



# CHILLIWACK HERITAGE PARK

*Events Happen Here*

## **BOOKING POLICY**

(effective January 1, 2012)

In operating Chilliwack Heritage Park on behalf of the City of Chilliwack, Tourism Chilliwack Inc. follows a priority booking system for events wishing to reserve the facility.

The highest priority is given to special events such as conventions, shows, tournaments, exhibitions, concerts, rodeos, race meets etc. If there are shows that wish to book the facility at the same time, priority will be given to the event with the biggest impact and scope; focusing on international, then national, regional and finally local events.

Next priority is given to public programs sponsored by the City.

Next priority for recreation activities for youth groups, meaning persons 18 years of age or under or groups catering to this age group.

Next priority for recreational activities for adults, meaning persons 19 years of age or older

Lowest priority is given for all other users.

To reserve Chilliwack Heritage Park in its entirety or part thereof, a signed contract between Tourism Chilliwack Inc. and the client is required. The way in which a contract is executed depends on whether the client is a commercial or a non-profit entity.

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## **BOOKING POLICY**

(effective January 1, 2012)

### **COMMERCIAL:**

To reserve the facility in part or in whole, a deposit equal to 10% of the entire rental agreement is required. A contract will then be issued and will lay out the dates for up to three (3) additional deposits which will be required in the lead up to the event, with full payment due no later than 30 days prior to the event date. If an event is cancelled for any reason by the client, any and all deposits made are wholly non-refundable and the client shall reimburse Tourism Chilliwack Inc. for all additional costs or losses incurred by Tourism Chilliwack as a result of the cancellation.

### **NON-PROFIT:**

To reserve the facility in part or in whole, a deposit in the amount of \$500 per area reserved is required. Prior to the event, a contract will be issued and will layout the dates for up to three (3) additional deposits which will be required in the lead up to event, with full payment due no later than 30 days prior to the event date. If an event is cancelled for any reason by the client, the deposit is wholly non-refundable and the client shall reimburse Tourism Chilliwack Inc. for all additional costs or losses incurred by Tourism Chilliwack as a result of the cancellation.

At the conclusion of the event, a client may enter into a new contract with Tourism Chilliwack Inc. for an upcoming date at which time a deposit will be made and a subsequent contract will be issued. In some cases, a client may feel it is in their best interest to secure a multi-year agreement and this option may be considered by Tourism Chilliwack Inc.

If there is any 'after-event' billing that is not paid within 30 days, any future bookings are suspended. All charges must be paid immediately and a 2% interest charge per month will be applied to all overdue accounts from the date of the 'after-event' invoice (24% per annum). Further, if the invoice is paid by cheque and it is returned NSF, a \$25 fee will apply.

Tourism Chilliwack staff members are always actively selling all dates to maximize facility use and economic return for both Chilliwack Heritage Park and the community. There is no requirement to accommodate a booking for the following year based upon previous events.

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