

CORPORATION OF THE CITY OF NEW WESTMINSTER



PARKS & RECREATION FEES BYLAW NO. 6673, 2001

(Adopted July 9, 2001)

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>Amendment Bylaw</u>	<u>Amends</u>	<u>Adopted</u>	<u>Effective</u>
6752, 2002	Schedule A	July 15, 2002	September 1, 2002
6928, 2004	Schedule A	July 12, 2004	September 1, 2004
7010, 2005	Schedule A	May 16, 2005	September 1, 2005
7099, 2006	Schedule A	May 29, 2006	September 1, 2006
7149, 2007	Schedule A	Mar 26, 2007	September 1, 2007
7223, 2008	Schedule A	Apr. 7, 2008	September 1, 2008
7313, 2009	Schedule A	Jun. 1, 2009	September 1, 2009
7403, 2010	Schedule A	Aug. 30, 2010	July 1, 2010
7516, 2012	Schedule A	May 28, 2012	September 1, 2012
7629, 2013	Schedule A	Nov. 4, 2013	January 1, 2014
7792, 2015	Schedule A	Nov. 16, 2015	January 1, 2016
7865, 2016	Schedule A	Oct. 17, 2016	January 1, 2017
7955, 2017	Schedule A	Oct. 30, 2017	February 6, 2018
8066, 2018	Schedule A	Dec. 10, 2018	January 1, 2019
8137, 2019	Schedule A	Aug. 26, 2019	January 1, 2020
8212, 2020	Schedule A	Sep. 14, 2020	January 1, 2021
8267, 2021	Schedule A	June 28, 2021	January 1, 2022
8319, 2022	Schedule A	March 7, 2022	March 7, 2022
8343, 2022	Att A	June 27, 2022	January 1, 2023
8405, 2023	Att A	August 28, 2023	January 1, 2024
8465, 2024		August 26, 2024	January 1, 2025
8531, 2025		July 14, 2025	January 1, 2026

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6673, 2001. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the Legislative Services Department

CONSOLIDATED FOR CONVENIENCE ONLY
(July 15, 2025)

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6673, 2001

(A Bylaw to impose Fees and Charges for Parks & Recreation Department Services)

WHEREAS Council is authorized by the *Local Government Act* to establish and operate any service that the council considers necessary for all or part of the City;

AND WHEREAS Council has established and operates the City of New Westminister Parks & Recreation Department;

AND WHEREAS Council may impose a fee or charge payable in respect of all or part of a service of the City;

NOW THEREFORE, the Council of the Corporation of the City of New Westminister, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This Bylaw may be cited for all purposes as "Parks & Recreation Fees Bylaw No. 6673, 2001".

2. FEE FOR USE

Every person using any service of the City of New Westminister Parks & Recreation Department listed in the FEES AND CHARGES MANUAL attached as Schedule "A" and forming part of this Bylaw including, without limitation, rental or use of facilities or equipment or obtaining any service, shall pay the fee or charge for that rental, use or service which is set forth in Schedule "A" and which is hereby imposed in accordance with the applicable conditions, definitions, comments, notes and requirements set for in Schedule "A" relating to such fee or charge.

