



# BEECHER PLACE

12160 Beecher Street Crescent Beach, BC V4A 3A1



***Breathtaking, unobstructed, panoramic views of sand, sea and sky***

Managed by Alexandra Neighbourhood House 2916 McBride Avenue Crescent Beach, BC V4A 3G2

Phone: 604-535-0015 Caretaker: 604-790-4051 [info@alexhouse.net](mailto:info@alexhouse.net) [www.alexhouse.net](http://www.alexhouse.net)

Waterfront Room

## INSTRUCTIONS FOR USER GROUPS

Ocean View



### BEECHER PLACE IS PERFECT FOR YOUR PROGRAM, SEMINAR OR SPECIAL EVENT!

#### Amenities include:

- Panoramic view
- Picture Windows
- Wrap around Balcony
- Elevator access
- Tables and chairs for 80 people  
(14 plastic tables 30"x60" and 1 large buffet table)
- Fridge, Stove, Sink, Microwave (suitable for reheating food)
- Pull down projector screen
- Two washrooms
- Air Conditioned (auto controlled)



#### Getting There is Easy...

Beecher Place is on the waterfront, 40 minutes from Vancouver, the Airport and the Vancouver Island ferry terminal at Tsawwassen, and 10 minutes from the US border.



## Beecher Place Policies and Procedures/con't

Please carefully note and follow the instructions in the following pages that outline your responsibilities as the coordinator/organizer of this booked event at Beecher Place. Please sign the agreement on the last page of this document confirming that you understand, accept and will comply with all Beecher Place policies and procedures, and return it to the Alex House office.

**Please Note: The invoiced amount is due in full prior to your event date.**

### 1) NOISE:

Beecher Place is situated in the middle of a residential area and city noise by-laws are strictly enforced. **The noise curfew is 11pm.** No loud music or noise will be tolerated on the property including the parking lot after this time. \* A designated Alex House staff person will check the facility at 11pm to ensure that the event has ended and the facility is being cleaned up. Failure to comply with this city by-law will result in the loss of your key/damage/compliance deposit.

### 2) PARKING:

Parking is limited. Please do not park in the handicapped or RCMP designated spots or in front of the restaurants. Parking is available around the residential streets.

### 3) FIRE REGULATIONS: (Also see Page 10)

- Maximum room capacity is 80 people.
- Fire regulations prohibit the use of barbecues in the hall or on the deck.
- Candles must be in jar-like containers.
- Smoking is prohibited anywhere in the facility.

In the event of fire, call 911 and the Alex House caretaker (604-790-4051). Close all interior doors to contain smoke and prevent fire from spreading. Do not use the elevator to evacuate. There are two stairways that lead directly outside.

### 4)SET UP:

Room set up and take down is the responsibility of the rental group. When moving tables and chairs, please do not drag them across the floor. They leave marks which are very difficult to remove and will result in the loss of your deposit. PLEASE take note of the storing arrangements of the tables and chairs as they must be left in the same order at the end of your event.

### 5) CLEANING:

**Confetti is not permitted in this facility.** You may elect to do your own cleaning as per cleaning instructions, or may choose to have Alex House janitorial service. Please indicate your preference on the last page of this document .

For groups choosing to do their own cleaning, note the following:

Paper products and cleaning solutions are in the bottom cupboard under the sink. The broom is in the storage cupboard. (Alex House janitorial service will wash floors).

- Wipe down tables and chairs and stack in same arrangement as found
- Clean counters, sink, fridge, stove and microwave, inside and out
- Clean bathrooms
- All garbage must be placed in dumpster located in parking lot, or an additional charge will apply. (*The key is attached to the BP key ring*) All recycling must be taken away when you leave
- The hall floor, washrooms and stairways must be swept and any spills wiped up
- Windows must be cleaned if handprints are visible on the glass

### 6) SOCAN:

The Society of Composers, Authors and Music Publishers of Canada charge a fee to rental groups that host events with music and/or with music and dance. Direct any questions to the SOCAN office at 604-669-5569. Fees are \$21.59 for music without dancing or \$43.19 for music with dancing. (Fees include GST).

