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

**Who may rent Harmony Hall?**
(1) Members who have been in good standing and who comply with the policy guidelines for the use of Harmony Hall. Members may rent the facility for family related functions.
(2) The fee may be lowered or waived on application to the Rental Coordinator/board for financial relief.
(3) Community based "not for profit or charitable organisations" may rent the hall for regular and occasional meetings.
(4) The society reserves the right to decline a booking if it is felt the event may create noise or other nuisances with the neighbours or be in conflict with the purposes of the society.
(5) Rentals cannot conflict with scheduled activities of the Society unless the affected group/s agree to cancel for the event.

**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 rentals:**
The hourly rate for the Hall $25, Dining room $25, Middle room $15, Meeting room $12. If the event requires the kitchen for food preparation and/or use of the dishes/cutlery etc.- fee is $80 per day.

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

**Insurance:**
Members rentals are exempt – the hall policy covers a "members rental".
Non-profits and charities must provide proof of liability insurance of no less than $2 million naming the Society and the Town of Gibsons one month prior to the event.

For events where alcohol is served, a copy of the "Special Events Certificate" from the liquor board is required at least one week prior to the event.

**Terms of use guidelines:**
- ***Renters must bring their own compost bags and garbage bags and take it away with them at the end of the event. WE DO NOT HAVE A DUMPSTER!***
- Wipe the tables after use before putting them away.
- Use of the coffee machine but the renter must bring the supplies and cups etc. unless the kitchen is included in the rental. Used grounds can be put in the compost in the cupboard directly under the coffee machine. Training may be required to use the machine.

- Coffee machine must be LEFT TURNED ON. Empty and rinse out the coffee pots.
- When linens and towels are used, ensure they are laundered and returned promptly to the hall.
- Return chairs to the storage room. Stacking 5 identical chairs maximum. Do not mix colours or types of chairs.
- Sweep the floors.
- Turn off the lights and air conditioners.
- Close all interior and exterior doors and windows before leaving.
- Lock the front door and double check it. Double check that the outside kitchen door is also locked.

**If the kitchen is a part of the rental, then please read the instruction sheet attached.**