



District of
SECHELT

Seaside Centre
5790 Teredo Street, Sechelt

- Capacity is 135 people.
- Municipal Bylaw prohibits smoking.

Before and After Event

- Set up, cleaning and take down is the full responsibility of the rental group.
- No tacks, pins, pens or tape to be used on the walls or woodwork.
- All items brought into the building must be removed when leaving the premises.
- All catering and rental items must be removed, unless alternative arrangements have been made
- Please wipe tables, counters and chairs.
- Please do not drag tables across the floor. Stack chairs and return tables to the original location
- **Sweep and mop floor before leaving and remove all garbage and recycling**
- Lights turned off and heat turned down
- Users are responsible in securing the building when leaving (please check washrooms)
- Exterior doors and windows must be closed and locked to ensure building security
- Lost, stolen or damaged items are not the responsibility of the District of Sechelt.

Alarm

- The renter will be assigned an 4 digit alarm code to access the facility.
- **To enter the building** - on the key pad of the door, punch in your 4 digit number, this will unlock the door and turn the alarm off.
- **To exit the building** - on the alarm panel next to the kitchen door, punch in your 4 digit number and this will turn on the alarm, please exit the building through the wooden carved door, you have 90 seconds, then lock the door by pushing the lock sign on the key pad.
- Users are responsible in securing the building when leaving.

Additional Charges

- Items left without permission will result in additional charges
- A fee will be charged if building is left unlocked, unclean and garbage is not removed

Require assistance, call: 604-740-8493 - District of Sechelt Emergency Contact: 604-885-1986

Email: facilitybooking@sechelt.ca - sechelt.ca

Thank you - District of Sechelt