*Please make cheque payable to SOCAN and send it to the Alex House office. Write your booking date on the cheque.*

### 8) RENTAL CANCELLATION POLICY:

A \$200 rental deposit is required at time of booking. A full refund is issued, less a \$75 administration fee if notice of cancellation is received at least 12 weeks prior to booking date. No refund is issued for bookings cancelled less than 12 weeks prior to booking date.

### 9) MINORS

Alex House does not rent the premises to minors. If the function is for a minor group, there must be adequate adult supervision of the event on site at all times.

## Beecher Place Alcohol Policies and Special Occasion License Information

A Special Occasion license permits you to serve, sell and consume alcohol at your event. Licenses are regulated by the liquor control and licensing Branch and issued by the Liquor Distribution Branch. To apply for a SOL you must have a Serving It Right certificate and you must agree to be responsible for the safety and sobriety of your guests. You must be sober and available at all times during your event.

Alcohol may be consumed only in the buildings/rooms approved on the license. **NO** drinking on the beach. The age of majority in BC is 19 and you must follow the conditions outlined in the license regarding minors. **WITHOUT EXCEPTION**, any group that fails to comply with any of the license requirements will forfeit their deposit and will not be permitted to re-book space provided and/or managed by Alexandra Neighbourhood House. Applications for a SOL may be obtained at any government liquor store. You will need the date and address of your event, copies of your Serving It Right certificate, the number of people you expect to attend your event, the hours your event will operate, the amount of alcohol you estimate will be required or sold, and local government or police approval if required.

A Special Occasion License for a private event is \$25.

The license must be posted and visible at your event.

With the exception of Beer Gardens, minors may attend a licensed special occasion as non-drinking patrons or entertainers, unless prohibited or restricted by a BC Liquor Store Manager, the LCLB or the police. Minors may not consume, serve or handle liquor, and they may not sell drink tickets.

*For more information on Special Occasion Licenses go to:  
[www.bcliquorstores.com/en/customerservice/licenses/howtoapply](http://www.bcliquorstores.com/en/customerservice/licenses/howtoapply)  
 or call Toll Free: 1-866-209-2111*



