

Schmidt, Birgit CSCD:EX

From: Young, Emily GCPE:EX
Sent: Monday, September 26, 2016 6:49 PM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: Re: UBCM Agreements: Truffles and Royal BC Museum

Thank you very much.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
250-812-3471
Emily.Young@gov.bc.ca

On Sep 26, 2016, at 5:39 PM, Schmidt, Birgit CSCD:EX <Emily.Young@gov.bc.ca> wrote:

Thank you, I will review and let you know if I have any questions.

Regards,

Birgit

From: Young, Emily GCPE:EX
Sent: Monday, September 26, 2016 3:13 PM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: UBCM Agreements: Truffles and Royal BC Museum
Importance: High

Good Afternoon Birgit,

Please find enclosed the contracts and invoices for our UCBM Reception on Wednesday September 28th from 5:30-7:30pm at the Royal BC Museum here in Victoria.

Please let myself, Tim, or Anish know if you have any questions at all.

Thank you.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

Schmidt, Birgit CSCD:EX

From: Brydges, Doreen E CSCD:EX
Sent: Tuesday, September 27, 2016 9:00 AM
To: Schmidt, Birgit CSCD:EX
Subject: FW: UBCM Agreements: Truffles and Royal BC Museum
Attachments: 2016 TRUFFLES New Contract ~ RBCM UBCM September 28.pdf; Credit Card Authorization Form.docx; Government of BC UBCM Contract, Sept 28.pdf; RBCM EFT Information.pdf; RBCM6065-Deposit.pdf

Importance: High

Hi Birgit,

The License Agreement for the BC Government Reception at the 2015 UBCM Convention was between the Vancouver Convention Centre and the Province of BC as represented by the Ministry of Community, Sport and Cultural Development (CSCD). You signed as the representative of CSCD. Total estimated charges and taxes were \$27,896.30. Invoice 250433 was paid in the amount of \$28,169.29 (charges and taxes).

The attached 2016 agreements are between Government Communications and Public Engagement and Truffles Catering and the Royal BC Museum. It appears that Emily Young and/or Annish Dwivedi are to be the authorized signatories.

Is there anything else you wanted me to verify? I'm not aware of any of the catering arrangements made, but can dig further if necessary.

Please let me know what else you need.

Doreen

From: Schmidt, Birgit CSCD:EX
Sent: Tuesday, September 27, 2016 7:21 AM
To: Brydges, Doreen E CSCD:EX
Subject: FW: UBCM Agreements: Truffles and Royal BC Museum
Importance: High

Hi Doreen – can you please review and let me know what I should be alerting Tara to? Can you compare to last year's invoice and who signed – thank you

From: Young, Emily GCPE:EX
Sent: Monday, September 26, 2016 3:13 PM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: UBCM Agreements: Truffles and Royal BC Museum
Importance: High

Good Afternoon Birgit,

Please find enclosed the contracts and invoices for our UCBM Reception on Wednesday September 28th from 5:30-7:30pm at the Royal BC Museum here in Victoria.

Please let myself, Tim, or Anish know if you have any questions at all.

Thank you.

Best regards,

Emily Young

Event Coordinator, Event Services

Corporate Planning and Events

Government Communications and Public Engagement

☎ 250 812-3471 (cell) → Emily.Young@gov.bc.ca



ROYAL BC MUSEUM

Where the past lives.

Credit Card Authorization Form

Re: Invoice #RBCM

For:

Vendor: Royal BC Museum Corporation & BC Archives
675 Belleville Street
Victoria, BC V8W 9W2

The Royal BC Museum complies with Privacy of Information regulations, which prevent us from storing your organization's credit card information. If you wish to use your credit card as the payment method, please complete this form.

If there is a problem in processing the information provided below, the Museum can reach the card owner at the following telephone number: (_____) _____ - _____

Credit Card Authorization

As credit card holder, I the undersigned, authorize the Royal BC Museum Corporation to utilize my credit card for the payment of \$_____

Card Holder's Signature

Dated

Type of Credit Card [] Visa [] MasterCard [] AMEX

Name on the Card (please print) _____

Last 4 digits of Card Number _____ Expiry date ____/____(mm/yy).

Full Card Number _____

www.royalbcmuseum.bc.ca | Royal BC Museum Corporation | 675 Belleville St | Victoria BC | Canada | V8W 9W2

ARCS 925-20
BOS 401



Contract, and Deposit and Liability Policy

Dated: Thursday, 15 September 2016

Between:

Truffles Catering Group Inc.
1461 Benvenuto Avenue
Brentwood Bay, British Columbia, V8M 1J5
(Hereinafter called "Truffles Catering")

AND

Government Communications and Public Engagement

Jannine Rossi

On behalf of Truffles Catering

Emily Young

On behalf of Client

RBCM ~ UBCM

Event Name

September 28, 2016

Event Date

RBCM

Event Address

PO BOX 9409 STN PROV GOVT
Victoria, British Columbia
Canada V8W 9V1

Client Address

Jannine Rossi

Truffles Catering Signature

Client Signature

September 15, 2016

Date

Date



Liability

Truffles Catering's responsibility is limited to the exercise of reasonable diligence and care by its personnel and representatives in the supply of their services. Truffles Catering will not be liable for injury to any persons or damage to property arising from any services utilized.

