

# Alex Fraser Park

## **Facility Rental Policies, Rules and Activity Definitions:**

*Definitions of Rates for Alex Fraser Park Rules, Policies and Regulation*

*Revised – November 2024*

- 1. Tentative Booking Procedures:** Tentative bookings will be held without a deposit until another request for the same space is received. At the time of the 2nd request the 1st tentative booking will be notified and given **5 business days** to confirm or cancel the booking. Confirmation will require a **100% non-refundable payment**. Events that are paid for but cancelled for any reason by the renter or AFP may be rescheduled to a different date for no additional charge. The booking credit will be held for a max of **6 months** to be used, after which the fees will be absorbed, and the renter has lost their credit.
- 2. Damage and Cleaning Deposits:** A damage and cleaning deposit of up to \$1500.00, payable prior to an event, may be required upon signing of the rental contract. Rental groups are responsible for leaving the facility in the same condition as it was prior to their rental. They are responsible for taking down their decorations, signage, paying the cost of relocating bleachers, putting away tables and chairs, picking up loose garbage and have all garbage bags put into the garbage containers. Likewise, set up is also the responsibility of the rental group. Failure to comply will result in cleaning fees deducted from the damage and cleaning deposit. Renters that do not comply with cleanup protocols will have their cleaning deposit increased by \$500.00 upon their next rental event.
- 3. Bookings:** All rentals require a minimum of 1-hour time slot. All rental bookings for AFP facilities must be submitted by online application found on the website. Rental application will be reviewed and approved next business day, and an email confirmation of approval or denial will be returned. Once confirmed, an in-office signed contract and payment are due (7) days before the event date and can only be paid/signed in office during business hours. Please give as much notice as possible when booking to ensure your date and time are secured. This will also give any additional time needed to go over rental details required for event and rental.
- 4. Payment:** Payment can be made by cash, cheque, Interact, or credit card at Alex Fraser Park Office. Cheques are to be made payable to the Alex Fraser Park Society. **NO POST-DATED CHEQUES**. If the Renter neglects to sign the contract agreement or pay the full facility rental, they will be denied access to the facility. Interest at 4% above prime may be charged on unpaid invoices of 90 days or more. Event/Rental payments are required to be paid in office only, this ensures all contracts and paperwork is complete.
- 5. Affiliate Groups:** All groups approved by the Alex Fraser Park Society at their Annual General Meeting and are in good standing. (Groups eligible for membership are defined in the AFPS Constitution and Bylaws.)

6. Equine Recreation Activities: This included indoor or outdoor public riding, reining, roping, dressage, jumping, barrel racing, etc.
7. Special Equine and Agriculture Events: The events in this category will not be pre-empted after the contract is signed and deposit paid. The rental group may charge admission, however, costs associated with collecting admission fees will be the responsibility of the renter. Other groups may be booked into the facilities prior to or after the part day or block rentals.
8. Set Up and Take Down: Special Events (Affiliate, Non-Affiliate Organizations and (Commercial Events) - Renters are permitted one day setup and one day take down. However, AFPS reserves the right to charge setup and take down fees for space not available for other use during event setup.
9. All permanent and semi-permanent structures: Need to have full approval by the board of directors before construction and/or installation. A time and date for set up and removal of structures will be recorded on the rental agreement.
10. Garbage Removal and Dumpsters: AFP provides 2 dumpsters throughout the park. If your event requires additional dumpsters, it is up to the renter to arrange.
11. Inspections: A pre-event and post-event inspection of facilities is a requirement of every event and special event. This inspection will be scheduled with the caretaker before and after each event to go through any damages or lack of proper cleaning that has happened.
12. Dogs (During a rented event): Renters must obey all signs posted at the park. Dogs must always be on a leash and controlled. No Dogs are permitted in the horse boarding pens. Dogs are not permitted in any other riding arenas or stock yard. ***The only exception is if the dog is part of the event the facility is being rented for.***
13. Grandstand: Renters of the outdoor arena are responsible for removal of garbage in and around the grandstands.
14. Manure: Must be all cleaned up in the Indoor Arena, warm up, outdoor, greenspace and Parking Lot. Please dispose of the waste in one of the designated bins located on the grounds. All manure is to be removed after each rental event. This includes all pens, stalls, stock yard. No leaving cleanup for the next rental. Any cleanup left from rental will be taken out of their damage deposit. Large events will be required to remove manure from park after their event. Refer to the Manure Management Plan for additional information.
15. Stalls: Special Events – AFP along with Affiliate Organization rents the Stalls and Pens. AFP horse stalls may either be included in the facility rental contract OR may be facilitated by the renter. If the renter chooses to facilitate the rentals, they may charge what they wish, however, the base fee will be paid to AFP along with a cleaning deposit. All stalls must be cleaned after the event. Final stall rental fees are due to AFP within 7 days of rental finishing. AFP will supply the proper forms, documentation and instructions to renter running the stall rentals.
16. Self-Penning on Greenspace: Contestant and event participants camping on greenspace may set up Self penning if pens are free standing. Pannel will not be permitted to be attached (tied) to any park fencing or chain link. Signs are posted throughout greenspace, and rule is to be enforced by event holder. A Warning will be given to the event organizer to then enforce the rule. If the rule is still infringed a Fine of \$100.00 will be charged to event holder for each infraction and to be paid by the event organization.