3. This Bylaw comes into force and effect on September 1, 2007.

Schedule "A" to Bylaw 8351, 2025

Schedule "A" to Parks and Recreation Fees Bylaw No. 6673, 2001

**NEW WESTMINSTER PARKS AND RECREATION
FEE MANUAL**

Effective January 1, 2026

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Space Rental Fees

Rental Spaces Definitions

Location	Rooms
Up to 25 People	
Century House	Multipurpose 2A, Multipurpose 2B, Multipurpose 2C
Queen's Park Arena	Meeting Room 1
Queensborough Community Centre	Meeting Room 1, Meeting Room 2
təməsewtx ^w Aquatic and Community Centre	Meeting Room 1A, Meeting Room 2A, Multipurpose 1D, Multipurpose 2A, Multipurpose 2B, Music Room
Up to 75 People	
Century House	Multipurpose 2A/2B, Multipurpose 2B/2C, Multipurpose 2A/2B/2C, Multipurpose 3, Multipurpose 4
Queen's Park Arena	Multipurpose 2
Queensborough Community Centre	Multipurpose 1A, Multipurpose 1B, Multipurpose 2A, Multipurpose 2B, Multipurpose 3, Multipurpose 4
təməsewtx ^w Aquatic and Community Centre	Multipurpose 1A, Multipurpose 1B, Multipurpose 1C, Fitness Studio 2A, Fitness Studio 2B, Multipurpose 2A/2B
Up to 125 People	
Centennial Lodge	Hall (Weekly Program Rental (Mon–Thu only; not for special events))
Century House	Multipurpose 1A, Multipurpose 1B
Queensborough Community Centre	Multipurpose 1A/1B, Multipurpose 2A/2B
təməsewtx ^w Aquatic and Community Centre	Multipurpose 1A/1B, Fitness Studio 2C
Up to 350 People	
Century House	Multipurpose 1A/1B
Queensborough Community Centre	Small Gym
təməsewtx ^w Aquatic and Community Centre	Small Gym, Lobby (Events)
Up to 500 People	
Queen's Park Sportsplex	Large Gym
təməsewtx ^w Aquatic and Community Centre	Large Gym
Up to 110 People	
Centennial Lodge	Stand-alone multipurpose event space and kitchen
Note - Centennial Lodge Bookings Friday, Saturday, Sunday and Holidays – 8 hour minimum	
Note - Centennial Lodge Bookings Monday through Thursday, excluding Holidays – 4 hour minimum	
Note – Requests for the Centennial Lodge with less than required minimum booking hours, may be requested within 90 days of event. Subject to availability.	

Rental User Group Definitions

New Westminster Youth Group or Minor Sport: Youth or Minor Sport, means a bona fide New Westminster based non-profit organization that delivers organized sports leagues, tournaments and recreation-based services to residents under 19 years of age. Youth or minor sport groups require 60% participation membership from New Westminster residents and they must be open to all New Westminster youth.

New Westminster Senior Group: Senior Group, means a bona fide New Westminster based non-profit organization that delivers organized sports leagues, tournaments and recreation-based services to residents 65 years of age or older. Seniors groups require 60% participation membership from New Westminster residents and they must be open to all New Westminster Seniors.

Non-Profit Organization and/or Individual: Community groups or associations with a society number or registered charitable organization number, or individuals who do not stand to gain from the use of the space.

Business: Private, Business or Commercial Groups means a private sector for-profit businesses or individuals undertaking for-profit activities. Examples: Travel Agencies, Strata Council Meetings, Walmart, etc.

Eligible New Westminster Organizations: Means a Council identified New Westminster Residents' Associations, School District #40, District Parent Advisory Council, a New Westminster Business Improvement Association or a New Westminster situated community organization possessing a charitable or not-for-profit status that predominately serves New Westminster residents.

All Candidate Forums: Means public meetings where all candidates are invited to speak, and further, receive questions from members of the public with the purpose to promote voter knowledge and participation. All Candidate Forums may have focus on election subgroups such as all mayoral candidates, all Councilor candidates and/or all School Trustee candidates. Finally, all candidates must be invited to participate in All Candidate Forums to be eligible for a no-charge room booking. See further information included on page 16.

Additional Information: All fees are subject to applicable taxes. Unless otherwise noted, rental rates are per hour. Basic setup and takedown of tables and chairs is included in the base rate. Additional fees may apply for staff support, service and/or equipment depending on the nature and/or duration of the rental. (See page 11 for extra rental fees).

Rental insurance is required with the City named as an Additional Insured for five million in liability. The required insurance may be available as an add-on to the rental contracts. Renters may also source insurance options independently.