Deposit Policy

To retain the services of Truffles Catering, and its suppliers a deposit is required upon booking. Once the 1st desposit is received detailed event planning can proceed with Truffles Catering. It is undertood by both parties that during the planning process the estimated cost may fluctuate. It is by 14 days prior to the event when the full estimated cost should be known. 14 days prior to the function, the current full estimated total is due to confirm all events.

Quoted costs are valid for 30 days.

Prices for events delivered in the next calendar year may be subject to increase by up to 5%.

Menu content for events delivered in the next calendar year are subject to change.

Total : \$29,987.20

90 days prior to event date	40% of current estimated total (Half of this deposit is non-refundable)	\$ 0	Due by:
14 days prior to event date	Guaranteed guest numbers required Full estimated total due	\$ 29,987.20	Due by: Signing
Post event	Post event Incidentals and charges for additional services, if applicable	\$TBD if applicable	Automatically charged to credit card provided

Cancellation Policy & Guarantees

- Half of the initial 40 % deposit is non-refundable.
- Cancellations made less than 60 calendar days in advance will result in forfeiture of all payments made or due to that date. Any payment required hereby which has not yet been paid will remain due and payable.
- Cancellations made 14 calendar days or less in advance render the then currently estimated total costs due and payable.

Truffles Catering requires, in writing, an approximate number of guests attending your function 30 days prior to your function. A final guaranteed guest number is required, in writing, 14 calendar days prior to the event. Any additions to the number of guests can be made, in writing, up to 48 hours before the event. It is the client's responsibility to ensure that the above guarantees are given to Truffles Catering. In the event that a guarantee is not received, the client will be charged the greater of the originally contracted amount or an amount calculated from the actual number of guests served.

Payment

- Truffles Catering accepted forms of payment are: VISA, Master Card, American Express, Discover, and Cash
- Truffles Catering does not establish accounts or extend credit
- Overdue accounts are subject to a 2% per month interest charge, compounded monthly.
- Deposits made with Cash require valid credit card information on file as security

By signing this Agreement, you are authorizing Truffles Catering to debit the credit card described below for any and all charges unpaid under the Agreement without further notice to you.

Name of Card Holder

Credit Card Number

Card Holder Signature

Expiry Date

CVV/CVC/CID Number

Schmidt, Birgit CSCD:EX

From: Young, Emily GCPE:EX
Sent: Friday, September 30, 2016 10:12 AM
To: Schmidt, Birgit CSCD:EX; Brydges, Doreen E CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

I have requested the updated invoices, but haven't received them yet.
As soon as I do I will send them all over together.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: Schmidt, Birgit CSCD:EX
Sent: Thursday, September 29, 2016 2:24 PM
To: Brydges, Doreen E CSCD:EX; Young, Emily GCPE:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

Thank you Doreen!

B.

From: Brydges, Doreen E CSCD:EX
Sent: Thursday, September 29, 2016 2:13 PM
To: Young, Emily GCPE:EX; Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

Hello Emily,

Birgit Schmidt
PO Box 9845 Stn Prov Govt
4th Floor, 800 Johnson Street
Victoria, BC V8W 9T2

Thank you.

Doreen Brydges | Project Administrator
Client Services | Local Government Division
Ministry of Community, Sport and Cultural Development
PO Box 9845 Stn Prov Govt | 4th Floor, 800 Johnson Street
Victoria, BC | V8W 9T2
Telephone: 250 387-4013 | Fax: 250 387-7972
Email: Doreen.Brydges@gov.bc.ca

From: Young, Emily GCPE:EX
Sent: Thursday, September 29, 2016 2:09 PM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX; Brydges, Doreen E CSCD:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

They will need a contact name at CSCD and an address.. any of you have that by chance?

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: Schmidt, Birgit CSCD:EX
Sent: Thursday, September 29, 2016 1:52 PM
To: Young, Emily GCPE:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX; Brydges, Doreen E CSCD:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

Thank you!

Birgit

From: Young, Emily GCPE:EX
Sent: Thursday, September 29, 2016 1:50 PM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX; Brydges, Doreen E CSCD:EX
Subject: Re: UBCM Agreements: Truffles and Royal BC Museum

Sure thing. I'll send these over to the appropriate parties and request the change.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
250-812-3471
Emily.Young@gov.bc.ca

On Sep 29, 2016, at 1:40 PM, Schmidt, Birgit CSCD:EX <Birgit.Schmidt@gov.bc.ca> wrote:

Thank you Tim,

Emily, are you able to get these amended to CSCD from your end and resend to me?

