



# **Bylaw Amendment No. 8405, 2023 - ATTACHMENT "A"**

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## **NEW WESTMINSTER PARKS AND RECREATION FEES MANUAL**

**Effective January 1, 2024**

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
təməsewtx <sup>w</sup> Aquatic and Community Centre 65 East Sixth Ave	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

**All Fees are subject to applicable taxes; per hour fee, unless otherwise noted  
Rental rates do not include staffing or other additional costs.**

### Rooms – up to 25 people

**təməsewtx<sup>w</sup> Aquatic and Community Centre** – Meeting room 1A, Meeting room 2A, Multipurpose 1D, Multipurpose 2A, Multipurpose 2B

**Queens Park Arena** – Meeting room 1 (Power Play Room), Meeting room 2 (Rose Garden Board room)

**Queensborough Community Centre** – Meeting room 1 (Channel Room), Meeting room 2 (Samson Room)

**Century House** – Multipurpose 2A (Arbutus Room), Multipurpose 2B (Birch Room), Multipurpose 2C (Cedar Room)

**2024  
Base**

NW Youth Groups	\$10.20*
Non-Profit & Individuals	\$14.28
Business	\$40.80

### Rooms – up to 75 people

**təməsewtx<sup>w</sup> Aquatic and Community Centre** – Multipurpose 1A, Multipurpose 1B, Multipurpose 1C, Fitness Studio 2B, Multipurpose 2A/2B

**Queens Park Arena** – Multipurpose 2 (Breakaway Room)

**Century House** – Multipurpose 2A/2B (Arbutus/Birch Room), Multipurpose 2B/2C (Birch/Cedar Room), Multipurpose 2A/2B/2C (Arbutus/Birch/Cedar Room), Multipurpose 3 (Spruce Room), Multipurpose 4 (Oak room), Multipurpose 1B Douglas Room

**Queensborough Community Centre** – Multipurpose 1A (Poplar Room), Multipurpose 1B (Island Room), Multipurpose 2A (Port Room), Multipurpose 2B (Royal Room), Multipurpose 3 (Wreck Room), Multipurpose 4 (Child Care Room)

**2024  
Base**

NW Youth Groups	\$14.34*
Non-Profit & Individuals	\$20.08
Business	\$57.36

### Rooms – up to 125 people

**təməsewtx<sup>w</sup> Aquatic and Community Centre** – Multipurpose 1, Fitness Studio 2C

**2024  
Base**

NW Youth Groups	\$22.17*
Non-Profit & Individuals	\$31.03
Business	\$88.66

### **Rooms/Small Gymnasium – up to 350 people**

təməsewtx<sup>w</sup> Aquatic and Community Centre – Small Gym

Queensborough Community Centre – Multipurpose 1A/1B (Poplar/Island Room), Multipurpose 2A/2B (Port/Royal Room), Small Gym (Fraser/River Room)

Century House – Multipurpose 1A (Fir Room), Multipurpose 1A/1B (Douglas/Fir Room)

	<b>2024 Base</b>
NW Youth Groups	\$39.53*
Non-Profit & Individuals	\$55.34
Business	\$158.10

### **Large Gymnasium/Event Space – up to 500 people**

təməsewtx<sup>w</sup> Aquatic and Community Centre – Large Gym

Queen’s Park Sportsplex – Gym floor

	<b>2024 Base</b>
NW Youth Groups	\$49.05*
Non-Profit & Individuals	\$68.66
Business	\$196.18

### **Lodge – Up to 110 people – includes kitchen, fireplace, podium, PA**

Centennial Lodge – Stand-alone Multipurpose event space and Kitchen

\*Note – Event bookings on Friday, Saturday, Sunday and Holidays incur a minimum 8 hour booking

\*Note – Weekday events (M-Th excluding holidays) – event bookings incur a minimum 4 hour booking

\*Note – Less than required minimum bookings as noted above, may be requested within 90 days of event. Subject to availability.

	<b>2024 Base</b>
All Users	\$135.00

\*Note – For NW Youth Groups – for all rental categories, if the sole purpose of the room booking is for a meeting, the historical grandfathered rate of \$0 will be applied. All other purposes will incur the rates reflected above.

\*\*Note – Extra Fee’s as noted in the “Extra Fees – Rental staff, service or equipment charges” will be added to bookings in addition to the room rental rate for events that result in extra set-up, take-down, cleaning, specialty equipment requests etc. These fees will be established in conjunction with the booking clerk and be based on the nature of the room booking i.e. meeting, activity or social.

