

Richmond Knob Hill Community Association (RKHCA)
Hall Rental
Policies & Procedures

1. Introduction

This documents is to be use in conjunction with and to elaborate upon items in the Richmond Knob Hill Community Association Bylaws. These policies & procedures are a guide for hall renters and for community association volunteers or staff responsible for hall rentals. Richmond Knob Hill Community Association will be known as RKHCA in this document.

2. Public Use Policy

The RKHCA will provide the opportunity for 50% public participation in programming and facility use and will take steps such as advertising the community association newsletter, The Review, and on the community association website (www.richmondknobhill.ca) to communicate the availability of the Community Hall for member and public use.

3. Capacity

The maximum occupancy capacity varies by use and is determined by the Annual Fire Inspection Certificate which is to be posted in the Community Hall. This maximum number pertains to all participants including catering, kitchen and serving personnel. Renters must not have more than the capacity in order to comply with the Fire Marshall. The renter will be responsible for any fines incurred should an official inspection take place during their event. The stand-up capacity is 130 persons.

4. Hours of Operation

The Hall is generally available for use between the hours of 8:00 am and 2:00 am.

5. Deposits / Damages / Clean-up

Key Deposit: \$100 will be collected when the keys are given to the renter. Keys must be returned in good condition within 24 hours following the event. The deposit will be forfeited if any keys are damaged or lost. Keys must not be duplicated.

Damage Deposit: \$100 for day-time RKHCA Hall or Board room rental
 \$450 for a weekend or evening functions or any event where alcohol is served

Renters are responsible for all damages including, but not limited to, damages to persons, facilities, equipment and grounds. Held until a satisfactory RKHCA Hall inspection is completed following the event. If any damage is noted and/or extra cleanup is required, none of the damage deposit will be returned until an assessment of costs has been made. Basic cleanup is charged at \$25/hour.

6. Access

Renters must allow time during their rental period to set-up and clean-up the RKHCA Hall. Equipment and material may not be delivered to the RKHCA Hall prior to the booked time, unless special permission has been granted in advance by the RKHCA Hall Rental Co-ordinator. All equipment and material must be removed immediately after the event as per the time booked.

7. Cancellations

Event cancellations must be made in writing to the RKHCA Hall Rental Co-ordinator. Events cancelled more than thirty (30) days prior to the first date reserved will receive a full refund of their prepayment

(Booking Fee). Cancellations made thirty (30) days or less prior to the first date reserved will forfeit their Booking Fee unless the RKHCA is able to rebook the facility and no rent will be charged. If for any reason the RKHCA is unable to honor a booking, the full refund of any monies paid will be made.

8. Decorations

Any decorations used inside and/or outside the RKHCA Hall must not leave any visible marks when removed. Push-pins, staples, nails, masking tape, duct tape and extra sticky tape must not be used. Allowable items are blue “Stick’um”, painters tape or string to hang items from existing fixtures. Failure to remove all decorations, including all materials used to attach them, within the rental time booked or use of prohibited fastening materials will result in an additional labour charge of not less than \$50.00.

9. Food and Alcohol

Food and alcoholic drinks are permitted in the RKHCA Hall subject to the following restrictions:

- a) A Liquor Permit must be purchased by the renter prior to the event. The permit must be posted in the area where the alcohol is being dispensed.
- b) Renters must obtain third party liability insurance for coverage of their event.
- c) RKHCA accepts no responsibility that does or may ensue as a result of the distribution of alcoholic beverages.
- d) RKHCA reserves the right to terminate the sale of alcoholic beverages upon the direction of the RKHCA Hall Rental Coordinator or designate.
- e) Alcoholic beverage distribution is restricted to the RKHCA Hall only. No liquor is allowed in the playground, ice rink or surrounding areas including sidewalks, park and parking lot.
- f) Staffing, arrangement, operation and sale/distribution of food and drink are the responsibility of the renter.
- g) The renter is required to remove all food and drink items from the kitchen area at the end of the event. Failure to do so will result in additional cleanup charges.
- h) At the completion of the event all appliances must be cleaned. Failure to do so will result in forfeiture of the damage deposit.
- i) Garbage must be bagged and deposited in the outside bin.

8. Third Party Liability Insurance

Renters are required to obtain host alcohol coverage for their event which names RKHCA as “additionally insured”. \$2,000,000 Liability minimum

9. Inappropriate Behaviour

Inappropriate behaviour on the part of the rental participants may result in the cancellation or cessation of the event at the discretion of the RKHCA Hall Rental Coordinator, or designate, without a refund of the rental fee. Inappropriate behaviour includes, but is not limited to the following:

- a) The obstruction of exits, doorways or passageways.
- b) Willful destruction and/or damage to the RKHCA facilities, property and equipment.
- c) Failure to abide by the RKHCA Hall Rental Policies & Procedures.
- d) Perceived danger to participants, guests, volunteers or staff.