Birgit

From: Wong, Tim GCPE:EX
Sent: Thursday, September 29, 2016 11:51 AM
To: Young, Emily GCPE:EX; Schmidt, Birgit CSCD:EX
Cc: Dwivedi, Anish GCPE:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

Hi, it should be same as previous years with CSCD.

T

From: Young, Emily GCPE:EX
Sent: Thursday, September 29, 2016 11:47 AM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum
Importance: High

Here is the breakdown from Truffles.
And I can't speak to it being GCPE or CSCD... Anish? Tim?

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: Schmidt, Birgit CSCD:EX
Sent: Wednesday, September 28, 2016 5:02 PM
To: Young, Emily GCPE:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: RE: UBCM Agreements: Truffles and Royal BC Museum

Hi Emily – I am checking if there is a breakdown of the food items and cost from Truffles? Also, we had checked last year's contract and CSCD was the signatory and this one says GCPE. Should we change the name to CSCD?

Birgit

From: Young, Emily GCPE:EX
Sent: Monday, September 26, 2016 3:13 PM
To: Schmidt, Birgit CSCD:EX
Cc: Wong, Tim GCPE:EX; Dwivedi, Anish GCPE:EX
Subject: UBCM Agreements: Truffles and Royal BC Museum
Importance: High

Good Afternoon Birgit,

Please find enclosed the contracts and invoices for our UCBM Reception on Wednesday September 28th from 5:30-7:30pm at the Royal BC Museum here in Victoria.

Please let myself, Tim, or Anish know if you have any questions at all.

Thank you.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

Schmidt, Birgit CSCD:EX

From: Young, Emily GCPE:EX
Sent: Thursday, October 6, 2016 1:07 PM
To: Schmidt, Birgit CSCD:EX
Cc: Norman, Jan CSCD:EX
Subject: FW: Invoice from Truffles Catering

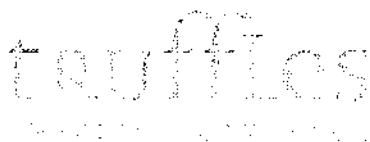
Categories: Red Category

Here is one the two invoices from Truffles for the UBCM reception, let me know what else you need.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: jannine@trufflescatering.net [<mailto:jannine@trufflescatering.net>]
Sent: Tuesday, October 4, 2016 3:26 PM
To: Young, Emily GCPE:EX
Subject: Invoice from Truffles Catering



1461 Benvenuto Avenue
Victoria, BC V8M 1J5

p: (250) 544-0200
f: (250) 544-1667
www.trufflescatering.net

Invoice #: 28973
Invoice Date: 09/28/2016

Billing Information
Ministry of Community Sport and Cultural Development
Birgit Schmidt
PO Box 9845 Stn Prov Govt
4th Floor, 800 Johnson Street
Victoria, BC V8W 9T2
 p. (250) 812-3471 Payment Type: Account

Event Information
RBCM ~ BC Government UBCM Reception Wed, Sep 28, 2016 Royal BC Museum 675 Belleville Street
1000 Guests

Truffles Contact: Alistair

Qty	Item	Detail	Price	Ext. Price
10	Service Staff N/C	Bar Tender	0.00	0.00
461	Bar 2016	Hosted Domestic Beer	5.75	2,650.75

415 Bar 2016	Hosted House Wine	6.50	2,697.50
45 Bar 2016	Hosted Non-Alcoholic Beverages	3.25	146.25
85 Bar 2016	Hosted Premium House Wine	7.50	637.50
10 Beverages RBCM Bar	Bar Terms	0.00	0.00

If you place your EXPRESS order online you can receive \$15 off with coupon code EASYONLINE15

Warmer weather means it's BBQ time! Our new BBQ menus are online at www.truffles catering.net

Enjoy a delicious thin crust Italian-style pizza fresh baked in our wood-burning pizza oven. An add-on to an already great BBQ or on its own.

2% interest, compounded monthly, on overdue accounts.
GST# 896526159 PST#1007-9655

THANK YOU FOR YOUR BUSINESS!
FULL PAYMENT DUE UPON RECEIPT

SubTotal	6,132.00
Service Charge	919.80
GST	352.59
Liquor Tax	598.58
Total	8,002.97

Schmidt, Birgit CSCD:EX

From: Young, Emily GCPE:EX
Sent: Thursday, October 20, 2016 12:51 PM
To: Schmidt, Birgit CSCD:EX
Cc: Norman, Jan CSCD:EX
Subject: FW: Invoice from Truffles Catering

See note below from Truffles confirming BC Beer and Wine.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: Jannine Rossi [mailto:jannine@trufflescatering.net]
Sent: Thursday, October 20, 2016 12:48 PM
To: Young, Emily GCPE:EX
Cc: Alistair@trufflescatering.net
Subject: RE: Invoice from Truffles Catering

Hi Emily,

Indeed, only BC beer and wine were served at the event.