## OTHER INDOOR SPACE FEES

Arena Ice Rentals			
User	Time	Days	Hourly Fee
All	12:00 am – 6:00 am	Daily	\$73.81 + GST = \$77.50
All – Public Prime Time	6:00 pm – 12:00 am	Weekdays	\$326.40 + GST = \$343.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Public Non-Prime Time	6:00 am – 6:00 pm	Weekdays	\$163.57 + GST = \$171.75
	6:00 am – 12:00 am	July & August Weekends	
All – Short Notice Prime Time** (50% of prime time fee)	See Public Prime Time		\$163.57 + GST = \$171.75
All – Short Notice Non-Prime Time*** (50% of non-prime time fee)	See Public Non-Prime Time		\$81.79 + GST = \$85.88
NW Minor Sports – Prime	See Public Prime Time		\$97.80 + GST = \$102.69*
NW Minor Sports – Non-Prime Time	See Public Non-Prime Time		\$49.07 + GST = \$51.52*
Preschools & Daycares (75% of non-prime time fee)	9:00 am – 3:00 pm	Weekdays	\$122.68 + GST = \$128.81
NWSD#40 – Grades K – 12	9:00 am – 3:00 pm	Weekdays	\$40.52 + GST + PST = \$45.38 / class (includes skates)
School (non-New Westminster)	9:00 am – 3:00 pm	Weekdays	\$163.57 + GST = \$171.75 plus skate rentals
NWSS Hockey Academy (75% of non-prime time fee)	9:00 am – 3:00 pm	Weekdays	\$122.68 + GST = \$128.81
Rentals Charging Admission	Applicable Ice charge or 15% 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 short notice booking criteria is that the discounted fee is only available within 72 hours prior to ice rental time

**təməsewtx<sup>w</sup> Aquatic and Community Centre – Indoor Pool Rentals**

<b>User</b>	<b>Days and Times</b>	<b>Hourly Fee</b>
Grandfathered Pool Users/NW Youth – 1 x 25m lane	All days and times	\$13.33 + GST = \$14.00
Non-profit – 1 x 25m	All days and times	\$20.00 + GST = \$21.00
Business – 1 x 25m	All days and times	\$33.33 + GST = \$35.00
NWSD#40 – 1 x 25m	All days and times	\$16.67 + GST = \$17.50
Grandfathered Pool Users/NW Youth – 1 x 50m lane	All days and times	\$26.66 + GST = \$28.00
Non-profit – 1 x 50m	All days and times	\$40.00 + GST = \$42.00
Business – 1 x 50m	All days and times	\$66.66 + GST = \$70.00
NWSD#40 – 1 x 50m	All days and times	\$33.33 + GST = \$35.00
All – Short Notice Prime Time***	Within 72 hours of booking	(50% of applicable prime time fee)
Grandfathered Renters/NW Youth - Swim meet	All days and times	\$213.33 + GST = \$224.00
Non-Profit - Swim meet	All days and times	\$320.00 + GST = \$336.00

**Arena Dry Floor Rentals**

<b>User</b>	<b>Time</b>	<b>Days</b>	<b>Hourly Fee</b>
All Non-business groups and individuals – Prime Time	3:00 pm – 12:00 am	Weekdays	\$107.86 + GST = \$113.25
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All Non-business groups and individuals – Non-Prime Time	6:00 am – 3:00 pm	Weekdays	\$54.00 + GST = \$56.70
Business and professional groups	All hours	Any day	\$196.18 + GST = \$206.00
New Westminster Minor & Junior B2 & B3 Lacrosse	During operating hours	Any day	\$32.38 + GST = \$34.00
New Westminster Junior A or B1		Any day	\$86.19 + GST = \$90.50
New Westminster Senior A, B, C or Masters Lacrosse		Any day	\$107.86 + GST = \$113.25
New Westminster Minor Sports – Ball Hockey		Any day	\$32.38 + GST = \$34.00

### RENTAL BOOKING EXTRA FEES - RENTAL STAFF, SERVICE OR EQUIPMENT CHARGES

\*Due to the nature of each rental, extra fee's may be incurred. Booking clerks will determine rental needs through a series of rental inquiry questions.

