

1. **Get a quick look at our facilities here:** [www.whiterockcity.ca/facilities](http://www.whiterockcity.ca/facilities).
2. **Book a facility using the online form here:** [Click Here](#)
3. **FACILITY ATTENDANT FEE** applies for any booking outside of Customer Service hours at the White Rock Community Centre, Kent Street Activity Centre and may apply at Centennial Park Leisure Centre.
4. **ROOM ACCESS** at time of rental, no early access.
5. **PARKING**
  - Centennial Park Leisure Centre: Pay parking is in effect 24 hours a day, 7 days a week.
  - Centre For Active Living: Pay parking is in effect 24 hours a day, 7 days a week.
  - Kent Street Activity Centre: Free parking with rental.
  - White Rock Community Centre: Maximum 4-hour free underground parking.
6. **REFUNDABLE DAMAGE DEPOSIT AND RENTAL FEE**

Damage deposit may be required at the time of booking. The renter must provide a major credit card. We are unable to hold rooms.
7. **Entandem | Music Licensing by RE: SOUND and SOCAN** fees may apply.  
<https://www.entandemlicensing.com/>.
8. **KITCHEN**
  - Centennial Park Leisure Centre – No kitchen available
  - Centre For Active Living – No kitchen available
  - Kent Street Activity Centre – No kitchen available
  - White Rock Community Centre – Commercial finishing kitchen. Rented to catering/restaurants companies only
9. **FRASER HEALTH TEMPORARY FOOD PREMISES PERMIT** not required for private events (i.e. weddings, family reunion). [Application Form](#).
10. **LIQUOR LICENCE**

Apply for permit online or at any Government Liquor Store. [Application Form](#).
11. **SETUP**

User group may be responsible for setup and takedown during rental time as well as ensuring equipment is compatible prior to event. All rental items (dishes, etc.) must be removed at time that the contract ends. No confetti, open flames (candles must be in hurricane lamps). No tape/decorations adhered to painted walls.
12. **REFUND POLICY**

Cancellations less than 14 calendar days prior to first day of room booking:

  - 100% of the fee is charged (no credits available).
  - The damage deposit is refunded (no Refund Administration Fee applies)



## 2023 Facility Booking - Quick Fact Sheet

Cancellations on dates previously amended:

- 100% of the fee is charged (no credits available).

All other cancellations:

- 100% of fees will be credited back to the customer's account.
- The damage deposit is refunded (no Refund Administration Fee applies).

### 13. **INSURANCE**

For most City of White Rock facility rentals, you must obtain and provide proof of Commercial General Liability Insurance naming the **Corporation of the City of White Rock** as an "additional insured". You are responsible for obtaining, at your own cost, insurance for a minimum coverage limit for \$2,000,000 - \$5,000,000 depending on the type of booking. Proof of insurance is required upon booking. For your convenience, information to obtain insurance coverage can be found at <https://miabc.eventpolicy.ca/> or obtain the required insurance from any insurance company of your choice.

### 14. **VIEWING**

Call to book appointment (604) 541-2199.