Phillips Beer – Victoria Local
Vancouver Island Brewery – Victoria Local
49 North – Okanagan BC
Kindle – Okanagan BC

I hope this helps.

Jannine Rossi | Event Planner
[**jannine@trufflescatering.net**](mailto:jannine@trufflescatering.net)

TRUFFLES CATERING
1461 Benvenuto Ave.
Victoria, BC, V8M 1J5

T: 250.544.0200 ext 23
F: 250.544.1667
[**trufflescatering.net**](http://trufflescatering.net)



From: Young, Emily GCPE:EX [mailto:Emily.Young@gov.bc.ca]
Sent: Thursday, October 20, 2016 12:26 PM
To: 'Jannine Rossi'
Subject: FW: Invoice from Truffles Catering
Importance: High

Hi Janine and Alistair,

Please see Birgit's note below: Can you confirm that Truffle's only served BC Wine and Beer?

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: Schmidt, Birgit CSCD:EX
Sent: Wednesday, October 19, 2016 1:16 PM
To: Young, Emily GCPE:EX
Cc: Norman, Jan CSCD:EX; Brydges, Doreen E CSCD:EX
Subject: RE: Invoice from Truffles Catering

Thank you Emily, that would be great if we could receive confirmation from Truffles.

Regards
Birgit

From: Young, Emily GCPE:EX
Sent: Wednesday, October 19, 2016 10:06 AM
To: Schmidt, Birgit CSCD:EX
Cc: Norman, Jan CSCD:EX
Subject: RE: Invoice from Truffles Catering

I can confirm that for sure, but would like a confirmation from Truffles as well?

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: Schmidt, Birgit CSCD:EX
Sent: Wednesday, October 19, 2016 9:52 AM
To: Young, Emily GCPE:EX
Cc: Norman, Jan CSCD:EX
Subject: RE: Invoice from Truffles Catering

Hi Emily,

By way of this e-mail, can you please confirm that only BC beer and wine were served?

Thank you.
Birgit

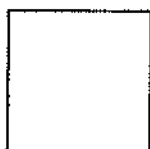
From: Young, Emily GCPE:EX
Sent: Thursday, October 6, 2016 1:08 PM
To: Schmidt, Birgit CSCD:EX
Cc: Norman, Jan CSCD:EX
Subject: FW: Invoice from Truffles Catering

And the second.

Best regards,

Emily Young
Event Coordinator, Event Services
Corporate Planning and Events
Government Communications and Public Engagement
☎ 250 812-3471 (cell) ✉ Emily.Young@gov.bc.ca

From: jannine@truffles catering.net [<mailto:jannine@truffles catering.net>]
Sent: Tuesday, October 4, 2016 3:27 PM
To: Young, Emily GCPE:EX
Subject: Invoice from Truffles Catering



1461 Benvenuto Avenue
Victoria, BC V8M 1J5

p: (250) 544-0200
f: (250) 544-1667
www.truffles catering.net

Invoice #: 28974
Invoice Date: 09/28/2016

Billing Information	Event Information
Ministry of Community Sport and Cultural Development	RBCM ~ BC Government UBCM Reception
Birgit Schmidt	Wed, Sep 28, 2016
PO Box 9845 Stn Prov Govt	Royal BC Museum 675 Belleville Street
	1000 Guests

