

Facility Use License Agreement - Sports and Events



Printed: Mar 10 2025

Contract #: FA-25831 **Applicant:** Tom Kobelt **User:** Vivian Luk
Date: Mar 10 2025 **Status:** Firmed

i) Purpose of Use: PK Adult Sport Group Rental
 2025 Spring- BC Christian Soccer League

ii) Conditions of Use: Certificate of insurance, signed contract and payment required to confirm booking. No metal cleats or track spikes are permitted.

Facility/Equipment

Facility/Equipment Listing:

Field	Start Date	End Date	Day	Time	Fee(s)
Hugh Boyd AT - Full - Red - Light	Apr 04 2025	Apr 04 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	Apr 11 2025	Apr 11 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	Apr 25 2025	Apr 25 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	May 09 2025	May 09 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	May 23 2025	May 23 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	May 30 2025	May 30 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	Jun 06 2025	Jun 06 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	Jun 13 2025	Jun 13 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	Jun 20 2025	Jun 20 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
Hugh Boyd AT - Full - Red - Light	Jun 27 2025	Jun 27 2025	Friday	09:00 PM - 11:00 PM	\$92.50 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)

Facility/Equipment Fees:

Name	# of Booking(s)	Subtotal	Discount	Tax	Total Price
Hugh Boyd AT - Full - Red - Light	10	\$925.00	\$0.00	\$46.25	\$971.25

Extra Fees

Extra Fees Listing:

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
-	-	-	-	-	-	-

Facility/Equipment & Extra Fees Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Hugh Boyd AT - Full - Red - Light	Apr 04 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	Apr 11 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	Apr 25 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	May 09 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	May 23 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	May 30 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	Jun 06 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	Jun 13 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	Jun 20 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13
Hugh Boyd AT - Full - Red - Light	Jun 27 2025	Friday	09:00 PM - 11:00 PM	\$92.50	\$0.00	\$0.00	\$4.63	\$97.13

Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$925.00	\$46.25	\$0.00	\$0.00	\$971.25

Invoice

Due Date	Amount	Status	Paid	Remaining Balance
Mar 31 2025	\$971.25	Scheduled	\$0.00	\$971.25

Facility Use License Agreement

Payment and Fees

The City of Richmond charges a rental fee for applicable City and School District No. 38 facilities and amenities (the "Facilities"). Fees for the use of Facilities are increased annually, in compliance with the City's Consolidated Fees Bylaw No. 8636.

And whereas the Applicant has applied through the City of Richmond (hereinafter called the "City") for a Facility Use License Agreement to use and occupy those certain Facilities:

- One Time Bookings: Payment is due in full at the time of the booking.
- Ongoing Bookings: Payment is due in full prior to the day of the first booking.

Payment can be made using cash, cheque, debit or credit card. Cheques are payable to the 'City of Richmond'. A fee is charged for NSF cheques.

Cancellation Procedure

CANCELLATIONS BY THE APPLICANT (Outdoor Sports Amenities): When more than seven calendar days written cancellation notice is given to the Event and Rentals office, a credit or refund will issued. No credit or refund will be issued if less than seven calendar days notice is given.

CANCELLATIONS BY THE CITY: The City reserves the right to cancel, postpone or reschedule this Facility Use License Agreement at anytime with or without cause.

Compliance with Rules and Regulations

The Applicant shall ensure that all attendees adhere strictly to all rules and regulations in this Facility Use Licence Agreement and all rules and regulation particular to the Facility being used and advise all attendees accordingly. Failure to adhere to, or comply with, the rules and regulations. may result in the termination of this Facility Use License Agreement without the refund of any fees paid and the Applicant may be liable to pay

penalties and any additional costs incurred by the City.

Field Closures

There are times when it becomes necessary to close fields during extreme weather conditions and maintenance. The field closure information is updated weekdays before 2:00 p.m. and on Friday for the following weekend. The Applicant is responsible for checking this report before using a field online at www.richmond.ca/FieldStatus.

