RENTAL RATES & PROCEDURES

The Black & Here Community Centre (the “Centre”) is available to member and non-member individuals 19 years of age and older and organizations to book or rent for workshops, activities, and events.

Examples of workshops or activities include: conversation groups, dance/fitness classes, crafting workshops, book clubs, etc.

Examples of events include community gatherings or celebrations, music or performances, conferences, symposiums, exhibitions etc.

If unsure, please check with our team to see if your planned activity is a workshop or event. Email **connect@blackandherecentre.ca**

To book a workshop or activity **by donation,** individuals and organizations are required to become a Black & Here Community Centre member. Complete membership application here

Membership:

- Open to those who self-identify as someone who is a newcomer, immigrant, Black, Person of African Descent, Indigenous, multi-racial and/or organizations who serve these communities.
- Members can book the Centre by donation for workshops that have been approved by the Centre staff and are free or by donation for participants. If there are costs associated with the workshop (i.e. materials), facilitators may charge attendees to recover costs.
- If the workshop is **not** free or by donation for participants (i.e. for profit), members can book the Centre for $25/hour for workshop bookings. The workshop must also offer barrier-free community tickets.
- Members can rent the Centre for events at $50/hour, with a 3-hour rental minimum.
- Cleaning requirements apply to members and non-members.
- Annual cost for an individual member is $20 (For those facing financial barriers, membership fees can be waived during approval process.)
- Annual cost for a non-profit member organization or cultural group is $50
- Membership application link here: blackandherecentre.ca/membership/
- An application does not guarantee approval of membership status.

RENTAL RATES & PROCEDURES

MEMBER
Workshop Booking

- ☑ Holds an active Centre membership
- ☑ Is hosting a free or by donation workshop or activity*
- ☑ Workshop or activity is inclusive of community members who are Black, People of African Descent, Indigenous, multi-racial, newcomer or immigrant
- ☑ Holds a current Vulnerable Sector Police Information Check if workshop or activity includes youth aged 18 and under who are unaccompanied by a parent or guardian
- ☑ Completes booking request on blackandherecentre.ca at least two (2) weeks in advance of activity
- ☑ Additional liability insurance may be required depending on activity
- ☑ Required to follow cleaning guidelines and other procedures†
- ☑ No cost for booking*

*Workshop and activity facilitators may charge a workshop fee to recover costs for participant materials. Booking may trigger a $25/hour charge depending on factors such as: size of participant group; length of workshop; date and timing of workshop; or type of workshop. This will be determined by Centre staff.

†A cleaning fee may be applied to booking depending on factors such as: size of participant group; length of workshop; or type of workshop. This will be determined by Centre staff.

MEMBER
Event Rental

- ☑ Holds an active Centre membership
- ☑ Completes booking request on blackandherecentre.ca at least three (3) weeks in advance of event
- ☑ Provides proof of general liability insurance in the amount of $2 million at least seven (7) days before the event, with BC Black History Awareness Society and REP Here in Canada named as additional insureds
- ☑ Special Event Permit is mandatory if alcohol is provided (no-cost or at-cost) at the event, along with the appropriate Responsible Serving Certification
- ☑ Attendance must not exceed 100 people
- ☑ Cleaning fee of $100‡
- ☑ A 50% deposit is required upon booking
- ☑ Booking must be cancelled seven (7) days in advance for return of deposit
- ☑ $50/hour rate with minimum 3-hour rental, including set-up and takedown

‡Additional cleaning fees may be charged should extraordinary cleaning be require to return the space to its original state. This will be determined by Centre staff.

RENTAL RATES & PROCEDURES

NON-MEMBER
Workshop Booking

- Is hosting a free, by donation, or for-fee workshop or activity
- Holds a current Vulnerable Sector Police Information Check if workshop or activity includes youth aged 18 and under who are unaccompanied by a parent or guardian
- Completes booking request on blackandherecentre.ca at least two (2) weeks in advance of activity
- Additional liability insurance may be required depending on activity
- Required to follow cleaning guidelines and other procedures*
- $50/hr rate

*A cleaning fee may be applied to booking depending on factors such as: size of participant group; length of workshop; or type of workshop. This will be determined by Centre staff.

NON-MEMBER
Event Rental

- Completes booking request on blackandherecentre.ca at least three (3) weeks in advance of event
- Provides proof of general liability insurance in the amount of $2 million at least seven (7) days before the event, with BC Black History Awareness Society and REP Here in Canada named as additional insureds
- Special Event Permit is mandatory if alcohol is provided (no-cost or at-cost) at the event, along with the appropriate Responsible Serving Certification
- Attendance must not exceed 100 people
- Cleaning fee of $100ǂ
- A 50% deposit is required upon booking
- Booking must be cancelled seven (7) days in advance for return of deposit
- $100/hour rate with minimum 3-hour rental, including set-up and takedown

ǂAdditional cleaning fees may be charged should extraordinary cleaning be required to return the space to its original state. This will be determined by Centre staff.

RENTAL RATES & PROCEDURES

Cleaning and general requirements:

- Upon approval of your first booking or rental, you must schedule an orientation with the Centre Engagement Leader
- All workshops and events must be approved by the Centre staff
- Anyone delivering youth activities for unaccompanied youth aged 18 and under must show a current Vulnerable Sector Police Information Check
- Workshop and event organizers must return all furniture to its original set-up
- Centre staff reserve the right to refuse future bookings if multiple cancellations occur
- An additional fee of $35 per hour may be charged if staff is required to be present at an workshop/event, which will be determined by Centre staff prior to the workshop/event
- The Centre does not accept bookings for political activities

About the space:

- The Centre is one level and has a maximum capacity of 100 people
- The Centre has three washrooms, one of which is accessible
- The Centre has an accessible front door and a ramp leading to the stage
- The Centre does not currently provide audiovisual equipment or additional furniture beyond what is normally in the space

Resources:

- **Insurance:** https://victoria.instantriskcoverage.com/login
- **Special Event Permit:** www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/apply-for-liquor-special-event-permit
- **Responsible Serving Certification:** www.responsibleservicebc.gov.bc.ca
- **Vulnerable Sector Police Information Check (Victoria):** https://www.vicpd.ca/Services/police-information-checks