4th Floor, 800 Johnson Street

Victoria, BC V8W 9T2

p. (250) 812-3471

Payment Type: Account

Truffles Contact: Alistair

Qty	Item	Detail	Price	Ext. Price
1	Service Staff N/C	RBCM OSM	0.00	0.00
20	Truffles Outsourced Rentals Tables & Chairs	RBCM Cruiser Table NC	0.00	0.00
1	Vehicle Transport	Vehicle N/C	0.00	0.00
20	Truffles Linen	Linen Black 90/90	0.00	0.00
20	Truffles Linen	Linen White 90/90	0.00	0.00
1000	Truffles Rental China	7" Round Plate	0.00	0.00
500	Truffles Rental China	7" Square Plate	0.00	0.00
400	Truffles Rental Glassware	Bar Water Glass	0.00	0.00
400	Truffles Rental Glassware	Bar Wine Glass	0.00	0.00
400	Truffles Rental Glassware	Beer Glass	0.00	0.00
400	Truffles Rental Glassware	Table Water Glass	0.00	0.00
400	Truffles Rental Glassware	Table Wine Glass	0.00	0.00
1000	Truffles Silver	Salad fork	0.00	0.00
500	RBCM Packing	3 floor Living Languages Bar	0.00	0.00
750	RBCM Packing	3 floor Pour Station	0.00	0.00
500	RBCM Packing	3 floor water wheel	0.00	0.00
500	RBCM Packing	3rd Floor First Nations	0.00	0.00
500	RBCM Packing	3rd Floor Main Bar	0.00	0.00
500	RBCM Packing	3rd Floor Train Bar	0.00	0.00
500	RBCM Packing	Discovery Stations # 1	0.00	0.00
500	RBCM Packing	Farm Station # 2	0.00	0.00
500	RBCM Packing	First nations	0.00	0.00
500	RBCM Packing	Living Languages Food	0.00	0.00
500	RBCM Packing	Old Town # 1	0.00	0.00
1000	NON FOOD	2016 RBCM- UBCM Non Food Cocktail Party	6.50	6,500.00
1000	RBCM	RBCM- UBCM- 2016	12.00	12,000.00

If you place your EXPRESS order online you can receive \$15 off with coupon code EASYONLINE15

Warmer weather means it's BBQ time! Our new BBQ menus are online at www.trufflescatering.net

Enjoy a delicious thin crust Italian-style pizza fresh baked in our wood-burning pizza oven. An add-on to an already great BBQ or on its own.

2% interest, compounded monthly, on overdue accounts.
GST# 896526159 PST#1007-9655

THANK YOU FOR YOUR BUSINESS!
FULL PAYMENT DUE UPON RECEIPT

SubTotal	18,500.00
Service Charge	2,775.00
GST	1,063.75
Total	22,338.75

Schmidt, Birgit CSCD:EX

From: Brunt, Judith RBCM:EX
Sent: Tuesday, November 8, 2016 12:31 PM
To: Schmidt, Birgit CSCD:EX
Cc: Van Nerum, Samantha RBCM:EX
Subject: Completed signed contract
Attachments: completed signed contract.pdf

As requested
J



Agreement NUMBER:FR17-027

**LICENCE FOR THE USE OF FACILITIES AND EQUIPMENT AND THE USE OF SERVICES
AT THE ROYAL BRITISH COLUMBIA MUSEUM**

This Agreement is made this 26 day of Sept., 2016
BETWEEN:

THE ROYAL BRITISH COLUMBIA MUSEUM, established as a corporation, pursuant to the
Museum Act and having an address at:

675 Belleville Street, PO Box 9815 Stn. Prov. Govt., Victoria, British Columbia, V8W 9W2
(the "Corporation")

AND:

MINISTRY OF COMMUNITY SPORT AND CULTURAL DEVELOPMENT
Po Box 9845 STN PROV GOVT
4TH Floor, 800 Johnson Street
Victoria, British Columbia, V8W 9T2
(the "User")

OF THE FIRST PART

OF THE SECOND PART

WHEREAS

- A. The Corporation has certain Facilities, Equipment and Services available at the Royal British Columbia Museum (the "Museum"); and
- B. The User wishes to use the Facilities, Equipment and Services and agrees to the terms and conditions set out in this Agreement.

NOW THEREFORE, for good and valuable consideration, the parties agree as follows:

FACILITIES AND EQUIPMENT

- 1.01 The Corporation agrees to grant a licence to the User to use the areas of the Museum described in Schedule "A" (the "Facilities").
- 1.02 The User may use the Facilities and Equipment for the period commencing at 5:59 p.m. on the 28th day of September, 2016 (the "Commencement Date"), and ending at 11:59 p.m. on the 28th day of September, 2016 (the "Term").
- 1.03 The User agrees to use the Facilities and Equipment only for the following purpose:

Reception hosted by the Government of British Columbia for delegates attending the UBCM conference.
- 1.04 The Corporation will provide the Services to the User for the period commencing at 5:59 p.m. on the 28th day of September, 2016 and ending at 11:59 p.m. on the 28th day of September, 2016.

PAYMENT

- 2.01 The User will pay the Corporation:
 - (a) Four thousand six hundred dollars (\$4,600.00) plus applicable taxes upon the signing of this Agreement (the "facility rental fee"); taxes, to be paid by providing the Corporation with either a cheque or by credit card authorization, to be supplied on **(signing of this contract prior to event)**;
 - (b) fees for additional Equipment and Services (which the Corporation has agreed to provide to the User after the execution of this Agreement), on or before the 28th day of October, 2016.
- 2.02 All payments will be in Canadian dollars and in the form of a cheque or credit card authorization, made payable to the Royal BC Museum Corporation, and drawn on a financial institution in Canada.