Indoor Room Rental Fees

Item	Before Tax Fee
Rooms up to 25 People	
New Westminster Youth/Senior Groups	\$22.86
Non-Profit & Individuals	\$27.38
Business	\$55.00
Rooms up to 75 People	
New Westminster Youth/Senior Groups	\$27.38
Non-Profit & Individuals	\$33.33
Business	\$72.38
Rooms up to 125 People	
New Westminster Youth/Senior Groups	\$35.48
Non-Profit & Individuals	\$44.76
Business	\$105.48
Rooms up to 350 People	
New Westminster Youth/Senior Groups	\$53.81
Non-Profit & Individuals	\$70.71
Business	\$178.33
Rooms up to 500 People	
New Westminster Youth/Senior Groups	\$63.81
Non-Profit & Individuals	\$84.29
Business	\$218.33
Centennial Lodge (Events)	
All Users	\$150.48
All Indoor Rental Rooms	
All Candidate Forums	No charge

Arena Rentals – Ice

Ice Prime and Non-Prime Times			
Item	Start Time	End Time	Days
Prime Time - Ice	6:00pm	12:00am	Weekdays
	7:00am	12:00am	Weekends and Stat Holidays
Non-Prime Time - Ice	12:00am	6:00pm	Weekdays
	12:00am	7:00am	Weekends and Stat Holidays

Item	Before Tax Fee
Ice - Prime	
New Westminster Youth	\$100.24
New Westminster Junior Hockey	\$261.19
All Users	\$334.52

Item	Before Tax Fee
Ice - Non-Prime	
New Westminster Youth	\$50.24
New Westminster Junior Hockey	\$130.95
All Users	\$167.62
Ice - Short Notice Prime (available 72 hours prior to rental time)	
All Users	\$167.62
Ice - Short Notice Non-Prime (available 72 hours prior to rental time)	
All Users	\$83.81
Ice - Non-prime (9:00am-3:00pm, Weekdays, Sept - June)	
New Westminster Secondary School Hockey Academy (75% of Non-Prime)	\$125.71
1 - 45 Skaters (School field trips)	\$87.86
45 - 90 Skaters (School field trips)	\$175.71
Rentals Charging Admission	
All Users	The greater of applicable Ice rate or 15% of the gross admission revenue

Arena Rentals – Dry Floor

Dry Floor Prime and Non-Prime Times			
Item	Start Time	End Time	Days
Prime Time - Dry Floor	3:00pm	12:00am	Weekdays
	6:00am	12:00am	Weekends and Stat Holidays
Non-Prime Time - Dry Floor	12:00am	3:00pm	Weekdays
	12:00am	6:00am	Weekends and Stat Holidays

Item	Before Tax Fee
Dry Floor - Prime	
Non-Profit & Individuals	\$110.48
Dry Floor - Non-Prime	
Non-Profit & Individuals	\$55.24
Dry Floor - All Hours	
New Westminster Youth	\$33.10
New Westminster Junior Lacrosse: B2, B3	\$33.10
New Westminster Junior Lacrosse: A, B1	\$88.33
New Westminster Senior and Masters Lacrosse	\$110.48
Business and Professional	\$201.19
Dry Floor - Multi Day	
All Users	8 hour per day at associated rate

Item	Before Tax Fee
Rentals Charging Admission	
All Users	The greater of applicable Dry Floor rate or 15% of the gross admission revenue
Note - Dry Floor event setups and takedown time will be charged the Dry Floor - Non-Prime rate	

Pool Rentals – Indoor

Item	Before Tax Fee
Lane Rental - 12.5m	
New Westminster Youth	\$6.90
Non-Profit & Individuals	\$10.24
Business	\$17.14
Lane Rental - 20m and 25m	
New Westminster Youth	\$13.57
Non-Profit & Individuals	\$20.48
Business	\$34.05
Lane Rental - 50m	
New Westminster Youth/Senior Groups	\$27.38
Non-Profit & Individuals	\$40.95
Business	\$68.33
Pool Rental - Leisure	
Business	\$238.57
Lane Rental - Short Notice 25m (available 72 hours prior to rental time)	
New Westminster Youth	\$6.90
Non-Profit & Individuals	\$10.24
Business	\$17.14
Lane Rental - Short Notice 50m (available 72 hours prior to rental time)	
New Westminster Youth/Senior Groups	\$13.57
Non-Profit & Individuals	\$20.48
Business	\$34.05
Pool Rental - Short Notice Leisure (available 72 hours prior to rental time)	
Business	\$119.29
Swim Meet	
New Westminster Youth/Senior Groups	\$218.57
Non-Profit & Individuals	\$328.10
School Visits Indoor Pool - (9:00am-3:00pm, Weekdays, Sept - June)	
All users (up to 150)	\$3.67 per participant
Note - Additional Lifeguard fee may be charged.	

