



## **RENTAL REQUEST FORM**

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# Facility Rental Request Form

|  |  |   |              |              |
|--|--|---|--------------|--------------|
|  |  |   |              |              |
| 1. Name of applicant(s):   |  |   |              |              |
| 2. Nature of event:  |  |   |              |              |
| 3. Date(s) and time(s) of event:   |  | Start   | End          |              |
| 4. Estimated attendance:   |  |   |              |              |
| 5. Applicant Address:  |  |   |              |              |
| 6. Contact information:  |  | Phone   | Email        |              |
| 7. Rental component(s):  |  | Range   | <b>\$175</b> | Clubhouse    |
|  |  |   |              | <b>\$150</b> |
| Rental Cost  |  | Total   | \$           |              |
| 8. If alcohol will be present :  |  | See "Guiding Principles" below  |              |              |
| 9. Insurance   |  | Event liability insurance must be in place, with a copy delivered/sent to Bulkley Valley Bowman prior to rental date. |              |              |
|  |  | (Bulkley Valley Bowmen Archery Club & Town of Smithers must be named "Additional Insured")                            |              |              |
| <b>FOR OFFICE USE ONLY</b>   |  |   |              |              |
| Authorized and approved by:  |  |   |              |              |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> <hr style="border: 0.5px solid black; margin-bottom: 5px;"/>           Signature.<br/>(BV Bowmen/Rental Coordinator)         </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0.5px solid black; margin-bottom: 5px;"/>           Date         </div> </div> |  |   |              |              |

## Facility Rental Options

### **Range – \$175/day**

This includes the rental of the grounds and the BBQ area but does not include the clubhouse

The grounds have a playground area, a volleyball net, fire pit, covered BBQ area, lots of open space, and a network of trails through the surrounding forest.

Two outhouses are available on the grounds.

The clubhouse washrooms will be opened on request.

### **Clubhouse - \$150/day**

The clubhouse has a spacious meeting/assembly room, a full kitchen, and washrooms.

**Camping** - If the rental spans more than one day tents, campers and RVs are welcomed.

### **Deposit**

The BV Bowmen Archery Club requires a booking/ cleanup/damage deposit of \$100.00.

The deposit is refundable upon satisfactory inspection, by a club representative, of the grounds after rental.

If there is cancellation, inadequate cleanup, or damage to the club facilities the deposit may 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.

### **Payment**

The club requires complete payment of the rental fee in advance of the rental.

Payment may be by:

e-transfer to [membership@bvbowmen.ca](mailto:membership@bvbowmen.ca)

check payable to: Bulkley Valley Bowman

or cash.

## 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.

### **Clean up**

The club asks that all garbage, recycling, personal items, etc that are brought to the grounds also be removed.

Cleanup includes all garbage and trash including, beverage containers and cigarette butts (this includes the lawn area as well as the washrooms )

### **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.