



## **THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

### **POLICY & GUIDELINES ON MUNICIPAL HALL RENTALS**

#### **POLICY**

This policy establishes the responsibility and expectations for hall renters, volunteers and user groups requesting hall rentals at the Stonecliffe Community Centre. This document is to be used in conjunction with applicable Head, Clara & Maria policies, procedures, By-laws and the Hall Rental Agreement.

#### **GUIDELINES**

##### **Reservations**

- Hall rentals are accepted on a first come, first serve basis. Anyone may book the hall, however hall rentals may be superseded by municipal priorities/bookings.
- The Municipality will not rent the hall to anyone under the age of 18 or to anyone under the age of 25 if alcohol is being served.
- Rental contracts must be signed fourteen (14) days within booking the date with municipal staff. A \$ \_\_\_ deposit is due the day the rental agreement is signed. Failure to do so will result in forfeiting the reservation.
- Fees are outlined in the Hall Rental Fee Schedule
- The individual signing the rental agreement is responsible for ensuring they, or one person from their organization, are designated as being responsible for the setup, organization, implementation and supervision of their event.
- If damage occurs, exceeding the amount of the deposit, the lessee is responsible to cover all additional expenses.
- One key is to be signed out, during regular office hours, on the day of or the last work day prior to a weekend rental. Keys must be returned to the municipal office no later than the first workday following the rental. A metal deposit slot is located by the main doors of the municipal office for returns made after hours.
- The Municipality has the right to revoke or refuse permission for use of the hall at any time or for any reason.

##### **Cancellations**

- The Municipality requires a minimum of thirty (30) days prior to the event for cancellations. Event cancellations more than thirty (30) days prior to the event will receive a full refund of their prepayment.
- Cancellations made less than thirty (30) days of the event will receive a 50% refund of their deposit.

- Cancellations made less than fifteen (15) days of the event will not receive a refund of their prepayment.
- If the renter fails to use the premises on their event date, the deposit will be kept and balance of rental fee will be made payable to the Municipality.
- If for any reason the Municipality is unable to honor a booking, a full refund of any monies paid will be made.

### **Hall Use Guidelines**

- Regulations and instructions posted throughout the facility must be followed.
- Renters are required to perform their own set-up and clean-up according to the Hall Rental Agreement. Failure to do so may result in charges against the deposit.
- Screws, nails, staples, scotch tape and other materials that may cause damage are not to be used to affix decorations to the walls, ceilings, tables or other municipal property. Any decorations used inside and/or outside the hall must not leave any visible marks when removed.
- All events must be completed by 1:00 a.m. Clean up may take place after the event, however, the Community Centre and grounds must be vacated by 2:30 a.m. Clean up may be permitted prior to 12:00 p.m. (noon) the next day with prior authorization.
- It is the renter's responsibility to point out any damage before their event, or the renter will be held accountable.
- The seating capacity of the Community Centre is 205. In order to comply with the Ontario Building Code, renters must not have more than the maximum capacity. The renter will be responsible for any fines incurred should an official inspection take place during the event.
- Smoking is prohibited inside the Community Centre and within 20 meters of municipal property.
- Authorized representatives of the Municipality shall have the right to enter the Community Centre and all parts thereof at any and all times during a scheduled event.
- The Municipality will not be responsible for the loss of personal effects or injury to the lessee or third parties.
- **Renters must obtain third party liability insurance for coverage of their event.**
- With the exception of service animals assisting a person with impairment, animals of any kind are not permitted inside the Community Centre.

### **Food and Alcohol**

- The Municipality has obtained its own municipal liquor license and will be responsible for the sale of alcohol. The Municipality will serve, monitor and refuse sale of alcohol following the guidelines of Smart Serve Ontario. Special Occasion Permits or other permits related to the sale and consumption of alcohol will be not accepted.
- Alcoholic beverage consumption is restricted to inside the Community Centre only; no alcohol consumption is permitted outside.

- A Food Vendor Application must be submitted to the Renfrew County District Health Unit if Food if the lessee intends to bring food that is prepared outside of the municipal kitchen, and is the sole responsibility of the lessee.
- The renter is to remove all food and drink items from the kitchen and hall area at the end of the event.
- Dishes must be washed, rinsed, dried and put away in the appropriate area. Failure to do so will result in charges against the deposit.
- Garbage must be bagged and thrown away in the bin outside.

DRAFT