



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Payments and Approvals		
Title	Acceptance of Credit Cards Civic Centre	Policy Number (Index-Sector-No.)	11-05-15	Authority	Council
Approval Date:	01 Feb 2016	Effective Date	01 Feb 2016	Last revision date	

Purpose:

The purpose of this policy is to establish procedures for the acceptance of credit card payments for services provided at the Civic Centre.

Policy Statement:

The Civic Centre is the only department or division of the City which accepts credit cards for payments for the services it provides. Credit cards are accepted for payment of discretionary charges for the users of the Civic Centre. The types of services that can be paid via credit card at the Civic Centre include:

- Entertainment tickets
- Hockey game tickets
- Short term or casual recreational rental (birthday party, single hour rental, etc)
- Reoccurring or extended rental fees paid in advance
- Meeting room rental (unless specified otherwise in a rental agreement)
- Catering fees (unless specified otherwise in a rental agreement)
- Other miscellaneous fees

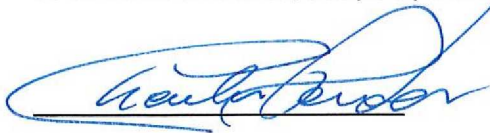
Credit card payments can only be made at the administration office at the Civic Centre. Credit card payments are not accepted at any other location. Credit card payments cannot be accepted at the Civic Centre for any other service beside the services listed above.

The following category of services are not permitted to use a credit card for payment:

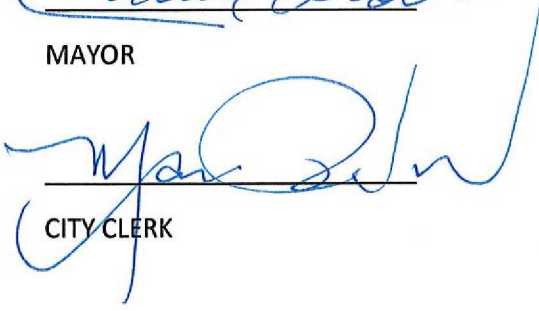
- Minor programming rental fees (minor hockey, figure skating, speed skating)
- Long term leases or rentals
- Interest charges
- Any reoccurring rental or service that is invoiced on a monthly basis and not paid in advance of the service provided. This would include adult recreational leagues, hockey camps, figure skating camps, etc.

The categories listed above as excluded services, may use a credit card for payment, if the customer agrees to pay an additional service fee of 3.0% or as set by the General Manager of the Civic Centre.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK

