



470 Island Highway  
Campbell River, B.C. V9W 2B7  
Phone: 250-287-3103

### **General Facility Rental Terms & Conditions**

As a user of space at the Museum at Campbell River, the User understands and agrees to be bound by the policies of the Museum and the following terms and conditions. The User agrees to the following:

That the use of the rented facility:

1. Does not conflict with the Museum at Campbell River's Mission and Values and is in accordance with the Museum's policy on Facilities Use.
2. Does not cause interference with the orderly functioning of the Museum or infringe upon the rights or privileges of others.
3. Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law.
4. Does not advertise, promote or operate programs or services that compete with Museum programs.
5. Will be used only for the activities for which they have been designated. Any boisterous or nuisance persons will be requested to leave the Museum. Any sound levels from musical instruments or recorded music will be kept to a reasonable level.

### **Code of Conduct**

The Museum at Campbell River is a City of Campbell River owned facility and in accordance with City policy users of the Museum are expected to behave or act in a manner that respect the right of others, so that everyone may enjoy this facility. As designated by the City, Museum Staff have the primary responsibility for monitoring the behavior and actions of all person associated with all event and activities that take place at the Museum.

### **Use of Museum at Campbell River Name/Logo**

The Museum at Campbell River name and/or logo may not be used to advertise an event unrelated to Museum business. It is permitted to name the Museum at Campbell River and its specific venue as the location of the event on invitations.

### **Signage & Décor**

The renter will not construct, erect or attach any fixtures of any kind to any part of the facility without written consent from the Museum staff. Candles and live plants are not permitted as décor in this facility.

All décor and signage will be removed directly following the event.

### **Smoking**

In accordance with the City of Campbell River's bylaw the Museum at Campbell River is a non-smoking building.

### **Alcohol**

The User shall obtain all liquor permits, licenses, other necessary documents for the service of alcoholic beverages in the Building or on the Grounds during the license period.

### **Catering**

The User shall employ a licensed caterer of their choice to provide food and beverage to their guests.

The User shall ensure that the Caterer conducts a thorough clean-up immediately after the termination of the Event. The clean-up shall include removing all garbage and recyclable items from the event.

### **User's Equipment**

The Museum at Campbell River is not responsible for the loss or damage to any user's equipment or material that they may have on-site for the duration of the event.

**Liability Insurance**

The renter will be requested to provide a certificate of comprehensive general liability for \$3 million, naming the City of Campbell River and the Campbell River and District Museum and Archives Society as additional name insured for all events in which alcohol is served or when the expected number of participants exceed 75 people or at the discretion of the Museum.

**Payment and Deposit**

Full payment of the rental fee including any agreed upon additional services or materials, less booking deposit is due upon receipt of invoice.

A damage deposit may be requested at the discretion of the Museum. Any damage needing repair or mess needing clean-up after the event will be charged to this damage deposit. Any damage costs over the deposit amount will be charged additionally.

The User's damage deposit will be reimbursed by the Museum at Campbell River within 30 days following the post-event site inspection.

**Entandem (Representing Re:Sound and SOCAN)**

Entandem requires that users of any music, live or recorded, must obtain a Entandem music license. To ensure that the appropriate license is in place, the policy of the Museum at Campbell River is to collect and remit the license fee to Entandem. Please note that the use of copyright music in public without a valid Entandem license may lead to legal action for copyright infringement under the Copyright Act of Canada.