### KEY/DAMAGE/COMPLIANCE DEPOSIT:

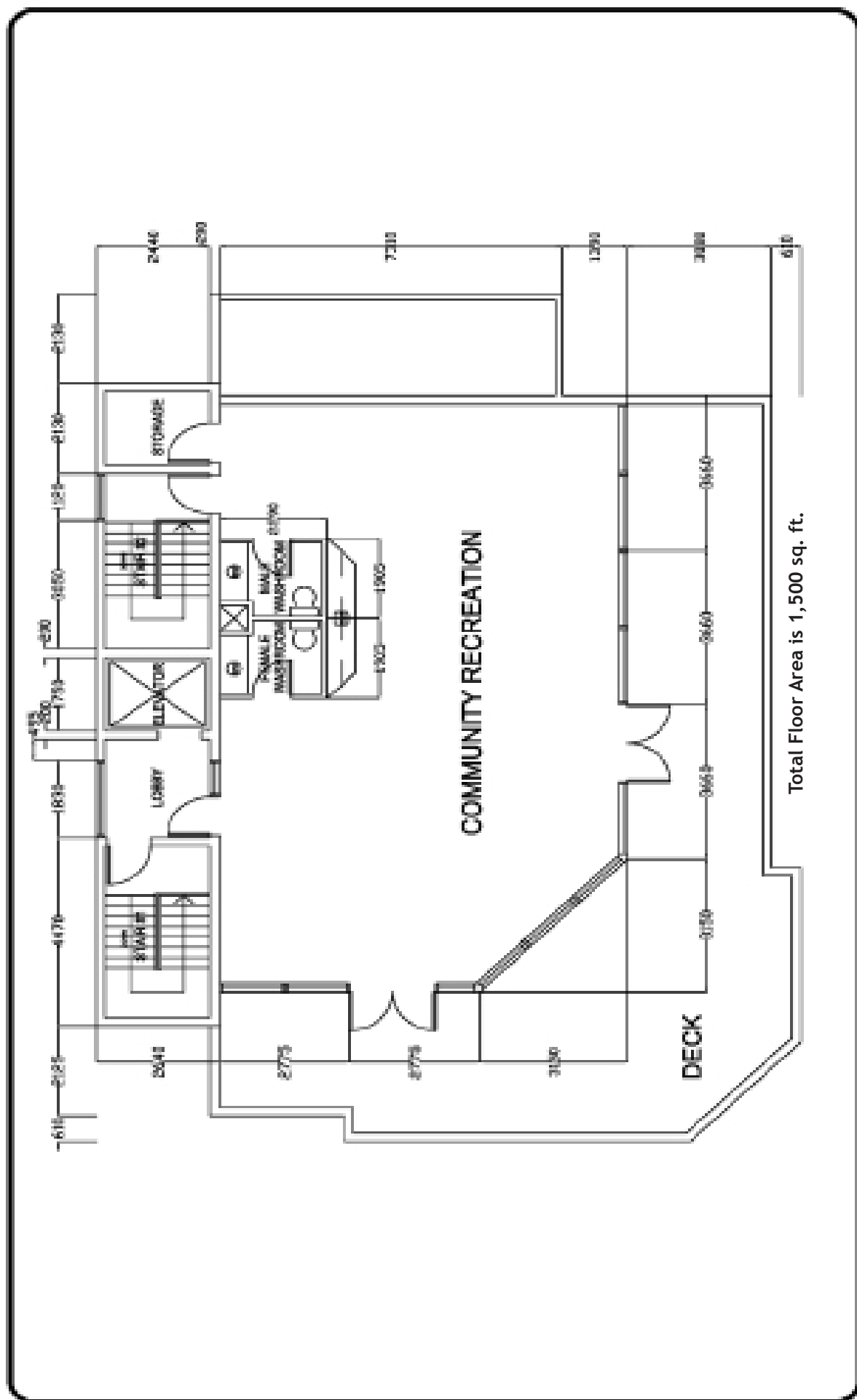
A deposit of **\$350** is required when the Beecher Place key is picked up from the Alexandra Neighbourhood House (Alex House) office. Keys must be picked up between 9am and 4pm, Monday through Friday.

If the official contact person appoints another group member to pick up the keys please make certain that person is aware of the required deposit.

The keys may be returned to the Alex House office during business hours. After hours they can be returned through the mail slot adjacent to the front doors on McBride Street.

*Failure to return keys, comply with rental policies as set out in this document and/or damage to the facility, furnishings or equipment will result in the loss of this deposit. The facility will be checked before your deposit is returned.*



