



Title: Box Office Agreement Policy	Internal/External
Department: Recreation and Community Services	Policy Number: RC - 012
Approval Date: October 21, 2014	Implementation Date: October 22, 2014
Revision Approval Date: December 10, 2019	Revised Implementation Date: December 10, 2019

BACKGROUND

This policy outlines the terms and conditions for groups or individuals renting Town of Paradise recreational facilities, including box office agreements and cost / profit sharing considerations. The Town of Paradise Recreation and Community Services Committee are responsible for the implementation of this policy. Any rate or cost changes must be approved by Council.

OBJECTIVE/PURPOSE

The purpose of this policy is to facilitate consistent and clearly defined box office and rental agreements between user groups and the Town's Recreation and Community Services Department. This relates to ticketed hockey games, on ice activities, or any other organized event or activity held by a group or individual at any Town recreation facility.

DEFINITIONS

“Recreation facility” refers to all Town recreational facilities: Paradise Double Ice Complex, Rotary Paradise Youth and Community Centre, Paradise Park, Milton Road Clubhouse, Dianne Whalen Soccer Complex, St. Thomas Community Centre and Peter Barry Duff Memorial Park etc.

“Group(s)” refers to a group representative or the renter: the individual applying for rental of the facility on behalf of themselves or a group. This includes those requesting to charge admission at a facility / box office in an effort to fundraise.

“Long-term renters” are groups that apply to rent the facility repeatedly, on a schedule, throughout the year. This includes renters wishing to charge an admission at a box office in an effort to fundraise.

“Regular user” refers to an organization that renews their rental status annually (e.g. trade show) and those who regularly request to charge an admission at the box office in an effort to fundraise for their group.

POLICY STATEMENT

This policy applies to individuals and organizations who wish to charge admission for an event or activity being held at a town recreational facility. All long-term renters are required to sign an official agreement with the Town of Paradise outlining the distribution of box office costs / proceeds, and are required to apply for agreement renewals on an annual basis. First-time users are required to submit their request in writing at least (4) weeks prior to the requested rental date.

The Town of Paradise reserves the right to refuse or cancel any recreation facility rental if the event, activity, or its surrounding conditions, are considered by the Town to present increased risks to public or employee health safety or welfare. The Town of Paradise also maintains the right to refuse or cancel

recreation facility rentals if they are deemed by the Town to be detrimental to the operation of its programs or facilities.

This policy applies to all individuals / organizations who wish to charge admission at a facility or box office

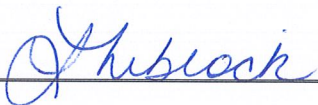
GUIDELINES AND PROCEDURES

1. The group / renter will pay the applicable hourly facility rate set by the Town for that recreational group, as per the Town's approved rates and fees. These fees are not directly related to the operation of gates, or established cost / profit sharing agreements between the Town and the renter. These fees are due and payable on a 30 day billing basis.
2. All paid box office admissions shall be controlled and staffed by the Town of Paradise.
3. The official box office agreement for on ice activities, regardless of group or affiliation, shall be distributed by a split of 70 percent to the rental group and 30 percent to the Town.
4. Any revenues generated from any event and held by the Town will be distributed to renter within 30 days following the event.
5. There shall be no deviation from this policy unless expressed written consent has been provided, with the approval of Council.

REVIEW OF POLICY

This policy is subject to annual review.

APPROVAL

Chief Administrative Officer: 

Date: Feb. 10 / 2020