Item	Location	Fee
Food Service	All facilities	By quote
Entandem	All facilities – for events using music	By quote
Specialty Equipment	All facilities	As required, by quote
Judo Mat Rental	TACC	\$10.71/ hour + GST = \$11.25
Sporting equipment – i.e. Sport supplies, score clock etc.	Various facilities	By quote
Kitchen	Queensborough Community Centre, TACC	\$137.14 + GST = \$144.00
Stage – use (no delivery)	All facilities	\$150/use (Pick –up, set-up and delivery provided by user)
Rose Garden Staff and Chairs	Rose Garden	\$154.46 + PST + GST = \$173.00 / two hours
Recreational Staff Rental charge (indoor and aquatics)	All Recreation facilities	\$46.19 + GST = \$48.50 / hour / staff member
Parks Staff Rental Charge (outdoor)	All outdoor parks	\$77.14 + GST = \$81.00 / hour / staff member
Arena – Staff and Toys	Moody Park Arena	\$53.33 + GST = \$56.00 / hour / staff member
Skate Sharpening – single	Moody Park Arena	\$4.02 + GST & PST = \$4.50
Skate Sharpening – 10 (20% discount)	Moody Park Arena	\$32.14 + GST & PST = \$36.00
Skate Rental - single	Moody Park Arena	\$2.46 + GST + PST = \$2.75
Skate Rental – 10x (20% discount)	Moody Park Arena	\$18.75 + GST + PST = \$21.00
Corker Rental*	Moody Park Arena	\$2.01 + GST & PST = \$2.25
Additional Garbage or Recycling Bins	All facilities	\$34.29 + GST = \$36.00 / bin drop off or disposal
Additional Washroom Cleaning Services	All facilities	\$161.90 + GST = \$170.00 / event / washroom / day
Electricity Supply	All outdoor facilities	\$29.52 + GST = \$31.00 / event location / day
Water Supply	All outdoor facilities	By Quote
Permit - Special Occasion or Beer Garden Permit	All facilities	\$98.10 + GST = \$103.00 / event / location / day
Permit - Sale of Goods, Services or Food	All facilities	\$54.29 + GST = \$57.00 / day / vendor station

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



## 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.	\$77.62 + GST = \$81.50
31 – 49 swimmers	All		\$116.67 + GST = \$122.50
50 – 89 swimmers	All		\$150.71 + GST = \$158.25
90+ swimmers	All		\$188.57 + GST = \$198.00
Lane Rental	NFP Groups		\$10.00 + GST = \$10.50 / Lane plus lifeguarding costs (\$46.19 + GST = \$48.50 / hour

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 Lower Hume Park Queens Park 1		Medium Old Schoolhouse, Port Royal & Ryall		Small Queens Park 2	
Prime Time	Non-Prime Time	Prime Time	Non-Prime Time	Prime Time	Non-Prime Time
\$ 147.62+ GST = \$155.00	\$ 73.81 + GST = \$ 77.50	\$ 114.29 + GST = \$ 120.00	\$ 57.14 + GST = \$ 60.00	\$ 73.33+ GST = \$ 90.00	\$ 42.86 + GST = \$ 45.00
Fee is for a 5-hour booking between 10:00 am – 3:00 pm or 4:00 – 9:00 pm Prime Time is weekends and statutory holidays.					

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

Public Spaces, Plazas & Events	
<b>User</b>	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	\$238.10 + GST = \$250.00 / use / day
All ticketed events and activities	Applicable fees above plus 15% of gross gate revenue plus GST

## OTHER SPACE FEES

Sports Fields				
<b>User</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- Minor or Youth is 18 years and under. Senior is 65+ years.</li> </ul>			
	<b>Artificial Turf Fields</b>		<b>Grass Fields</b>	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior Sports Groups (60%+ residency required)	\$24.76 + GST = \$26.00 / hour	\$12.86 + GST = \$13.50 / hour	no charge	
All Non-business groups & Individuals (all user ages)	\$48.57 + GST = \$51.00/ hour	\$24.76+ GST = \$26.00/ hour	\$12.86 + GST = \$13.50 / hour	\$6.90 + GST = \$ 7.25 / hour
Business & professional groups	\$96.19 + GST = \$101.00 / hour	\$48.57+ GST = \$51.00/ hour	\$ 24.76 + GST = \$ 26.00 / hour	\$ 12.86 + GST = \$ 13.50 / hour
	<b>Queen's Park Stadium</b>			
	Prime Time	Non-prime Time		
New Westminster Minor & Senior groups (60%+ residency required)	no charge			
All Non-business groups & Individuals (all user ages)	\$48.57 + GST = \$51.00 / hour	\$24.76 + GST = \$26.00 / hour		
Business & professional groups	\$96.19+ GST = \$101.00 / hour	\$48.57 + GST = \$51.00 / hour		
Tournament (all type)	Applicable Sports Field fees plus PUBLIC SPACE & PLAZA PERMIT fee			
Ticketed Events	Applicable Sports Field fees plus 15% of gross gate revenue, plus GST			
Light Fee	\$10.95 + GST = \$11.50 / 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			