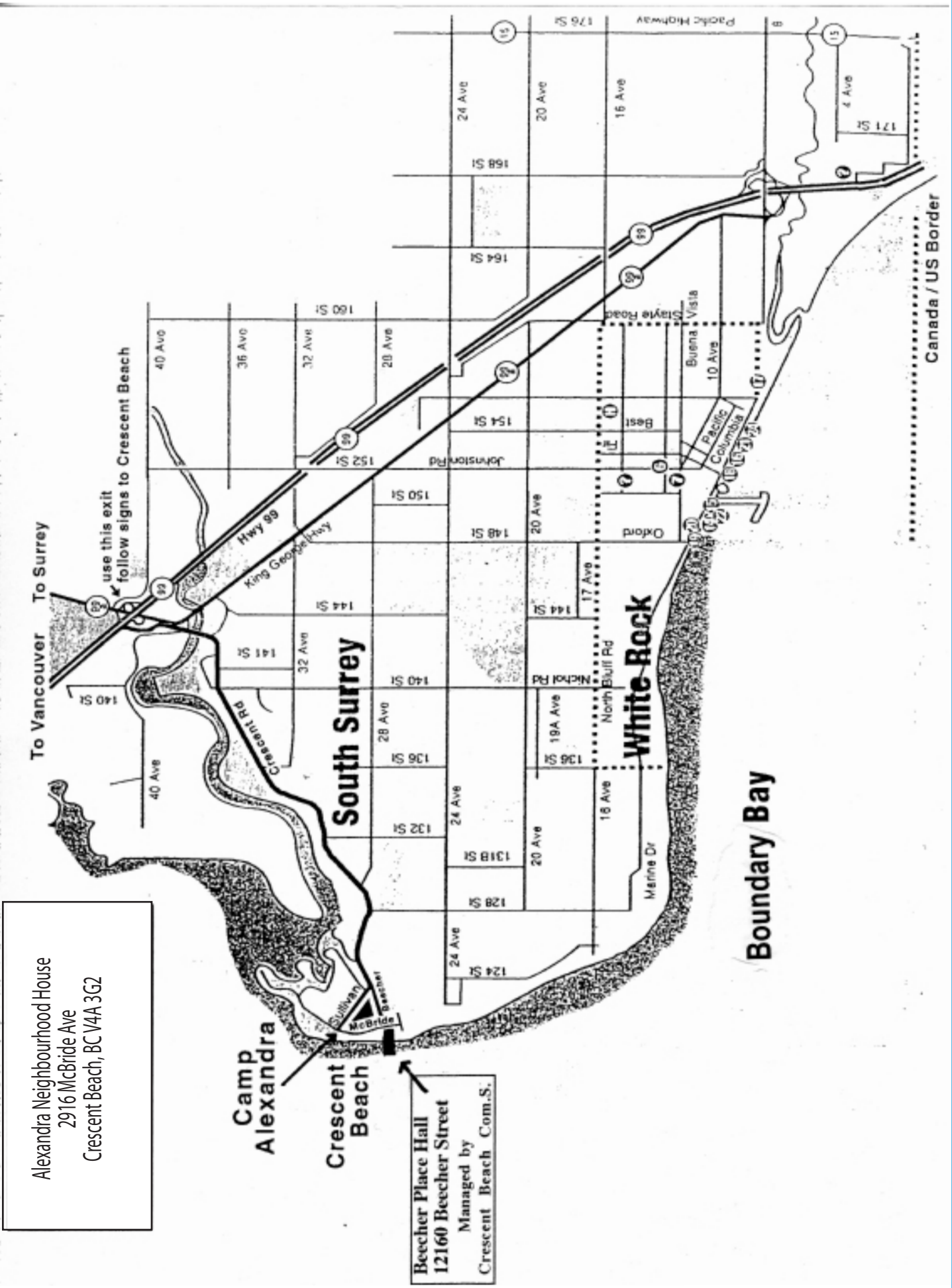


# Second Floor Plan

Measurements: Millimetres  
Scale: 1/2000

**Beecher Place**  
12160 Beecher Street  
Surrey, British Columbia





Alexandra Neighbourhood House  
 2916 McBride Ave  
 Crescent Beach, BC V4A 3G2

Beecher Place Hall  
 12160 Beecher Street  
 Managed by  
 Crescent Beach Com.S.