- 2.03 If the User's use of the Equipment or Facilities causes loss or damage to the Corporation, the User will pay the Corporation the amount of this loss or damage, as determined by the Corporation, immediately upon the request of the Corporation.

CANCELLATION

- 3.01 The Corporation may, at its discretion, terminate this Licence upon 90 days written notice to the User in which case the Corporation will return any money it has received from the User and the User's rights under this Agreement will terminate without compensation.
- 3.02 The User may, at its discretion, immediately terminate this Agreement upon written notice to the Corporation.
- 3.03 If the User terminates this Agreement
- (a) at least 60 days prior to the Commencement Date, the Corporation will return the Deposit to the User;
 - (b) less than 60 days but at least 31 days prior to the Commencement Date, the Corporation will keep the Deposit and return any amounts paid pursuant to s. 2.01(b); and
 - (c) less than 31 days prior to the Commencement Date, the User will pay the full amount set out in this Agreement.
- 3.04 If any act reasonably beyond the control of the Parties including, but without restricting the generality thereof, fire, flooding, snowfall, earthquake, act of war or terrorism, civil unrest or strike, occurs, rendering the Facilities or Equipment unusable by the User during the Term, then where the Term is for one day, the Corporation will refund all payments made by the User under paragraph 2 of this Agreement and where the Term is for more than one day, the Corporation will refund a pro rata sum.

COVENANTS

- 4.01 The Corporation will not be liable to the User for any injury, death or property damage to the User, its employees, agents, participants or invitees arising out of or in any way relating to this Agreement.
- 4.02 The Corporation will not be liable to the User for any direct, indirect, incidental, special or consequential damages or any loss of use, revenue or profit of the User arising out of or in any way related to this Agreement.
- 4.03 The User will indemnify and save harmless the Corporation, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the Corporation may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of the use or occupancy of the Facilities or Equipment or any act or omission of the User or of any agent, employee, officer, director or sub-contractor of the User or

anyone permitted on the premises by the User pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the Corporation.

- 4.04 The User shall, without limiting its obligations or liabilities herein and at its own expense, insure its operations under a policy of Commercial General Liability insurance in an amount not less than \$2 million inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under contract. The Corporation is to be added as an additional insured under this policy. The User shall provide the Corporation with evidence, satisfactory to the Corporation, of all required insurance one week prior to the Commencement Date. The User shall ensure that all required insurance is endorsed to provide the Corporation with 30 days written notice of cancellation or material change.
- 4.05 The User will comply with all laws, regulations, bylaws and other requirements imposed by federal, provincial and municipal authorities.
- 4.06 The User will comply, at all times, with the rules of the Corporation attached to this Agreement as Schedule "C".

MISCELLANEOUS

- 5.01 Time is of the essence of this Agreement.
- 5.02 The Schedules attached to this Agreement are an integral part of this Agreement as set out at length in the body of the Agreement.
- 5.03 The User will have no power or authority to bind the Corporation or to assume or create any obligation or responsibility, express or implied, on the Corporation's behalf or in its name, nor will it hold itself out to anyone as the agent, employee or partner of the Corporation.
- 5.04 If the User fails to comply with any of the terms of this Agreement, the Corporation may pursue any and all remedies which it may have against the User including, but not limited to, terminating this Agreement.
- 5.05 Neither this Agreement nor any rights, remedies, liabilities or obligations arising under it or by reason of it will be assignable by either party without the prior written consent of the other party.
- 5.06 All payments and communications, including any notice or cancellation under this Agreement which may be or is required to be given by either party to the other will be in writing and conclusively deemed validly given or delivered to and received by the addressee if delivered personally, on the date of delivery; if transmitted by facsimile on the date of transmission or, if sent by pre-paid registered mail, on the fifth business day after mailing the same in British Columbia to the parties at their following addresses:



if to the Corporation:

The Royal British Columbia Museum
PO Box 9815 Stn. Provincial. Government
Victoria, British Columbia
V8W 9W2

Attention: Facilities Rental Manager
Fax Number: (250) 387-6062
Phone Number (250) 387-5745
Email: JBrunt@royalbcmuseum.bc.ca

and if to the User:

Ministry of Community Sport and Cultural Development
PO Box 9845 STN PROV GOVT
4th Floor 800 Johnson Street
Victoria, British Columbia, V8W 9T2

Attention: Birgit Schmidt, Manager Client Services
Phone Number: (250) 387-2624
Email: Emily.Young@gov.bc.ca

5.07 The User will not assign or sublicense this Agreement without the prior written consent of the Corporation.

WHEREFORE the parties have executed this Agreement as of the day and year written above.

