

**ROBSON SQUARE
VENUE RENTAL TERMS AND CONDITIONS**

1. **Approvals:** All applications for the use of Robson Square are subject to approval by Ministry of Citizens' Services.
2. **Fees:** there is a facility rental fee and additional costs for janitorial services. Please review the Venue Rental document for the breakdown of all fees.
3. **Payment Terms:** A Cost Estimate will be issued at the time of approval. An invoice will be issued upon signing of the cost estimate. Full payment must be received prior to the event date. If multiple dates are booked, full payment for all events must be received before the first event date.
4. **Special Events Insurance:** The Applicant must provide general and liability insurance coverage that lists "Her Majesty the Queen in Right of the Province of British Columbia as represented by the Ministry of Citizens' Services (the "Province")" – PO BOX 9594 Stn Prov Govt, Victoria, BC V8W 9K4 and "Pace Group Communications Inc." - #200-55 Water St., Vancouver BC, V6B 1A1 as the insured or holder of the insurance. The minimum requirement is \$2 million, with a usual range of \$2 million to \$5 million. Proof of this insurance coverage must be provided to Pace Group at least two weeks in advance of the Function.
5. **Ice Rink:** Due to the design of the facility, during the winter months the ice rink may be in operation which could restrict planned events.
6. **Access:** all access to Robson Square (RSQ) must be through public outdoor entrances only (no exceptions).
7. **Washrooms:** please use the plaza washrooms and not the washrooms inside UBC. Please ensure ALL your guests are aware of this. Depending on the size of the event, additional signage may be required at event organizers expense.
8. **Sound:** RSQ is first and foremost a public space surrounded by tenants. Quite frequently, tenants' businesses will continue into the evening or on weekends; hence, the use of music or sound enhancement may be limited or occasionally prohibited so as not to disturb business activities.
9. **Decorations:** All decorations, displays, banners and lighting equipment must be restricted to plaza level and not on or in front of tenants' windows. No decorations, displays, banners or lighting equipment may be placed on or suspended from other levels or be rigged on or suspended from the structural roof or placed over any branding. No helium balloons, confetti or decorations that leave residue are permitted.
10. **Vending:** Any type of money exchange, collections, and memberships must be pre-approved by Pace Group. No vending/commercial advertising is permitted on the premises.
11. **Tear Down:** After the completion of the Function, all items brought into Robson Square by the organizers must be removed the same day. Nothing may be left for a later pickup.
12. **Food:** pre-packaged and pre-cooked food may be served pending on discussion and approval by Pace Group. Food cannot be cooked onsite under any circumstances. Temporary Food Services Application will need to be submitted through Vancouver Coastal Health Authority.

13. **Alcohol:** Alcohol may be served pending on discussion and approval by Pace Group. Liquor Licenses and Serving It Right certificate is mandatory.
14. **Smoking:** There is no smoking permitted within 60 feet of any entrances, public or private, at RSQ. All guests must be advised of this policy.
15. **Private Functions:** RSQ must be kept open as a public thoroughfare during events. Private functions will not be approved under any circumstances. Fencing of any type is also not permitted.
16. **Street Level Activations:** Since the venue borders City of Vancouver property there are strict boundaries that your activation cannot pass. These will be discussed in more detail upon a site visit.