## Beecher Place Policies and Procedures/con't

### CITY OF SURREY GUIDELINES FOR WEDDINGS IN PUBLIC AREAS

1. The city of Surrey does not book or reserve any park or beach for weddings or other private functions. All locations are available on a first come first served basis. There may be other events going on in the area on that day that could make it quite a busy place to be, so checking with the city is a good idea prior to your wedding or event. Call 604-598-5760.
2. We ask that wedding groups keep the number of people to less than 100 to reduce damage to the gardens and to allow others to enjoy the space on that day as well. You may erect a 10'x10' pop-up style tent for shelter, but no other structures are permitted.
3. We prefer that the number of chairs be kept to a minimum, with seating only for those who require it. Attendees who are able must stand for the ceremony in order to reduce damage to the grass from chair legs. As the turf is often damp and the soil soft, guests should wear appropriate footwear.
4. All music must be kept to a manageable level. Loud speakers or loud music is not permitted.
5. Enclosing any area of a public space is not permitted.
6. All litter and other objects brought to the park or beach must be removed.

### EMERGENCY INFORMATION

There is NO public phone in Beecher Place

### DIAL 9-1-1 FOR POLICE OR FIRE EMERGENCIES

Location address is 12160 Beecher Street in Crescent Beach

#### Elevator Emergencies:

The phone in the elevator is connected directly to the monitoring company, Schindler Elevator Providers. When you pick it up, a representative will guide you through the emergency procedures.  
Fire Alarm Procedures: This Fire Alarm is NOT monitored

If you discover a fire ACTIVATE the fire alarm pull station.

- Phone 9-1-1 to report a fire at this address.
- EVACUATE via the nearest safe exit.
- DO NOT use the elevator.
- ASSIST persons requiring help to evacuate.
- Provide responding firemen with any pertinent information.

#### False Alarms:

Call the Alexandra Neighbourhood House office during business hours at 604-535-0015  
OR the Caretaker after hours at 604 790-4051. The Fire Alarm System must be professionally reset.

**ALL CHARGES RELATED TO A FALSE ALARM WILL BE BILLED TO THE USER GROUP.**

### NON-EMERGENCY INFORMATION

For non-emergencies Monday to Friday, 9am-4:30pm call Alex House at 604-535-0015.  
For non-emergencies after hours and on weekends call the Alex House Caretaker at 604-790-4051.  
For Fire Detection or Fire Alarm Equipment problems call 604-590-7201 and follow the prompts.

## FREQUENTLY ASKED QUESTIONS

*Q. How many people does Beecher Place hold?*

A. Beecher Place is licensed for 80 people

*Q. How can I view BP?*

A. Go to [www.alexhouse.net](http://www.alexhouse.net). Click on Facility Rentals/Beecher Place/Room Layout Ideas. You may visit BP in person by prior arrangement with the Rentals Manager.

*Q. Can I tack or tape decorating items to the walls?*

A. There is a corkboard located above the window where items can be attached. Items can also be attached to the glass with non-residue tape only. **NO nails please.** Decorating Do's & Don'ts are posted in the hall.

*Q. Do you have seasonal rates?*

A. No. Our rental rates remain the same year round.

*Q. Can I get married in Beecher Place?*

A. Yes you can get married in the hall or on the deck at Beecher Place.

*Q. Can I get married on the Beach in Crescent Beach?*

A. Yes. The beach is public space and therefore cannot be reserved. (See information on Page 10)

*Q. Where do I get the key for Beecher Place?*

A. You must get the Beecher Place key from the Alexandra Neighbourhood House office at Camp Alexandra. Details of key pickup and drop off will be included in your rental package.

*Q. Can my event go later than 11pm?*

A. No. If your booking is scheduled for the evening the event must end at 11pm with cleanup between 11pm and midnight. Beecher Place is situated in a residential area and city noise by-laws are strictly enforced. Please be considerate of the neighbours when leaving Beecher Place in the evening as noise does travel. Failure to comply with this by-law will result in the loss of your damage/key deposit and possible fines from the city of Surrey.

*Q. Can I leave the rental equipment and personal items for next day pickup?*

A. You may collect rental equipment and supplies early the next morning only if the facility is not rented to another group. Please contact the Rentals Manager to confirm.

*Q. Will the facility be cleaned before my event?*

A. Yes. You may opt to do your own cleaning after your event. Details of cleaning requirements are included in your rental package. You may also hire Alex House cleaning staff to clean after your event. There will be an additional charge for this service and you must remove all personal and decorating items at the end of your event.

