



Policy Number: 2023 – 07

Date of Issue: April 18th, 2023

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Motion Number: 2023 – 130

Policy Subject/Title: PEACE MEMORIAL MULTIPLEX FACILITY FEE STRUCTURE

Signature of Approval by Authorized Personnel:


Karrie Gau, CAO

Supersedes: May 18th, 2021
Date of Last Update

Policy # 2021-07 Motion #2021-147
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to provide a fee structure for the Peace Memorial Multiplex facility.

PROCEDURES:

That effective September 1, 2023 the fees be as follows:

All rates are subject to GST unless otherwise indicated.

WINTER ICE RENTALS:

1. Youth Groups (Minor Hockey, Figure Skating)
 - a) \$98.70/hour
2. Adult Groups/Non-Local Youth
 - a) \$147.38/hour 7:00 a.m.- 3:00 p.m. Monday – Friday
 - b) \$161.37/hour After 3:00 p.m. Monday – Friday
All day Saturday & Sunday
 - c) \$152.11/hour Jr. B & Senior Team
 - d) \$125.00/hour Special Event Hourly Fee
3. Early Startup-Late Shutdown/Non-local Adult Groups
 - a) \$190.00/hour

The policy will be to keep youth rates to approximately 60% of adult primetime rates.

USER ACCOUNTS:

All users are responsible for paying their accounts in full within thirty (30) days of the Town's invoicing date. The Parks & Recreation Department may cancel facility bookings for user groups with past due accounts at their discretion.

SUMMER NON-ICE RENTALS:

1. Commercial (Out of Town)

Full Facility	\$3,722.63/day
Vision (Blue) Rink	\$2,367.40/day
Planwright (Green) Rink	\$2,084.67/day

2. Not For Profit (Adult)

Full Facility	\$1,489.04/day
Vison (Blue) Rink	\$1,056.67/day
Planwright (Green) Rink	\$915.96/day
Setup	\$493.37/day/ arena

3. Not For Profit (Youth)

Full Facility	\$744.52/day
Vision (Blue) Rink	\$528.34/day
Planwright (Green) Rink	\$457.97/day
Setup	\$246.68/day / arena

4. Special Event Hourly Rate (Commercial Excluded)

Vision (Blue) Rink	\$111.01/hour
12:30am – 2:00am	\$166.53/hour
2:00am – 4:00am	\$333.03/hour

Planwright (Green) Rink	\$96.23/hour
12:30am – 2:00am	\$144.34/hour
2:00am – 4:00am	\$288.70/hour

5. Not-For Profit Hourly Rate (Lacrosse, Ball Hockey, etc.)

Adult	\$103.65/hour
Youth	\$51.83/hour

The Peace Memorial Multiplex will be closed no later than 4:00 a.m. daily.

Any group not falling into one of the above noted categories of the fee schedule will be subject to the rate specified by the Parks & Recreation Board.

A daily rental is defined as 7:00 p.m. – 12:30 a.m. the following calendar day. Additional charges will be levied for any use after 12:30 a.m. Full facility rental includes both arena surfaces, dressing rooms, Canadian Tire

meeting room, upper Social area, and lobby. An arena rental includes the arena surface, the dressing rooms, and lobby. The setup charge is for a maximum of one day prior to and one day following the event. Any additional setup time beyond this scope will be charged at regular rates.

The facility for all ice and non-ice functions is provided on an "as is" basis and any group requiring special set-up requirements over and above what is normally provided shall be subject to the labour (\$35.00/man-hour) and material costs incurred by the Town if it is within their scope of work.

In order to use town facilities, all local schools agree to pay a fee which is calculated as 20-percent of the existing youth rate (where applicable). Access to the Communiplex pool, kitchen and use of theatre lighting are not covered by this fee. Where a youth rate is not available, the schools agree to pay 20-percent of the general public rate for each location. Set-up for activities provided under this policy must be carried out during the normal hours that the facility is staffed. Set-up time outside of these hours will be charged for based on youth rental rates. Bookings made and then not used by schools will be subject to regular rental rates, and schools will be considered a "regular weekly renter" under our cancellation policy, unless the reservation involves a large special event (i.e. graduation or conference). School Ice Rate – \$19.74

For all rentals the Parks & Recreation Department Rental Contract must be completed, all special conditions met and the applicable fees plus damage deposit, if required, must be paid one week in advance of the rental date.