SIGNED ON BEHALF of the Royal
British Columbia Museum, by its
authorized representative, in the
presence of:

(Witness)

Authorized Representative for the
Royal British Columbia Museum

SIGNED ON BEHALF of

in the presence of:
(Witness)

Authorized Signatory
Ministry of Community Sport and
Cultural Development

SCHEDULE "A"

FACILITIES AT THE ROYAL BRITISH COLUMBIA MUSEUM

The User is authorized to use the areas indicated below for the purpose stated and during the time set out in this Agreement:

All Galleries – 1	Including Clifford Carl Hall	<input type="checkbox"/>
All Galleries – 2	NOT including Clifford Carl Hall	<input type="checkbox"/>
First Peoples & Modern History	Both third floor galleries	X
First Peoples Gallery	North area third floor	<input type="checkbox"/>
Modern History Gallery	South areathird floor	<input type="checkbox"/>
Natural History Gallery	South area second floor	<input type="checkbox"/>
Natural History & Special Exhibitions Gallery	Both second floor galleries	<input type="checkbox"/>
Special Exhibitions Gallery	Second floor	<input type="checkbox"/>
Clifford Carl Hall	Main floor hall	<input type="checkbox"/>
Royal BC Museum Boardroom	Main floor, mid-building	<input type="checkbox"/>
Newcombe Conference Hall	Main floor, mid-building	<input type="checkbox"/>
Newcombe Plaza	Courtyard in back of museum	<input type="checkbox"/>
Elliott Square	Outisde area between Helmkenhouse & St. Ann's School	<input type="checkbox"/>
Archives Reflection Pool	Entrance to Archives	<input type="checkbox"/>
Geology Pool	Lower Courtyard Exhibits Bldg.	<input type="checkbox"/>

SCHEDULE "B"
EQUIPMENT

The User requires the following Equipment:

VIDEO:		Price	Qty
Projectors:			
Sony LCD Data		225	
LCD Data		375	
Overhead		20	
Monitors:			
28" TV Monitor		30	
Video Equipment:			
Kramer 1.3 VGA DA		20	
Screens:			
8 x 24 Rear double Truss with dress kit		275	
AUDIO:		Price	Qty
Microphones:			
Sure SM58/57 with stand and cable		15	
Wireless Handheld Mic with stand		40	
MKH 816T Shotgun Mic		40	
Studio Mic		35	
Tape Decks:			
4 track		50	
Portable Stereo Tape Deck		30	
Stereo Tape Deck		30	
CD Player		30	
PA Equipment:			
Portable PA 4/8 ch. 400 watts		150	
Stage Monitors including amp		75	
Sure AC/DC Mixer 4 ch.		35	
Miscellaneous:			
Klark Teknik dual 1/3 octave EQ.		40	
Mackie 1402		35	
Mackie 1202		25	
LIGHTING AND POWER:		Price	Qty
Stand Leki 6" x 9", 750 W		18	
Strand 6", Frennel 750 W		13	
Power Drop (4 x 15 Amp)		25	
Table Spots		5	
Strand Kit (3)		30	
TABLES AND ACCESSORIES:		Price	Qty
Podium		30	
Easel		5	
Flip Chart		10	
Laser Pointer		10	
Tables (8' banquet with no dress)		7	
Tables (6' banquet with no dress)		6	
Tables (4' banquet with no dress)		5	
Tables 6' round		10	
Tables 5' round		8	
Chairs (padded)		2	
Risers 4 x 8 (adj. in 8" increments)		50	
Anti-slip stage decking per sq ft		1	
Projection Carts (various heights)		10	
Fastfold Projection Stands		25	
Socializer tables 36" round 29/41"		10	
Dance floor, wood parkay 20 sq ft		300	
DRAPING:		Price	Qty
Pipe and Drape (12' high) per ft		5	
Pipe and Drape (8' high) per ft		3	
Table Skirts (30" x 13") each		15	

NOTE: Equipment will be post billed. Applicable taxes will be added.

SCHEDULE "C"

**RULES GOVERNING THE USE OF THE FACILITIES
AT THE ROYAL BRITISH COLUMBIA MUSEUM**

- 1. Cleaning** The User will leave the Facilities and Equipment in good order. The User will pay for any cleaning the Corporation considers necessary.
- 2. Damage** Posters, pictures, decorations and the like may not be fastened to any surface other than the board provided for this purpose.
- 3. Smoking** Smoking is not permitted in the building.
- 4. Storage** The Corporation will not provide storage for any equipment, props, materials or supplies of the User. Items remaining in the permit areas following an event will be disposed of by the Corporation, unless prior arrangements have been made, in writing, at the time of signing of the Agreement.
- 5. Conduct** The User will not cause or permit any person to stage or participate in any indecent or obscene performance.
- 6. Catering**
 - Red wines/sauces will not be served in any of the galleries.
 - Food and beverages are not permitted in the Big House located in the Totem Gallery.
 - Any damage resulting from serving refreshments will be at the expense of the User.
 - All arrangements for catering will be made by the User, and are subject to approval by the Corporation.
- 7. Safety** All halls, stairways, aisles and exits must be kept completely unobstructed.
- 8. Security** Security staff will be in the galleries for the safety and well-being of all patrons.
- 9. Advertising** All advertising for an event must list the User's information telephone number and address. The Corporation will not provide a telephone information service or mail service. Posters or other materials may be displayed at the Corporation at the discretion of the Corporation.
- 10. Photography and Audio Recordings** Photographs, videos and audio recordings are not to be taken in the First Peoples Gallery unless permission is first obtained from the Corporation. The User's request should be made in writing at the time of booking the Facilities. If the request is approved, the Corporation will provide permission in writing.