*Q. Do you provide brooms, janitorial supplies and garbage bags?*

A. Yes. We supply a broom, dust pan, garbage bags, cleaning supplies and rags.

*Q. Are there washrooms in the hall?*

A. One male and one female washroom are located in the hall.

*Q. Are there dishes, coffee maker or kettle supplied?*

A. No. We do not supply any catering equipment. You must bring all your equipment and supplies.

## FREQUENTLY ASKED QUESTIONS/con't

Q. *Can I barbeque on the deck?*

A. No. You may barbecue in the parking lot or on the beach.

Q. *Does Beecher Place have air conditioning?*

A. The heat and air conditioning systems are automatic. In order for them to work effectively the hall doors must be closed to regulate the temperature.

Q. *Where can people park?*

A. There are a few parking spots in the parking lot designated for Beecher Place. You may also park anywhere around Crescent Beach. There are no parking meters but please do not park in the spaces right in front of businesses.

Q. *Is there a projector screen and do you supply projectors or audio equipment?*

A. There is a pull down projector screen located on the west wall above the pictures. We do not supply the projector or audio equipment.

Q. *What type of floor does the hall have?*

A. The floor is finished cement covered by linoleum.

Q. *What type of window coverings are in the hall?*

A. The floor to ceiling windows have black venetian blinds. Please be careful when using them.

For more details on Beecher Place please visit our website at [www.alexhouse.net](http://www.alexhouse.net)

### LIABILITY INFORMATION

- 1) The Renter (named below) covenants and agrees that during the use and occupation of Alexandra Neighbourhood House (Camp Alexandra Retreat and Conference Centre) buildings and grounds, (collectively referred to as Alexandra Neighbourhood House and/or the Association of Neighbourhood Houses of BC), it will indemnify and save harmless Alexandra Neighbourhood House from and against any and all liability, losses, claims, costs, and judgments resulting from injury or damage to any person, persons, or property as a result of its use in occupation of Alexandra Neighbourhood House, directly or indirectly as herein set out, for, and of the acts of its guests, workers, members or agents.
- 2) Alexandra Neighbourhood House does not assume responsibility for any loss of renters' and users' belongings or damage to renters' and users' vehicles while parked around the perimeter of Alexandra Neighbourhood House.
- 3) The Renter is responsible for any loss or damage to the property of Alexandra Neighbourhood House either during the said rental period and the renter agrees to be billed for same even if not personally responsible for the loss or damage.

1, 2, 3, Initial Please: \_\_\_\_\_

The preceding simple but important points are in place to ensure that your group has a safe, enjoyable and productive stay. Your compliance with these rules allows us to keep fees reasonable and to provide quality service to your group. Please complete and sign this page and return to the Alex House Manager, Facilities and Catering.

### ACKNOWLEDGEMENT

I have read through this contract/agreement, and by signing it, I agree that I will ensure that my group is aware of and complies with the regulations and requirements contained therein. I am aware that failure to comply with these regulations and requirements will result in the loss of my key/damage/compliance deposit.

Signature \_\_\_\_\_  
Adult Group Coordinator

Print Name in Full \_\_\_\_\_

Organization/Group Name : \_\_\_\_\_

Address \_\_\_\_\_  
Number Street City Postal Code

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

e-mail \_\_\_\_\_

Enclosed is my rental deposit in the amount of \$ \_\_\_\_\_

Date of Booking \_\_\_\_\_

Invoice # \_\_\_\_\_

Alex House janitorial service selected. Rate is \$100  Rental group will do their own janitorial.

#### For Office Use Only

Date Contract/Agreement Received \_\_\_\_\_

Amount of Deposit \_\_\_\_\_ Receipt Number \_\_\_\_\_

Facilities Reserved \_\_\_\_\_ Numbers Attending \_\_\_\_\_