

Policy 1.01.0:

Booking of all buildings, rooms and open spaces administered by the City of Nanaimo. This procedure is to be followed when an NKC member is organizing an event as an NKC representative.

Procedure:

- The event organizer will contact the Executive or the membership at a general meeting for approval of an event.
- The NKC member who is organizing an event must complete the form located on the NKC Website under Forms.
- Any inquiries regarding the booking of a space for an event should go to info@nanaimokennelclub.ca.
- The completed form automatically is forwarded to the NKC booking representative by email through booking@nanaimokennelclub.ca.
- The booking representative will then contact the City of Nanaimo Allocation Clerk for the reservation.
- If the space is available, the City's Allocation Clerk sends a contract to the NKC booking representative for signature.
- If the space is not available, the City advises the NKC and the organizer can choose another date or find an alternative venue. The City doesn't provide the NKC with a calendar of available times and dates. If the date is too far in advance the city will not confirm a date.
- The City sends a copy of the completed signed contract to the booking representative. The bill including the cost and payment due date is included with the final contract.
- The event organizer is then responsible for reading the contract for cancellation information.
- The booking representative then sends a copy of the contract to the Secretary, the NKC Treasurer, the NKC Accountant, and a copy to the NKC organizer who submitted the form.