Pool Rentals – Outdoor

Item	Before Tax Fee
Lane Rental	
New Westminster Youth Groups	\$10.24
Non-Profit & Individuals	\$10.24
Public Pool Rental	
1-30	\$136.43
31-60	\$195.00
61-90	\$312.14
91-120	\$400.00
School Visits Outdoor Pool - (9:00am-3:00pm, Weekdays, June)	
All users (up to 120)	\$3.67 per participant
Note - Additional Lifeguard fee may be charged.	
Wading Pool - Non-prime (9:00am-3:00pm, Weekday, June)	
Schools Only	\$48.57
Note - Additional charge for 3 hours to fill & drain of pool, plus staff time.	

Outdoor Rentals – Rose Garden

Item	Before Tax Fee
Rose Garden Rental (2 hours min)	
All Users	\$139.76
Note - Fee is for a 2 hour booking for the space only. Extra fees may apply.	

Outdoor Rentals – Picnic Shelters

Item	Before Tax Fee
Prime Time (Weekends and Statutory Holidays)	
Small (Queen's Park 2), Pavilions, Stages	\$17.95
Medium (Old Schoolhouse Park, Port Royal Park, Ryall Park)	\$23.81
Large (Lower Hume Park, Queen's Park 1)	\$30.67
Non-Prime Time (Weekdays, excluding Statutory Holidays)	
Small (Queen's Park 2), Pavilions, Stages	\$9.00
Medium (Old Schoolhouse Park, Port Royal Park, Ryall Park)	\$11.90
Large (Lower Hume Park, Queen's Park 1)	\$15.33

Outdoor Rentals – Public Spaces, Plazas & Events

Item	Before Tax Fee
Rental - per use per day	
New Westminster Group Non-Profit & Individual	\$58.57
Non New Westminster Group Non-Profit & Individual	\$117.14
Business	\$244.05
Note - All ticketed and gated events and activities are subject to above fees plus 15% of gross gate revenue plus GST.	

Outdoor Rentals – Courts and Track

Item	Before Tax Fee
Single Court, Lane or Jump Area	
New Westminster Youth/Senior Groups	\$0.00
New Westminster Youth/Senior Groups No Show Fee	10.24
Non-Profit & Individuals	\$6.90
Business	\$14.52
Bookings over 4 hours	
New Westminster Group Non-Profit & Individual	\$0.00
New Westminster Youth/Senior Groups No Show Fee	10.24
Non New Westminster Group Non-Profit & Individual	\$122.14
Business	\$244.05
Tournament/Event Fee (Plus applicable facility fee)	
New Westminster Group Non-Profit & Individual	\$58.57
Non New Westminster Group Non-Profit & Individual	\$117.14
Business	\$244.05
Note - All ticketed and gated events and activities are subject to above fees plus 15% of gross gate revenue plus GST.	

Space Rentals – Storage

Item	Before Tax Fee
Indoor and Outdoor Storage	
Community Storage - Monthly - up to 40 Square Feet	\$119.05
Community Storage - Monthly - over 40 Square Feet	\$238.10
Community Storage - Daily - up to 40 Square Feet	\$4.76
Community Storage - Daily – over 40 Square Feet	\$9.52
Note - Proof of insurance for stored items is required.	

Outdoor Rentals – Sports Fields

Sport Field Prime and Non-Prime Times			
Item	Start Time	End Time	Days
Prime Time - Sport Field	5:00pm	12:00am	Weekdays
	7:00am	12:00am	Weekends and Stat Holidays
Non-Prime Time - Sport Field	7:00am	5:00pm	Weekdays (excluding Stat Holidays)

Item	Before Tax Fee
Artificial Turf - Prime Time (Full and Half Fields)	
New Westminster Youth/Senior Groups	\$27.38
Non-Profit & Individuals	\$51.67
Business	\$100.48

