

PRIVATE RINK RENTAL POLICY AND PROCEDURE

POLICIES

- Cancellation policy is in effect:
 - Cancelling >48 hours in advance = 100% refund
 - Cancelling between 48-24 hours in advance = 50% refund
 - Cancelling within 24 hours = 0% refund
- To cancel, please contact recreation@fridayharbour.com
- Private bookings must be made at least 7 days in advance
- Private rink bookings are a minimum of one hour and a maximum of 2 consecutive hours
- Private rink bookings may be made during the following days and times:
 - Wednesday to Friday
 - 11am, 12pm, 1pm, 2pm, 6:30pm, 7:30pm
- Blackouts apply. Private rink rentals cannot be booked during the following time periods:
 - December 17, 2021-January 2, 2022
 - February 21, 2022
 - March 11-20, 2022
 - Saturdays and Sundays
- A [Private Rink Rental Request Form](#) must be filled out online through the Friday Harbour website
- A private rink rental can accommodate up to 40 people
- Skate rentals can be arranged for an additional fee
 - Skate sizes and quantities vary
 - Skate rentals for all participants is not guaranteed
- Price will be determined based on amount of people, skate rentals needed, and for how long, etc.
- Members receive a 10% discount with valid identification card off the cost of the rink rental fee
- Payment is due in full 7 days in advance of the reservation time
 - If payment is not received by this time, the reservation will be cancelled
- Skate rentals may be purchased in advance and included in the invoiced amount, or can be paid for separately at time of check-in

PROCEDURE

1. A [Private Rink Rental Request Form](#) must be filled out online through the Friday Harbour website.
2. A member of the Rec Team or Events Team will review the form and reach out via email to suggest and discuss available date(s) and time(s).
3. When the rental is confirmed, an invoice for the full amount will be emailed through Xola, with the amount due via credit card at least 7 days in advance.
4. All waivers must be completed prior to arrival. The link will be sent in the confirmation email.
5. Skate rental sizes will be determined at time of check-in.