Unauthorized Use

The Applicant shall not permit any persons, group or organization not named in this Facility Use License Agreement to use or occupy the Facilities without the City's written consent and the City reserves the right to refuse use or occupation to any person, group or organization.

Pre-Approval of Promotional Materials and Signage

All promotional materials and signage related to the rental must be approved by the City prior to use. These materials must be submitted at least 10 business days in advance of the rental or event. Material must be in English and include contact information for the host organization or individual to be approved. Secondary languages are permitted provided all messaging is also in English.

Signage that is posted for a rental or event, in a facility, is restricted to directional signage and room allocation signage only. The City/Association reserves the right to remove any unapproved or inappropriate materials at any time. The City is not obligated to display posters or promotional materials for events but may provide space on community notice boards, subject to approval.

Signage in Parks is generally not permitted, as per Bylaw No. 8771. Signs of a political nature are prohibited in Parks or any other City-owned property, including land, buildings, structures, and equipment as per Bylaw No. 8713.

Alignment of Rental Activities with Stated Purpose

The Applicant agrees to conduct all rental activities in accordance with the stated purpose outlined in their rental application. Any activities outside the stated purpose require prior written approval from the City/Association. Non-compliance may result in the suspension of the activity, penalties, or termination of the Agreement without refund.

Risk Assessment and Safety Management Review

The Applicant may be required to submit a safety management plan for review and approval if deemed necessary by the City. Should the City determine that additional safety measures are required, all associated costs will be the responsibility of the Applicant. Non-compliance may result in the suspension of the activity, penalties, or termination of the Agreement without refund.

Sound Amplification Requirements

The Applicant must ensure that all sound amplification activities comply with the City's Noise Regulation Bylaw No. 8856 and any specific conditions outlined in the Facility Use License Agreement. The Applicant is responsible for managing noise levels to avoid disturbances. **Non-compliance may result in the suspension of the activity, penalties, or termination of the Agreement without refund.**

Damage

The Applicant shall be responsible for any damages to the Facilities and surrounding properties resulting from the rental and shall promptly report any damages to the City. The Applicant shall promptly pay any amount owing for repairs in excess of the damage deposit.

To report any damages to the City, please contact the Events and Rentals office at 604-244-1251 during regular business hours (Monday to Friday from 8:15 a.m. to 5:00 p.m.), or the City of Richmond's Public Works 24-hour phone line at 604-270-8721 outside regular business hours.

Security

The Applicant shall provide security at their own discretion and advise the City of the security arrangements.

Alcohol

The Applicant shall not permit liquor, beer or any other alcoholic beverages in/at the Facilities except with the prior written authorization of the City and an appropriate permit from the Liquor and Cannabis Control Branch. Copies of both documents must be attached to this signed Facility Use License Agreement.

Nuisance

The Applicant shall not do, suffer or permit to be done, any act or thing upon or to Facilities, which will or would constitute a nuisance to the occupiers of any Facilities adjoining or in the vicinity of Facilities or to the public generally.

Code of Conduct

Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct.

Inspection Prior to Event

Prior to the use of the Facilities, the Applicant shall inspect and notify the City of any condition that may render the Facilities compromised or unsafe.

Indemnity

The Applicant shall indemnify, defend and save harmless the City, its officers, employees, agents, successors, and assigns from and against any and all liability or claims of liability, for personal injury, property damage, or other loss caused by or arising out of the rental, including all damages, expenses, costs, including legal or other fees, except in respect of any damages or judgment resulting from or arising out of any negligence or fault on the part of the City with respect to the maintenance or condition of the Facilities, to the extent that the damage, loss or injury was caused the sole negligence of the City.

Insurance

Prior to the granting of this Facility Use License Agreement, the Applicant shall secure and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, with a limit of not less than \$5,000,000 per occurrence, unless the Applicant is renting only an indoor meeting space, in which case a liability limit of not less than \$2,000,000 applies per occurrence. The insurance shall be endorsed to add the "City of Richmond" and "School District No. 38 (Richmond)" as an additional insured. The policy must contain a clause providing that the insurer will give the City thirty (30) days prior written notice in the event of cancellation or material change. The Applicant shall provide the City with an executed copy of a Certificate of Insurance at least ten (10) days prior to first booking on the Facility Use License Agreement.