Item	Before Tax Fee
Artificial Turf - Non-Prime (Full and Half Fields)	
New Westminster Youth/Senior Groups	\$13.57
Non-Profit & Individuals	\$25.95
Business	\$50.24
Grass - Prime Time	
New Westminster Youth/Senior Groups	\$0.00
New Westminster Youth/Senior Groups No Show Fee	\$10.24
Non-Profit & Individuals	\$13.57
Business	\$27.38
Grass- Non-Prime	
New Westminster Youth/Senior Groups	\$0.00
New Westminster Youth/Senior Groups No Show Fee	\$10.24
Non-Profit & Individuals	\$7.38
Business	\$13.57
Queen's Park Stadium - Prime Time	
New Westminster Youth/Senior Groups	\$0.00
New Westminster Youth/Senior Groups No Show Fee	\$30.71
Non-Profit & Individuals	\$51.67
Business	\$100.48
Queen's Park Stadium - Non Prime	
New Westminster Youth/Senior Groups	\$0.00
New Westminster Youth/Senior Groups No Show Fee	\$30.71
Non-Profit & Individuals	\$25.95
Business	\$50.24
Tournament/Event Fee (Plus applicable facility fee)	
New Westminster Group Non-Profit & Individual	\$58.57
Non New Westminster Group Non-Profit & Individual	\$117.14
Business	\$244.05
Change Room with Booked Field	
Hume Park Only	\$12.62
All Users	\$25.71
Light Fee (Full and Half Fields)	
All users	\$11.67
<p>Note - A deposit equal to 20% of the total contract is required for all sports field bookings. This deposit must be paid before the group's first scheduled booking and will be held until the end of the season. It will be applied toward the final invoice during the season-end reconciliation.</p>	
<p>Note - All ticketed and gated events and activities are subject to above fees plus 15% of gross gate revenue plus GST.</p>	

Rental Extra Fees

Item	Before Tax Fee	Notes
Equipment - Stage Use	\$153.81	Per use fee. Pickup, setup and delivery not provided.
Equipment – Corker Rental	\$2.01	GST and PST charged. Parents participating in lessons are entitled to free corkers.
Equipment – Electrical Supply	\$31.19	Fee is per event location, per washroom, per day.
Equipment – Food Services	By Quote	
Equipment – Garbage/Recycling Receptacle	\$47.62	Fee is per bin drop off or disposal.
Equipment - Specialty	By Quote	As required i.e., projector, screen etc.
Equipment - Sporting	By Quote	i.e., Sport supplies, score clock etc.
Equipment – Water Supply	By Quote	
Other - Banner Advertisements	\$100.00	Fee is per banner, per location, per year. Available for approved local amateur sport groups.
Other - Entandem	By Quote	
Other - Insurance	By Quote	
Other - Kitchen	\$144.29	
Permit - Sale of Goods, Services, or Food	\$55.65	
Permit - Special Occasion or Liquor Permit	\$100.55	
Skate Rental - 10 times	\$21.88	GST and PST charged.
Skate Rental - Single	\$2.90	GST and PST charged.
Skate Sharpening - 10 times	\$43.97	GST and PST charged.
Skate Sharpening - Single	\$5.58	GST and PST charged.
Staff – Additional Washroom Cleaning	\$170.00	Fee is per event, per washroom, per cleaning.
Staff - Arenas Rental	\$56.19	Fee is per hour, per staff.
Staff – Parks Rental	\$48.57	Outdoor staff. Fee is per hour, per staff. Minimum 4 hours.
Staff – Recreation Rental Support	\$48.57	Indoor and aquatic staff. Fee is per hour, per staff. Not designated to the rental.
Staff – Rose Garden Rental	\$81.47	GST and PST charged. Minimum 2 hours.

Registered Programs

Registered program fees are developed through a formula using the following fee criterion:

- Instructor salary and benefits
- Consumable program supplies
- Non-consumable equipment with lifespan over 1 year
- Transportation & other costs (as applicable)
- Third party costs - i.e. Non City of New Westminster fees associated to the program delivery
- Bank and payment process service charges (cost recovery)
- Space and room costs
- Minimum and maximum number of program registrants
- Costs associated with public safety
- Administration, sales and inflationary costs

Note - registered program fees are subject to applicable taxes and fee changes throughout the term of the fees and charges bylaw amendment.

