

RENTAL REQUEST FORM



RENTAL COORDINATOR: JEFFREY ANDERSON

Phone: 250.643.2043 Email: rentals@vbbowmen.ca

Facility Rental Request Form

1. Name of applicant(s):		
2. Nature of event:		
3. Date(s) and time(s) of event:		
4. Estimated attendance:		
5. - Full legal name of applicant(s):		
- Address:		
- Contact information:		
- Telephone number(s):		
- Email(s):		
6. Full and legal name of any affiliated organizations or sponsors:		
7. Type of rental:	Option 1	Option 2
	(see below for option details)	
8. Will archery be involved with your event:	Yes	No
9. Will alcohol be served at your event:	Yes	No
10. Public liability insurance documents are attached:	Yes	No
(Bulkley Valley Bowmen Archery Club & Town of Smithers must be named "Additional Insured")		
FOR OFFICE USE ONLY		
Authorized and approved by: _____		
Signature (BV Bowmen Member/ Rental Coordinator)		Date

Public Liability Insurance

What is “Public Liability Insurance”?

The “public liability insurance” requirement on the “Rental Request Form” refers to general liability coverage, naming the Bulkley Valley Bowmen Archery Club and Town of Smithers as an ‘additional insured’.

Who needs to obtain “Public Liability Insurance”?

Anyone who is planning on holding a public event on any Town of Smithers owned land, such as the Bulkley Valley Bowmen Archery Club.

Why do you need to obtain “Public Liability Insurance”?

The Town of Smithers and the Bulkley Valley Bowmen require this insurance to ensure that the Town of Smithers is covered in case of any injury or damage to property arising from the event.

When do you need to obtain “Public Liability Insurance”?

A copy of the “Public Liability Insurance” papers must be submitted before the final approval is granted for a rental request.

How and where to you obtain “Public Liability Insurance”?

You can visit any of the local insurance providers to obtain a copy of the “Public Liability Insurance” that names the Bulkley Valley Bowmen Archery Club and the Town of Smithers as an ‘additional insured’ for your event.

You may be able to extent your home insurance to the event by requesting a routine request form and having the Bulkley Valley Bowmen Archery Club and the Town of Smithers named as ‘additional insured’ for your event.

Your company or organization may have insurance that can be extended to the event by requesting a routine request form and having the Bulkley Valley Bowmen Archery Club and the Town of Smithers named as ‘additional insured’ for your event.

Do I require “Public Liability Insurance” to rent the BV Archery Club grounds?

Yes. The BV Bowmen Archery Club is on Town of Smithers property and all events on Town property require Public Liability Insurance.

Facility Rental Options

Option 1

Option 1 is \$100/day. This includes the rental of the grounds and the BBQ area but does not include the clubhouse. If the rental spans more than one day tents, campers and RVs are welcomed. The ground have a kids area, a volleyball net, horseshoe pitch, fire pit, covered BBQ area and lots of open space. Two outhouses are available on the grounds.

Option 2

Option 2 is \$200/day. This includes everything in Option 1 in addition to access to the clubhouse. The clubhouse has fresh water, washrooms, a full kitchen and wood stove for those chilly nights.

Water Fee

\$50 for groups ≥ 50 & \$100 for groups ≥ 100

The BV Bowmen Archery Club requires complete payment in advance of the rental. In addition to the rental fees we require a cancellation and/or cleanup and/or damage deposit of \$100.00, refundable upon satisfactory inspection, by a club representative, of the grounds after rental. If there is inadequate cleanup, cancellation or damage to the club facilities the deposit will be forfeited. This does not limit any claim the B.V. Bowmen may have against the persons renting the facility and their guests/participants for damage over and above the amount of the deposit.

Guiding Principals

Club Members

Under most rental circumstances archery club members still have access to the grounds. The dates of your rental event will be made available to club members and often members make other arrangements if an event is scheduled.

Parking & Camping

The grounds have ample parking for most events. Please limit vehicle use to the parking area. Camping is welcomed by the club for multi-day rentals. We ask that camp fires are restricted to existing fire pits and vehicles remain in the parking area.

Pack Out What You Pack In

The club asks that all garbage, recycling, personal items, etc that are brought to the grounds also be taken away from the grounds. As such, cleanup includes, but is not limited to, the removal of crushed and broken styrofoam and plastic cups, broken balloons and streamers, beer caps/cans and cigarette butts (this includes the lawn area as well as urinals etc.). These are the hardest, most time consuming items in any cleanup yet will significantly affect the attractiveness of our facility.

Kitchen & BBQ

Users are encouraged to bring their own cutlery and utensils. Those in the clubhouse belong to the club and are not included in the rental.

Food & Alcohol

Those users who intend to permit the consumption of alcoholic beverages must comply with the provisions of the Liquor Control and Licensing Act and should consult the Smithers RCMP for details. Similarly, we encourage those users who intend to serve food at the facility to first take the Food Safe Course.