

Harmony Hall Rental Policy and Guidelines as prepared by the Gibsons Seniors Society ( hereafter referred to as the Society) and item 4.2 of lease agreement with the Town of Gibsons

Revision dated October 25, 2019

**Who may use  
HarmonyHall?**

There are two categories of users:

(1) Members

Members who have been in good standing for a full membership year and who comply with the policy guidelines for the use of Harmony Hall, may use the facilities for family related functions which may include, but are not limited to birthday parties, anniversary celebrations and remembrances. Relatives of a deceased member may use the facilities for a remembrance.

The fee is currently \$15 per hour. This may be waived on application to the Activities Coordinator for financial relief

Bookings cannot conflict with scheduled activities of the Society or hall bookings committed to unless the affected group agrees.

(2) Community Based not for profit or charitable organisations

Harmony Hall will be made available for the use of the above mentioned organisations for regular and occasional meetings provided these do not conflict with scheduled events of the Society or other previously agreed bookings.

Bookings may be considered where the renters use would complement the activities or further the aims of the Gibsons Seniors Society

The Society reserves the right to decline a booking if it is felt the event would create noise or other nuisances with neighbours, or be in conflict with the purposes of the society.

## Responsibility

A member of the Society of at least 2 years standing must be present at all phases events to ensure the Hall terms of use are complied with. For events where no society member is present the Executive Committee may appoint a designated member to attend the event to ensure terms of use are complied with and shall have unfettered access to the event.

## Payment to Use

For both categories of users the hourly rate will be \$15 per hour, or part thereof (which will include light use of the kitchen facilities).

Fees will be subject to an annual review to ensure costs are recovered. No annual increase will exceed 10% of the current rents.

For events which require food preparation and extensive use of the kitchen facilities an additional fee of \$50 will be charged. This fee can be modified at the discretion of the Hall Rental coordinator.

For all events exceeding 4 hours a non refundable deposit of \$50 must be provided at the time the booking is confirmed.

## Insurance

Except for the “members only” user group (1) all other users must provide written proof of liability insurance of no less than \$2 million naming the Society and the Town of Gibsons as additional insureds.

For events where tickets are sold to the general public and alcohol will be served a refundable damage deposit or clean up costs of \$100 must be paid to cover damage or breakage .Such damage deposit must be made at the time of the booking confirmation. The damage deposit cheque will not be cashed unless it is required to fund repairs after which any balance remaining will be returned.

The Society is not responsible for accidental injuries caused through the consumption of alcohol , for personal injury related to the hall use or the damage or

theft of property or belongings of persons attending the event.

For events where alcohol is served we require Party Alcohol Liability Insurance for no less than \$2 Million naming the Society and the Town of Gibsons as additional insured parties. At its discretion the Society may require Special Events Liability Insurance for some events where no alcohol is served.

All insurance documentation must be provided at least 1 week prior to the event.

#### Terms of use guidelines

A separate Terms of use document covering the use of the hall and equipment will be provided and will form part of the rental contract.