Private Lessons

Item	Before Tax Fee
Private Lesson - Aquatics, Gymnastics, Trampoline, Skateboarding, Tennis, Skating (30 min)	
Child	\$34.75
Adult	\$35.24
Private Lesson - Aquatics, Gymnastics, Trampoline, Skateboarding, Tennis, Skating (45 min)	
Child	\$52.25
Adult	\$52.38
Private Personal Training Assessment (1.5 hours)	
All Ages	\$92.14
Private Personal Training (1 hour)	
All Ages - 1 session	\$63.33
All Ages - 3 sessions	\$180.95
All Ages - 5 sessions	\$285.48
All Ages - 10 sessions	\$539.29
Semi-Private Personal Training - 2 - 3 participants (1 hour)	
All Ages - 1 session	\$83.81
All Ages - 3 sessions	\$238.57
All Ages - 5 sessions	\$376.90
All Ages - 10 sessions	\$711.67

Admissions

Active admission fees give users access to eligible Department drop-in services. Some drop-in services are excluded based on the user's age, service, or membership requirements.

For caregiver participation programs (excluding skating and swimming), only one caregiver admission will be charged if other caregivers are not actively participating in the program.

Admission rates are subject to applicable tax. After tax rates are rounded to the nearest \$0.05

Admission Rates

Age Definitions	
Item	Definition
Infant	0 - 3 years
Child	4 - 12 years
Youth	13 - 18 years
Adult	19 - 64 years
Senior	65 - 74 years
Super Senior	75+ years
Family	A family consisting of 1 or more adults attending the facility with 1 dependent ages 18 years or younger. (Per Person)
Student	A person regardless of who, that possess a current and valid student identification from an accredited post-secondary institutions as identified by the province of British Columbia.
Support Person	A person who's attendance is for the purpose of supporting a participant with a disability.
Group Rate	10+ Participants. Subject to facility/program capacity. Drop-in programs only. All attendees must be in attendance when admission is paid for.

Item	Before Tax Fee
Active 1 Visit	
Infant	\$0.00
Child	\$3.67
Youth	\$4.86
Student	\$4.86
Adult	\$7.33
Senior	\$4.86
Super Senior	\$3.67
Family	\$3.67
Support Person	\$0.00
Group Rate	\$3.67
Try-it and Shower	\$1.90

Item	Before Tax Fee
Active 10 Visit	
Child	\$29.29
Youth	\$39.05
Student	\$39.05
Adult	\$58.57
Senior	\$39.05
Super Senior	\$29.29
Active 30 Day	
Child	\$33.33
Youth	\$43.81
Student	\$43.81
Adult	\$65.95
Senior	\$43.81
Super Senior	\$33.33
Active 365 Day	
Child	\$282.86
Youth	\$377.14
Student	\$377.14
Adult	\$565.71
Senior	\$377.14
Super Senior	\$282.86
Childminding (0 - 10 years)	
1 Hour	\$5.95
10 Hours	\$46.90
Century House Association Annual Membership	
Annual Membership	\$24.52
Annual Membership 90+	\$0.00
Note - Century House Association Annual Membership only allows access to Century House Association sponsored Activities. Drop-in Fitness requires Active Admission or Pass Fees.	
Youth Centre Admissions (11 - 18 years)	
Annual Membership	\$20.48
Single Admission (General Youth Drop-in Services)	\$0.95
Single Admission (Event Youth Centre Member)	\$0.95
Single Admission (Event Youth Centre Non-Member)	\$1.90
Sport Drop-In	\$1.90
Outdoor Pools	
Infant	\$0.00
All Ages	\$1.90
Miscellaneous	
Get Active Grade 5	\$0.00
Stay Active Grade 6	\$0.00
Summer Fun ActivePass	\$24.52

Miscellaneous Fees

Item	Before Tax Fee	Notes
Park Memorial Donation (non-bench)	By Quote	
Deluxe Memorial Bench Donation	\$4,205.00	
Lounger Memorial Bench Donation	\$7,175.00	
Plaque Replacement	\$526.79	GST and PST charged.
Off-site Works & Service Tree Fee	\$959.82	GST and PST charged.