The Director of Parks & Recreation may require a damage deposit of \$1,000.00 for Commercial users and \$400.00 for all other groups at the time of booking. Damage deposits are not subject to GST.

The damage deposit will be refunded provided that the facility has been left clean, damage free, returned to its original condition and all requirements of the rental contract have been adhered to. Also, all material and equipment moved into the facility by the renter must have been removed at the end of the rental period.

Any charges over and above those specified in the rental contract will be deducted from the damage deposit at the discretion of the Parks & Recreation Department.

CANCELLATIONS – ALL FACILITIES:

Regular Weekly Bookings - cancellations must be received at least forty-eight (48) hours in advance of the scheduled booking. Notification of cancellations within forty-eight (48) hours of the booking will be subject to payment of the full cost of the booking.

All Other Bookings (non-weekly reservations or stand-alone event bookings ~ i.e. tournaments, half/full day and/or multi-day events, etc.):

1. A cancellation fee (20%) of the total booking fee or \$15.00 (the greater of the two) will apply to all cancellations received a minimum of fourteen (14) days in advance of the booking.

2. Cancellation notification between thirteen (13) days and 48-hours of the booking, the renter will pay 50% of the full booking fee as agreed in the contract.
3. Cancellation notification less than 48-hours prior to the booking, or renters that are "no-shows" at the time of their event, will be required to make full payment for the booking fee as agreed in the contract.

All cancellations due to poor local weather conditions must be communicated with the Peace Memorial Multiplex staff at least one-hour prior to the commencement of the booking. If this occurs, and the staff person agrees with the weather assessment, the renting group will not be subject to financial penalty. The final determination on whether or not this levy is applied will be made at the sole discretion of the Director of Parks and Recreation. When requested, all efforts will be made to reschedule the facility time at a later date.

CONCESSION:

Monthly (September – March)	\$1,000.00
Daily (April – August)	\$83.54

SKATE SHARPENING ROOM:

Monthly	\$325.48
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CANADIAN TIRE MEETING ROOM:

Hourly	\$20.36
Tournaments & Special Events*	\$35.00/day
(*This rate applies only when the Vision (Blue) and/or Planwright (Green) rink are rented for a minimum of ten (10) hours).	

ROCKY MOUNTAIN EQUIPMENT SOCIAL AREA BETWEEN THE TWO RINKS:

Hourly – 7:00 a.m. – 12:30 a.m.	\$35.85
Hourly – 12:30 a.m. – 2:00 a.m.	\$54.83
Hourly – 2:00 a.m. – 4:00 a.m.	\$108.50
Tournaments & Special Events*	\$77.48/day to 12:30 a.m.
(*This rate applies only when the Vision (Blue) and/or Planwright (Green) rink are rented for a minimum of ten (10) hours).	

LOBBY AREA:

Hourly (east & west halves)	\$52.10
Hourly (east or west half)	\$26.09
Daily (east & west halves)	\$313.23
Daily (east or west half)	\$159.03

LOBBY UPPER CONCOURSE:

Hourly	\$26.09
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EAST & WEST UNDEVELOPED AREAS:

Monthly (September 17 th – March 31 st)	\$3,168.91
Hourly East (April 1 st – September 16 th)	\$26.08
Hourly West (April 1 st – September 16 th)	\$40.68

Note: The monthly fee for September will be determined by the point in time that we have consistent demand for ice time. We are anticipating this to occur 'typically' in mid-September. If Minor Hockey does not require routine ice until the end of September, then the hourly charge may apply through the entire month.

REVIEW CYCLE:

This policy will be reviewed every two (2) years.