Outdoor Sports Court & Track	
<b>User</b>	<b>Lacrosse Box, Tennis, Basketball &amp; Sand Volleyball Courts &amp; Mercer Track</b> Permit holders have priority over drop-in users
New Westminster Minor & Senior groups (60%+ residency required)	no charge
All Non-business groups & Individuals Users	\$6.19 + GST = \$6.50 / court, lane or jump area / hour \$119.05 + GST = \$125.00 for bookings over 4 hours / court, track or jump area / day
Business & professional groups	\$14.28 + GST = \$15.00 / court, lane or jump area / hour \$238.10 + GST = \$250.00 for bookings over 4 hours / court, track or jump area / day

## 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	Aquatics, Gymnastics, Trampoline, Tennis, Skateboarding or Skating	\$33.00	\$33.33 + GST = \$35.00
45 minutes	Aquatics, Gymnastics, Trampoline, Tennis, Skateboarding or Skating	\$49.50	
Private (1.5 hour)	Personal Training Assessment	n/a	\$90.00 + GST = \$94.50
Private (1 hour)	Personal Training - 1x		\$61.90 + GST = \$65.00
	Personal Training - 3x		\$176.43 + GST = \$185.25
	Personal Training - 5x		\$278.57 + GST = \$292.50
	Personal Training - 10x		\$526.19 + GST = \$552.50
Semi Private (2 participants, 1 hour)	Personal Training - 1x		\$81.67 + GST = \$85.75
	Personal Training - 3x		\$232.86 + GST = \$244.50
	Personal Training - 5x		\$367.62 + GST = \$386.00
	Personal Training - 10x		\$694.29 + GST = \$729.00

## DROP IN FEES

User Admissions - Definitions	
Infant	(0-3 years)
Child	(4 – 12 years)
Family with Dependent's	A family consisting of 1 or 2 parents, grandparents or legal guardians with at least 1 dependent aged 18 years or younger (per person)
Youth	(13 – 18 years) – exception for Youth services only memberships (11 – 18 years)
Student	A person (regardless of age) who possess current and valid student identification from an accredited post-secondary institution as defined by the Province of British Columbia.
Adult	(19 – 64 years)
Senior	(65 – 74 years)
Super Senior	(75+ years)
Attendant	A person who supports a participant with a disability

Active Admission & Active Pass Fees					
User	Active 1 Visit	Active 10x Visit (20% Discount)	Active 30 (30% Discount)	Active 365 (Monthly EFT)	Active 365 (45% Discount)
Under 4	Free	N/A	N/A	N/A	N/A
Child (4 – 12 years)	\$3.75	\$30.00	\$33.75	\$24.75	\$297.00
Family with Dependent's	\$3.75	\$30.00	N/A	N/A	N/A
Youth (13 – 18 years)	\$4.76 + GST = \$5.00	\$38.10 + GST = \$40.00	\$42.84 + GST = \$45.00	\$31.43 + GST = \$33.00 per month	\$377.14 + GST = \$396.00
Student	\$4.76 + GST = \$5.00	\$38.10 + GST = \$40.00	\$42.84 + GST = \$45.00	\$31.43 + GST = \$33.00 per month	\$377.14 + GST = \$396.00
Adult (19 – 64 years)	\$7.14 + GST = \$7.50	\$57.14 + GST = \$60.00	\$64.26 + GST = \$67.50	\$47.14 + GST = \$49.50 per month	\$565.71 + GST = \$594.00
Senior (65 – 74 years)	\$4.76 + GST = \$5.00	\$38.10 + GST = \$40.00	\$42.84 + GST = \$45.00	\$31.43 + GST = \$33.00 per month	\$377.14 + GST = \$396.00
Super Senior (75+ years)	\$3.57 + GST = \$3.75	\$28.57 + GST = \$30.00	\$32.62 + GST = \$34.25	\$23.57 + GST = \$24.75 per month	\$282.86 + GST = \$297.00
Shower only and Try-it rate	\$1.90 + GST = \$2.00	N/A	N/A	N/A	N/A
<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, service or membership requirements</i>					
<i>Attendant - Free, when attending to someone with a disability</i>					
<i>After-Tax admission fees will be rounded up to the nearest quarter (\$0.25)</i>					