If the Applicant will be providing alcoholic beverages, the insurance coverage must include "Host Liquor Liability" coverage.

It is the Applicant's responsibility to determine what additional insurance coverage, if any, including but not limited to the appropriate WorkSafeBC Insurance and Participants Insurance, is necessary for its own protection and/or to fulfil its obligations under this Facility Use License Agreement. Any such additional insurance shall be maintained at the sole expense of the Applicant.

Independence

The Applicant, its employees, agents, servants, or workers or volunteers shall not be deemed to be employees, agents, servants or workers or volunteers of the City of Richmond.

Authority to Bind

The Applicant warrants and represents that in signing this Facility Use License Agreement on behalf of a group or organization, the Applicant has sufficient power, authority and capacity to bind the group or organization.

The City of Richmond is committed to the safety of our staff and community and adheres to all Provincial and other regulations related to the operation of its facilities and/or amenities.

Communicable Disease Prevention Plan

Addendum to Facility Use License Agreement

PLEASE READ CAREFULLY!

We are operating our facilities in accordance with the City of Richmond's Communicable Disease Prevention Plan (CDPP), a guide that provides important information required to help prevent communicable diseases in City workplaces and facilities. As such, we are permitting user groups access to our facilities on the basis that CDPP guidelines will be adhered to by user groups and individual participants. Safety of staff and the community is our priority.

You are required to circulate this Addendum to the participants in the activity for which you are utilizing our facilities. You are required to take steps to ensure that participants act in accordance with this Addendum and/or policies and procedures.

It is important that that no person who is feeling unwell with symptoms consistent with a communicable disease visits any of our facilities and/or utilize any of our services. It is also important that no person brings a child who feels unwell or is showing any symptoms of consistent with a communicable disease to any of our facilities and/or programs.

Communicable Diseases

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a facility from person to person through bodily fluids or discharge, contaminated surfaces or objects. Examples of the more common communicable diseases that may circulated include COVID-19, norovirus, and seasonal influenza.

Communicable Disease	Common Symptoms
COVID – 19	Fever, cough, flu-like symptoms, shortness of breath and breathing difficulties
Influenza	Fever, cough, sore throat, runny or stuffy nose, muscle/body aches, headaches, fatigue, sometimes vomiting and diarrhea
Norovirus	Diarrhea, vomiting, nausea, stomach pain, fever, headaches, body aches

Effective Prevention

The most effective prevention methods are listed below. Please ensure these are communicated and followed to the participants in the activity for which you are utilizing our facilities:

Stay home when sick
 Encourage cough/sneeze etiquette
 Remind participants to uphold proper hand hygiene
 Use hand sanitizer
 Use disinfectant wipes
 Follow capacity limits for facilities, if implemented
 Respect personal space/physical distancing
 Encourage/respect mask use in close proximity

Bringing in Food

When ordering or bringing in food or snacks to share food safety & cleaning procedures and guidelines associated with sharing common equipment will be followed, such as:

1. Sanitize surfaces i.e. tables/counters/desks
2. Provide hand sanitizer
3. Encourage handwashing prior to sharing food
4. Designate one person to serve food to others
5. Provide individual utensils, plates, or cups

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Catered Food:

If food is being served by a catering company, **they require a valid permit from the regional (VCH) health authority.**

Organizers must ensure provincial food safety laws are met and request food safety verification from the catering company. These laws require that food sold in B.C. is safe and suitable for human consumption and meets all standards set out in the *Food Safety Act*.

Food safety laws are governed by:

BCCDC
 British Columbia Ministry of Health

****For catered food that is self-serve, follow the guidelines above.**

I have read, understand and agree to this Addendum to the Facility Use License Agreement.

I have reviewed this Addendum to Facility Use License Agreement with all participants in the activity(ies).

Tom Kobelt

Mar 13 2025
BC Christian Soccer League
tom@kdi.ca