ROYAL BC MUSEUM

CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act

The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Director, Client Services, Core Government and Crown at 250/356-8915, PO Box 9405 STN PROV GOVT, Victoria BC V8W 9V1.
Please refer all other questions to the contact named in Part 1.

Part 1 To be completed by the Royal BC Museum

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO (Name of Office): Royal BC Museum Corporation		AGREEMENT NUMBER: FR17-027
RBCM'S CONTACT PERSON - NAME AND TITLE: Judith Brunt, Facilities Rentals Manager		PHONE NUMBER: (250) 387-5745
MAILING ADDRESS: 675 Belleville Street, Victoria BC		POSTAL CODE: V8W 9W2
USER NAME: Ministry of Community Sport and Cultural Development		USER PHONE NUMBER: (250) 387-2624
USER'S ADDRESS: PO BOX 9845, STN PROV GOVT, Victoria, British Columbia		POSTAL CODE: V8W 9T2

Part 2 To be completed by the Insurance Agent or Broker

INSURED	NAME: BIRGIT SCHMIDT		
	ADDRESS: 4th Floor, 800 Johnson St, Victoria BC		POSTAL CODE: V8W 9N7
OPERATIONS INSURED	PROVIDE DETAILS:		
TYPE OF INSURANCE	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT
	Government of British Columbia is self insured		

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENT OR BROKER:	ADDRESS:	PHONE NUMBER:
SIGNATURE OF AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S):		DATE SIGNED:



675 Belleville Street
Victoria BC V8W 9W2

Invoice Number	RBCM6123
Date	9/29/2016

INVOICE

Customer:

MIN OF COMMUNITY, SPORT AND CULTURAL DEV
PO BOX 9490 STN PROV GOVT
4TH FLOOR, 800 JOHNSON ST
VICTORIA BC V8W 9T2

Purchase Order	Customer ID	Payment Terms ID	Amount
	s.17	NET 30	
Description:			\$4,600.00
<p>FACILITIES RENTAL FOR GOVERNMENT COMMUNICATIONS & PUBLIC ENGAGEMENT DEPOSIT FOR SEPTEMBER 28TH, 2016 FACILITIES RENTAL EVENT AS PER SECTION 2.01 (a) OF THE LICENCE FOR USE AGREEMENT PAYMENT DUE UPON SIGNING OF THE AGREEMENT</p> <p>ANY QUESTIONS SHOULD BE DIRECTED TO JUDITH BRUNT AT (250) 3875745 OR jbrunt@royalbcmuseum.bc.ca</p>			
GST # 88032 1807 RT0001			

PLEASE MAKE CHEQUES PAYABLE TO:
ROYAL BC MUSEUM CORPORATION

Please quote invoice number on remittance.

For enquiries, call (250) 387-2105.

CANADIAN FUNDS ONLY

Subtotal	\$4,600.00
Freight	\$0.00
HST	\$0.00
GST	\$230.00
PST	\$0.00
Trade Discount	\$0.00
Payment	\$0.00
Total Due	\$4,830.00



675 Belleville Street
Victoria BC V8W 9W2

Invoice Number	RBCM6065
Date	9/1/2016

INVOICE

Customer:

GOVERNMENT COMMUNICATIONS & PUBLIC ENGAGEMENT
PO BOX 9409
STN PROV GOVT
VICTORIA BC V8W 9V1

Purchase Order	Customer ID	Payment Terms ID	Amount
	S.17	NET 30	
Description:			\$4,600.00
FACILITIES RENTAL FOR GOVERNMENT COMMUNICATIONS & PUBLIC ENGAGEMENT DEPOSIT FOR SEPTEMBER 28TH, 2016 FACILITIES RENTAL EVENT AS PER SECTION 2.01 (a) OF THE LICENCE FOR USE AGREEMENT PAYMENT DUE UPON SIGNING OF THE AGREEMENT ANY QUESTIONS SHOULD BE DIRECTED TO JUDITH BRUNT AT (250) 3875745 OR jbrunt@royalbcmuseum.bc.ca GST # 88032 1807 RT0001			

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