### Outdoor Pools

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

### Century House

Fee Type	Description	Annual Fee
Century House Association Annual Membership	Requirement for participation in Century House Association sponsored activities	\$23.81 + GST = \$25.00 / year

\*For drop-in Fitness Centre rates see Active Admission & Active Pass Fees

### 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, and out trips during scheduled youth events and events at youth centre	\$1.90 + GST= \$2.00

### Childminding

Newborn – 10 years	Location	Admission Fee
1 hour	teməsewtx <sup>w</sup> Aquatic and Community Centre	\$6.00
10 hours (20% discount)		\$48.00

\*1 adult: 8 spots    \*0-18mos = 4 spots, 19-35mos = 2 spots, Over 3yrs = 1 spot

### Miscellaneous

Fee Type	Location	Admission Fee
Get Active Grade 5	Various	Free
Stay Active Grade 6	Various	Free

<b>FILMING &amp; OTHER FEES (subject to applicable tax)</b>	
<b>Fee Type</b>	<b>Fee</b>
Permit License Fee	\$300.00
Business License	\$150.00
Damage /Performance Deposit	\$500 - \$10,000
Location Hold Fee	\$1000 (non-refundable)
Street Occupancy	\$225 per block/day based on 200 feet
Multiple Locations	\$75.00
Multi Day Filming	\$100 per additional day
Daily Inspection	\$100.00
Meter Charges	\$15.00 per meter /day – on top of street occupancy
Temporary No Parking Signage	\$150.00 per block
Garbage Disposal	By Quote
Filming – City Hall Exterior	\$1500.00
Filming – City Hall Interior	\$5000.00
Civic Facilities - Interior	\$500.00 - \$1,000.00
Civic Facilities Exterior	\$500.00
Parking at Civic Facilities	\$750.00 - \$1000.00
Fire Hydrant Use of Wet Down	\$250 per hydrant / day
Parking Infraction	\$200.00 per infraction
Damage Deductions	Variable
Student Permit	Free
Prep & Wrap	Quote
Permit Changes During Active Filming	\$300.00
Re-Occurring Location	\$250.00 (per occurrence)
Lunch Tent	\$300.00
Moving Picture Car Administration	\$100.00
FX or Gun Use	\$175.00
Curfew Extension	\$250.00 per hour outside curfew
Drone Use	\$500.00
City Staff – excluding Police	By quote
Police Services Officers	# of officers X # of hours X 1.5 X \$110
Use of Police Vehicle	By quote
Police Admin Fee	10%
Fire Services Equipment and Staff	By quote
Fire Inspector	By Quote
Fire Services Administration	10%
Administration	20%
Fraser Cemetery – Prep & Wrap	\$1000.00 per day
Fraser Cemetery - Filming Days	\$2000.00
Fraser Cemetery – Staff Deposit	\$75.00 per hour for 4 hour minimum ; \$100 per hour for overtime
Fraser Cemetery Facility Interior	\$500.00
Equipment Use	By Quote
Fraser Cemetery Grave Side Props	\$300.00
Park and Recreation Facilities	By Quote

\*Filming fees are subject to increases without notice for 2024.

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

<b>Commercial Sales or Rentals of Hanging Baskets to New Westminster Businesses or Organizations Only (installation &amp; delivery not included)</b>	
City Hanging Basket Rental & Water Services	\$325.89 x GST + PST = \$365.00
Hanging Basket Sale – 18”	\$125.00 x GST + PST = \$140.00

<b>Miscellaneous Park Fees</b>	
Park Memorial Donation (non-bench)	By Quote
Deluxe Memorial Bench Donation	\$4,000.00
Lounger Memorial Bench Donation	\$6,800.00
Plaque Replacement	\$491.07 + GST + PST = \$550.00
Off-Site Works & Services Tree Fee	\$852.68 + GST & PST = \$955.00

## RENTAL DEFINITIONS

### NEW WESTMINSTER YOUTH GROUPS

**Definition** Youth Activity Group means a bonafide 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.

### 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.

### BUSINESS

**Definition** Private, Business or Commercial Groups means a private sector for-profit businesses or individuals undertaking for-profit activities.  
*Examples:* Travel Agencies, Strata Council Meetings, Walmart, etc.

## 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.

#### **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.