



## Room Rental Information

Thank you for your interest in renting a room at Silver Harbour Seniors' Activity Centre. This brochure should answer most of your questions. Please contact us for further information or bookings at 604-980-2474 or [info@silverharbourcentre.com](mailto:info@silverharbourcentre.com).

### Meeting Room Fee Schedule

Room	Description	Maximum Capacity	Regular Rate	Non-Profit Rate
<b>Auditorium Approx 50' x 40'</b>	Auditorium w/ stage plus kitchen	Max 180 seated (30 banquet tables, 180 chairs)	\$60.00 per hour	\$30.00 per hour
<b>Card Room Approx 40' x 20'</b>	Multipurpose room	Max 60 seated (10 square tables, 40 chairs)	\$30.00 per hour	\$15.00 per hour
<b>Multi-purpose Room Approx 40' x 14'</b>	Multipurpose room	Max 40 seated (no tables, 25 chairs, more available)	\$25.00 per hour	\$12.50 per hour
<b>Fitness Room Approx 40' x 30'</b>	Multipurpose room	Max 60 seated (2 tables, 40 chairs, more available)	\$30.00 per hour	\$15.00 per hour
<b>Chef</b>	Chef must be there if kitchen is used		\$120.00 min 4 hour callout	

### Equipment Rental

The following equipment can be rented, in addition to the meeting room fees. Other equipment may be available – please ask for more information. Full or partial catering is also available upon request (catering includes free use of dishware).

Equipment	Number Available	Rate
<b>TV/VCR/DVD</b>	1	\$20.00
<b>100 Cup Coffee Urn</b>	2	\$10.00 ea
<b>White Tablecloths</b>	24	\$7.00 ea
<b>Dinner Plates, Cups and Saucers</b>	120	\$0.25 ea
<b>Small Bowls, 8 oz Wine Glasses</b>	120	\$0.25 ea
<b>Side/Dessert Plates</b>	240	\$0.25 ea
<b>Forks/Knives/Spoons/Teaspoons</b>	120	\$0.10 ea

Silver Harbour Seniors' Activity Centre  
*inspiring and enhancing the well-being of adults 55 plus*  
 144 East 22<sup>nd</sup> Street,  
 North Vancouver, BC V7L 4L5  
 Tel 604-980-2474 Fax 604-980-6003  
[info@silverharbourcentre.com](mailto:info@silverharbourcentre.com)  
[www.silverharbourcentre.com](http://www.silverharbourcentre.com)

## Building Policies

Rooms at Silver Harbour Seniors' Activity Centre are programmed for seniors' recreational activities and social services. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy, as established by the Board of Directors. Use of the meeting room by any group or organization does not constitute an endorsement by the Silver Harbour Board of the group's policies or beliefs.

The Silver Harbour Seniors' Activity Centre is a non-smoking facility. Alcohol consumption is permitted in the Auditorium with a valid liquor license permit, which must be arranged well in advance of the booking. Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.

A room booking will be confirmed upon receipt of payment in full. Full payment is due 30 days prior to rental date. Non-profit organizations will be given a 50% discount off the regular rate, unless they charge or request an admission fee or are conducting

fundraising in the Centre.

Upon receipt of written notice of a rental cancellation the following refunds will be provided:

- More than 14 days notice - full refund less \$5.00 administration fee
- More than 7 days notice - 75% of rental fee will be returned, minimum \$50.00 charge
- More than 48 hours notice - 50% of rental fee will be returned, minimum \$25.00 charge
- Less than 48 hours notice - no return of rental fee.

A representative of the organization must sign a rental agreement stating that they have read it and agree to comply with its terms. The organization (or in the case of a private function, the individual signing the agreement) shall be fully responsible for any damages to Silver Harbour Seniors' Activity Centre property incurred while renting a room. The room must be left reasonably clean and tidy,

with all equipment in the locations they were found when first entering the room.

Failure to follow this policy, the Silver Harbour Seniors' Activity Centre rules, or the terms described in the rental agreement, after one written warning, will result in the cancellation of future room booking privileges.

For more information or to book a room, please contact us at:

Silver Harbour  
Seniors' Activity Centre  
144 East 22<sup>nd</sup> Street  
North Vancouver, BC  
V7L 4L5

Tel 604-980-2474

Fax 604-980-6003

[info@silverharbourcentre.com](mailto:info@silverharbourcentre.com)

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