17. **Watering and Harrowing:** Harrowing of the arena is done once a day and/or prior to a rental. Extra harrowing of the arenas is the responsibility of the Renter. Additional harrowing by AFP will be charged the applicable fee. Watering of both the INDOOR ARENA and OUTDOOR ARENA is to be done by the CARETAKER ONLY.

18. **P.A. System:** Keys shall be obtained from Caretakers and returned immediately after your event. (Instruction on inside door of P.A. Systems - storage box) Any repair costs due to misuse is the responsibility of the Renter. Microphone takes a 9V battery you supply. **(Cordless microphone cost of replacement \$1000.00).**

19. **Liability Insurance:** All Rental Groups of AFPS Facilities are required to hold Public Liability Insurance of \$5 MILLION, unless given special approval by AFP board. Alex Fraser Park Society, City of Quesnel and the Cariboo Regional District are to be named as additional insured on the policy. Host Liquor Liability Insurance is required for rentals where the Renter is holding a special occasion liquor license. Proof of Insurance must be provided to the AFPS before the event.

20. **Non-AFFILIATE RENTALS:** NON-Affiliate rental rates apply. Indoor arena rentals from November to April can only be booked outside of PRIME TIME (Monday to Friday 3-7PM). If the rental is open to the public, then all additional liabilities apply.

21. **Prime time as Defined:** Prime Time is the increased busy time of AFPs indoor arena, weekday use ***Monday to Friday 3pm-7pm during the months of November 1- April 30.*** During these months the arena may be rented at any time by an affiliated user group. Non-affiliated rentals are restricted to book outside of the Primetime hours.

22. **SPECIAL COMMUNITY EVENTS:** Requests for special community event rentals will be approved by the Executive Committee on the merits of each individual request. Rates charged will be the same as for non-affiliate rentals. Ex Celebrations of Life, Graduations, Reunions

23. **Riding Outside of Booked time:** If you do not have an AFP Membership and/or Horse Council BC Insurance you can only ride in your event/group rented time. Additional riding before or after event/group rental time requires an AFP Riding Membership or a Day Ride fee and Horse Council BC Insurance. Riders found in defiance will be asked to leave the grounds and riding privileges suspended until board review. Day Riding Pass can be purchased in office, by drop in or e-transfer, time slot to be registered on AFP Skedda account.

24. **First Aid and Security Requirements:** First Aid and Security costs for events where required by the AFPS will be the responsibility of the Renter.

25. **Staff Costs:** Additional charges, which are listed as actual staff costs, are calculated for the specific hours worked plus GST. Staff costs for planned overtime will be calculated at the applicable overtime rate and plus GST.

26. **Boarders:** All boarders of AFP have the right to feed their horses during a booked event. They may also exercise their horse(s) in the **Warm-up Arena** during the event provided it is open and not in use by the event. The Boarder shall inform caretaker on their riding time and get approval first, to ensure they are not interfering with the event. Boarders may respectfully access their tack locker during an event in the Agri-plex.

27. **Camping Outside of Events:** Camping in the greenspace is allowed when Greenspace is available. Dry camping and power hook up available. Fees to be collected by caretaker or made by e-transfer. Camper must register with caretaker.

28. Petsafe Evacuation Protocol: The PetSafe Coalition are permitted to set up, manage and support as an Animal Intake Center during an active evacuation alert. Protocol and Procedure held in office.

29. Meeting Room: All Affiliated user groups of AFP will have use of a meeting space (upper boardroom, classroom, mezzanine) once a month as part of their Affiliate Membership. The date must be prebooked with the office to confirm availability with one weeks' notice. Note that a paid rental of said space will trump the affiliates meeting time/venue. Additional dates required during the same consecutive month will be subjected to renting of the space under the affiliate rate.

Any questions or concerns regarding Rental Policies, Rules and Activity Definitions please contact Alex Fraser Park.

*[www.alexfraserpark.ca](http://www.alexfraserpark.ca)*

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*Caretaker: 250-255-6095*