday: 5:45am—10:30pm  
Saturday & Sunday: 7:45am-10:30pm

### Customer Service Desk Hours

Monday & Friday: 8:45am-6:45pm  
Tuesday—Thursday: 5:45am—7:45pm  
Saturday & Sunday: 9:15am—4:45pm

### Administration Office Hours

Monday—Friday: 8:00am—5:00 pm



## Phone & Email

General Inquiries |250.774.2541(extension 1)|  
[rec@northernrockies.ca](mailto:rec@northernrockies.ca) or [aqua@northernrockies.ca](mailto:aqua@northernrockies.ca)

Facility & Ice Booking |250.774.2541(extension 2087)| [ghaayer@northernrockies.ca](mailto:ghaayer@northernrockies.ca)

Director of Recreation & Facilities | Stacey |250.774.2541(extension 2085)| [saspden@northernrockies.ca](mailto:saspden@northernrockies.ca)

Recreation Operations Manager | Jonathan |250.774.2541(extension 2086)| [jroberts@northernrockies.ca](mailto:jroberts@northernrockies.ca)

Recreation Program Manager | Krista |250.774.2541(extension 2082)| [kpearson@northernrockies.ca](mailto:kpearson@northernrockies.ca)

Aquatic Coordinator| Sheila |250.774.2541(extension 2128)| [smcmillan@northernrockies.ca](mailto:smcmillan@northernrockies.ca)