



RIVERSIDE COMMUNITY CLUB

Renter Information Package

PART 1

Full-Day Rental Rates

Riverside Community Club offers three rate tiers based on membership and residency, plus specialty no-charge rates for qualifying events.

Loyalty Rate: \$350

Exclusively for Riverside Community Club members currently holding **3 consecutive years of membership**, living within the geographical catchment area of Trinity Valley / Ashton Creek as defined by the RDNO.

Area F Residents: \$550

Applicant must live within Area F, as defined by the RDNO.

All Other Renters: \$600

The standard full-day rate for renters outside the above categories.

Booking Details

- Must complete the online Booking Request
- \$500 non-refundable deposit due upon booking
- \$750 refundable security deposit
- Check-in 10:00 AM · Check-out 10:00 AM

Specialty Rates: No Charge to Rent Hall & Kitchen

Conditions:

- Must be an RCC sponsored or endorsed event
- No charge, or “by donation,” to attend the event or activity, or a non-profit organization
- Non-profit fundraisers must be initiated by a registered NPO
- Must have a designated event organizer (Approved Responsible Member – ARM)
- Must clean after use (cleaning checklist provided)
- Must complete the online Booking Request

Examples of RCC sponsored/endorsed events: Yoga, Pickleball, Moms and Tots, Community Kitchens

Examples of non-profit organizations: Kingfisher Interpretive Society, Milk Way Dairy Club, Enderby and District Community Resource Centre (Moms and Tots), Hunter's Range Fish and Game Club, and community fundraisers such as a family losing their home to fire. This is not an exhaustive list.

Celebration of Life (Memorial Event): No Charge / Donation

Conditions:

- Must be a past or present community member, within the geographical catchment area of Trinity Valley / Ashton Creek as defined by the RDNO
- \$100 cleaning fee
- \$200 refundable damage deposit
- Must complete the online Booking Request

PART 2

Insurance Requirements

Any person, group, or entity renting the Riverside Community Club Hall or Grounds must provide insurance that meets the following requirements.

General Liability

The renter must purchase Commercial General Liability Insurance for not less than **\$2,000,000**, naming Riverside Community Club Society as an additional insured. Proof of insurance (a Certificate of Insurance) must be provided at least **2 weeks before your rental**.

If anyone will be staying overnight on the grounds, the policy must include coverage for overnight stays.

Serving Alcohol

If you plan to have alcohol onsite, you must hold a provincial liquor permit and Host Liquor Liability Insurance for not less than **\$2,000,000**, also naming Riverside Community Club Society as an additional insured. Proof of insurance is due at least **2 weeks before your rental**.

If guests will bring their own liquor not covered under your provincial permit, your coverage must include BYOB liquor.

Important: Failure to provide the required insurance certificates within the required timeline will result in your booking being cancelled, and your non-refundable rental deposit will be forfeited.

Need Help Finding Coverage?

Riverside Community Club will accept any liability policy that meets the above requirements. If you need help finding coverage, we can refer you to:

Tommy Blaauw, CAIB

Personal Lines Advisor, SASCU Insurance Services Ltd., Enderby Branch

250-838-7707 · tommyblaauw@sascu.com

Riverside Community Club is not compensated for referrals and is not affiliated with Mr. Blaauw or SASCU Insurance.

