

## **Harmony Hall Rental Policy**

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 September 1, 2022 and in effect until December 31, 2023**

### **Who may use Harmony Hall?**

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 may be lowered or waived on application to the Rental Coordinator/board 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 will make sure the hall is open and may check in from time to time to see that everything is running according to the agreement set out.

### **Payment for Use**

For both categories of users, the hourly rate will be \$25 per hour for the hall, or part thereof. Use of coffee and tea station is included if required. Rental of the lounge is \$12 per hour.

Fees will be subject to an annual review to ensure costs are recovered.

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For events which require food preparation and extensive use of the kitchen facilities an additional fee of \$50 will be charged plus \$30 for sanitization. This fee can be modified at the discretion of the Hall Rental coordinator.

Damage deposit of \$100 must be provided three months prior to the event booking date. The damage deposit cheque will not be cashed unless it is required to fund repairs after which any balance remaining will be returned.

### 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 to be sent to the "booking director".

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 "Special Events Certificate" from the Liquor board to be sent to the "booking director" at least one week prior to the event.

### Terms of use guidelines

Attached is the "Terms of use" document covering the use of the hall and equipment will form part of the rental contract.

### Kitchen

All members and guests who use the Hall are expected to clean the kitchen after their use.

Coffee: Machine to be **unplugged**, emptied and rinsed. Coffee grounds put into Organic Waste recycle container under the large working table.

Kettle **unplugged** and teapots emptied and cleaned.

Dirty utensils like teacups and pots are to be rinsed and washed (add TBS bleach rinsing). Then use the new Sterilizer dishwasher. Note: No need to dry, so please put the utensils away.

**DO NOT use the old machine** as it is not as efficient as the new one.

Tables: please wipe the tables after use.

Please provide your own supplies for any food or drink prepared.

**Please take home the dirty laundry (linens/towels) and return it clean. We do not have laundry service.**

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### Equipment:

Chairs with arms are stacked 5 (five) high and stored in the back storage room behind the TV. Chairs with no arms are not **stackable** and are kept in the area outside the kitchen.

Four long tables and one large round table are kept in the area outside the kitchen. The rest of the tables are stored in the back storage room behind the TV.

### Main Hall

Please leave the floor in the condition you found it.

Switch off the lights except when indicated otherwise on the light switch.

Turn the heat down in the main hall and area outside the kitchen to 15c.

Please close all interior/exterior doors and windows before leaving.

Lock the front door and check it is locked. Check that the outside kitchen door is also locked.

**Please take the garbage and compost with you as we do not have a dumpster any longer.**