Additional Information

Rental Information, Terms and Conditions

1. The Department, through its Service Area Manager, determines the amount of time necessary to accommodate a booking request. Considerations include, group size, type of user group, type of room use, room set up, and room clean up time. All room rentals are subject to additional fees, as applicable, related to staffing, maintenance, custodial needs, equipment or furniture set up, etc.
2. All rates are based on regularly staffed hours at the facility. Exceptions will be reviewed on an individual basis.
3. Sport room rentals are listed under the individual facilities.
4. The Department is required to collect Entandem Fees (i.e. music license fees) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.
5. Facility Allocation Policy - Rental allocation is governed by the Parks and Recreation Facility Allocation Policy, which is used to determine user group's eligibility and priority when allocating spaces. (#69863).
6. Refunds - Refunds are subject to the criteria outlined in the Parks and Recreation Department Refund Policy and Procedures document (#287443).
7. Performance, Security & Damage Deposits – Deposits of \$200.00 or more may be required depending on the nature of the rental. Deposits will be returned, in full, if the user has left the premise undamaged, clean and organized (i.e. in the state received). Deposits will be withheld, partially or fully, to cover damages or custodial expenses if the contract agreements have not been met or are broken. If damages or custodial charges exceed the damage deposit, Parks and Recreation will invoice user for all outstanding fees. Full deposit conditions are outlined on the facility use contract and signed by user.
8. Additional Staff - Where extra staffing is required for a function or a statutory holiday, the user group will pay the total cost of the required staff.
9. Tax Tariffs - All applicable taxes and tariffs are applied to the fees listed herein.
10. Individuals and Groups booking recreation and community facilities are required to obtain liability insurance coverage as determined by the Parks and Recreation Department.
11. Youth Group & Minor Sport Meetings - New Westminster Minor Sport and youth groups recognized by the City are entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility subject to availability (exception – Centennial Lodge). Reflecting the City's allocation policies, booking requests for free space can be confirmed up to three months in advance and subject to availability.
12. Residents' Associations - Residents' Associations recognized by the City are entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility subject to availability (exception – Centennial

Lodge). Reflecting the City's allocation policies, booking requests for free space can be confirmed up to three months in advance and subject to availability.

13. All Candidates Forums - in the period between the declaration of candidates or dropping of the writ and Election Day, All Candidate Forum room bookings made to Eligible New Westminster Organizations for will be booked at no-charge subject to space availability and the Parks and Recreation Facility Allocation Policy criteria. Further, free room bookings are extended to any referendum process if all sides of each referendum question(s) are represented from the time the referendum question(s) is released and the referendum closing date. All candidate forums must have a rental agreement for a designated indoor or outdoor Parks and Recreation space. No political lobbying, campaigning or solicitation is permitted, in any Parks and Recreation publically accessible space, even in the event an approved space rental agreement has been secured.
 - a. All Candidate Forums - Purpose & Definitions
 - i. To support resident and candidate participation in the democratic process;
 - ii. To promote local resident's awareness of and participation in the electoral process at the local, provincial and federal levels of government; and
 - iii. To further electorate knowledge of all candidates and political party positions, goals and visions.

Additional Considerations

Access and Inclusion Policy/Financial Assistance Program: the Parks and Recreation Department offers reduced fees and participant support services to promote participation and accessibility.

Fee Adjustments - Under special circumstances, the Director of Parks and Recreation (or Designate) may adjust fees and charges rates to meet current market value or extraordinary bookings.

Corporate Wellness Program: admission fees are adjusted to reflect the City's Corporate Wellness Policy and Program.

Food, Beverage, Vending & Merchandise Sales: All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.

Extraordinary or Unforeseen Fees: Parks and Recreation reserves the right to charge additional or extraordinary fees to users, residents, property owners, or film production companies under the following circumstances:

- a) When service fees are unknown at the time of booking or exceed initial estimates.
- b) When the City is required to perform services to ensure public safety, maintain City operations, or preserve public access to public property. For example, the City may need to conduct arborist or horticultural work—potentially on private property, with or without prior notice—to address trees or vegetation that obstruct public sidewalks or pose safety concerns.
- c) When charges arise in connection with filming activities on City property or when fines are issued for violations of permit conditions.

Partnerships: The Department may elect to waive or adjust third parties rental fees if the service provided is offered in partnership with Parks and Recreation and offers a broad public benefit. Admission fees will be used to recover service costs. Insurance is still required from the partner.