Rental Rules & Guidelines

Appendix I to the Riverside Hall Rental Agreement

General

- Riverside Community Hall is a non-smoking facility. Smoking is permitted outside, at least 10 feet from doors. Please use ashtrays.
- You are responsible for supervising all guests in attendance. Any damage will be deducted from your damage deposit; if repair costs exceed the deposit, you are responsible for the balance.
- Our water is supplied by a well. Please limit water use, especially during drought periods. No outdoor sprinklers, pools, or water slides unless approved by the rental coordinator.
- Please respect our neighbours: restrict loud music and vehicle noise, no outdoor amplifiers, and all noise must stop by 11:00 PM.
- Alcohol is only permitted inside the hall and on the deck. The hand launch, playground, park/grass, multisport court, and parking lot are public spaces subject to local ordinances. You are responsible for obtaining a liquor license and liquor liability insurance under Section 15 of the Liquor Control and Licensing Act.
- Fireworks, pyrotechnics, and sparklers are not allowed in the hall or on the grounds.
- We ask all renters to maintain a “good neighbour” standard: no excessive noise, public nudity, damaging use of the grounds, tents or structures at the beach or hand launch, or ropes/materials tied to trees or structures.
- All vehicles must be parked on hall premises, not on public roadways.
- Please leave the hall and grounds in the condition you found them.
- Contact the Rental Coordinator or another RCC representative with any concerns.
- Report any personal injuries or property damage promptly.
- In the event of a boil water advisory, you are responsible for supplying your own potable water.
- All bookings are subject to Board-approved changes to protect community health, safety, and welfare.
- The facility must be left secure: close and lock all windows and doors, and the dumpster chain lock.

Inside the Hall

- Occupancy limits (210 standing, 140 seated) are set by provincial regulation and must not be exceeded.
- Dogs and cats are not allowed inside, except certified service animals.
- Do not attach nails, tacks, hooks, stakes, screws, or tape/command strips without prior RCC approval. Existing wires and hooks may be used for decorations but not moved.
- Do not adjust the heating and cooling units; use the timer by the stage for extra heat.
- Keep outside doors closed, especially when air conditioning is running.
- Return tables and chairs as found, and ensure tables are dry before storing.

- Only designated inside tables and chairs may be used; any chair or table missing a protective foot cap should be set aside and reported. Renter-supplied furniture must be pre-approved by the booking coordinator.
- Avoid activities that could scratch the floor (dragging heavy items, muddy footwear, kids' toys).
- Do not use rice, bird seed, glitter, confetti, indoor rose petals, hay, sand, or aerosol streamers.
- Mop spills with plain water only. Sweep floors when dirty.
- Leave washrooms tidy.
- Sort garbage and recycling. Garbage bags go in the outside bin (key hangs in the kitchen above the light switch by the exit door). Curb-pickup recycling can be taken with you or left in the kitchen; refundable bottles/cans may also be left in the kitchen.
- All dishes must be washed, sanitized, dried, and put away. Wash coffee urns (no soap) and leave upside down on the counter. Clean kitchen counters and sinks.
- Clean any stoves, ovens, and fridges you use, including racks, rings, trays, and areas under burners. A \$50 charge applies per oven requiring cleaning.
- Keep exit doors unlocked while occupied, and re-lock all doors securely when you leave.

Outside Grounds

- The playground, multisport court, gazebo, outdoor toilets, picnic area, and east fire pit are public areas, shared with the community, not exclusive to renters. The west fire pit is reserved for renter use. See the site plan for public areas, renter areas, and parking.
- Fence posts, boulders, and signage restrict vehicle access and must not be moved.
- Park only in designated areas per the site plan or check-in instructions.
- Overnight parking is limited to the area near the west boundary fence posts, west of the playground.
- We are not a campground; no power, water, or septic hookups are available. Do not connect to electrical circuits, hydrants, or garden taps. A \$100 fine applies for violations. Tenting is allowed west of the fence posts (Nature Area).
- Keep campfires to the installed fire pits, per Ministry of Forests and Regional District guidelines.
- Please avoid using shampoo, soap, or other surfactant-based products in the river.
- Port-a-potties are required for groups expecting more than 75 overnight guests; you're liable for damages if the septic system is overwhelmed. If used, place port-a-potties west of the hall.
- Inside tables and chairs may not be used outdoors; older tables and chairs in the outside storage shed are available for outdoor use.
- Garbage exceeding half a bin incurs a \$50 tipping fee, deducted from your security deposit.
- Barbecuing is not permitted in the hall; BBQs are allowed on the grounds at least 10 feet from buildings.

Health & Safety

- Familiarize yourself and other responsible adults with fire exit and fire extinguisher locations.
 - An AED and first aid kit are located in the kitchen, for emergency use only.
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Please leave the hall and grounds in as good condition as you found them.

These Rental Rules & Guidelines are attached to the Riverside Hall Rental Agreement and form part of that agreement.

Site Plan

Use this site plan to identify public areas, renter areas, parking, and key features of the hall and grounds.

