

Harmony Hall Rental Policy And Guidelines

Revision dated: December 16, 2010

Who May Use Harmony Hall?

There are two different usage categories:

1. Pursuant to our By-Laws, members may use the hall for private family functions providing they have been members in good standing for one year and they comply with the policy guidelines for the use of Harmony Hall. These functions may include but are not limited to birthday parties, anniversary celebrations, remembrances.

2. At the discretion of the Executive, Harmony Hall may be made available for the use of non-profit organizations serving the communities of the Sunshine Coast for specific occasional events. Rental requests will be considered one at a time. Bookings may not conflict with other scheduled events or usage of the hall by the Gibsons Seniors Society. Bookings will not be approved for events in direct competition with our own scheduled events, such as Burns Night.

Harmony Hall is not to be used for commercial or religious purposes. The Hall may not be used for Federal, Provincial, or local elections or election issues other than all-candidates meetings.

Responsibility

A responsible member of the Gibsons Seniors Society must be present at all phases of the event, and will be charged with reporting any irregularities. Responsible members must have been members in good standing for at least two years. As well, an Executive member may be designated to conduct random checks in order to see that these Guidelines are being observed. Admission shall be without charge to this Executive member.

Payment For Use

For private family functions, a rental fee of \$12 per hour will be charged, with a minimum of \$25. This includes light use of the kitchen for coffee, tea, etc.

Non-profit organizations will be charged \$25 per hour rental with a minimum of \$150, including setup and cleanup time. For use of the kitchen for events involving cooking, commercial dishwasher use, etc., an extra amount of \$30 will be charged. A deposit of \$100 will be required when the booking is approved, and will be returned if the event is cancelled more than two weeks before the scheduled time. If less than two weeks, then half will be returned. The full amount will be required two weeks before the event.

If an event is intended to benefit a recognized charity or cause, the Gibsons Seniors Society may donate a portion, or all, of the hourly rental fee directly to that charity or cause at the discretion of the Executive. Any donation amount will be fixed at the time the booking is approved.

For events where tickets are sold to the general public and alcohol will be served, we require a refundable damage deposit of \$250 to cover damage or breakage, and a non-refundable janitorial fee of \$50. Both payments must be made at least two weeks before the event, unless by other arrangement. The damage deposit cheque will remain uncashed until after the event and will either be returned within a week, or, if used for damage, any amount remaining will be returned.

The Gibsons Seniors Society is not responsible for accidental injuries caused through the consumption of alcohol at your function, for personal injury incurred during the use of the facilities including setup and cleanup times, or for damage or theft of property belonging to persons using the facility. For events where alcohol is present, we require Party Alcohol Liability Insurance for no less than \$2million (\$2,000,000), naming the Gibsons Seniors Society and the Town of Gibsons as additional insured parties. At its discretion the Gibsons Seniors Society may require Special Events Liability Insurance for some events where alcohol is not present.

An insurance certificate must be provided as evidence of coverage no less than two weeks before the event, or the event will not be allowed to take place.

If an event is scheduled for a time when Harmony Hall is not in use by members - i.e., a New Year's Eve event - then the user is responsible for making arrangements and paying for snow clearance from the parking area, and for laying down salt as necessary.

During all functions, all fire exit doors shall be kept free of obstruction, and clear access shall be maintained at all exits and other doorways; lights over exit doors shall remain on. The office is off limits at all times.

Setup and cleanup times must be cleared through the booking agent and must not interfere with other bookings or regular activities. Cleanup must be completed promptly in order to allow the janitorial work to be performed prior to the next regular activity at Harmony Hall. All items belonging to the user must be removed directly after the event and may not be stored in advance.

Payment For Damages

Reimbursement of costs is expected for any additional expenses incurred by the Gibsons Seniors Society due to the use of the hall while rented by members or others, at the discretion of the Executive.

Use Of Kitchen Equipment and Utensils

The kitchen equipment such as pots, pans, dishes, cutlery, and kitchen utensils not locked away are available for use by members. The items kept locked, such as chafing dishes, steamers, special knives and pots, etc. are not available except by special arrangement. Because fridge and freezer space is limited, members may use them for storage only on the day of the event, not before or after.

Good Housekeeping

Users are expected to clear away furniture etc. and to leave Harmony Hall clean and tidy for others.

Please note:

- * The armless chairs are not designed to be stacked - they jam;
- * Garbage is to be put in the locked, outside garbage container;
- * The parking lot lights are to be turned off - the switch is in the office;
- * If the floors become messy, please use the mops and pail from the maintenance room.

Will I Need A Liquor License?

Not if yours is a private event and you are not charging anyone for drinks. If you are holding a private party for invited guests only, as you would at home, then Harmony Hall is a private place just like your own home.

But, if you sell liquor, allow members of the public to enter, or the nature and size of the event is such that it will draw the attention of the public through excessive noise or other disturbances then Harmony Hall will be deemed to be a public place during your event and a Special Occasions License will be needed. Talk to the helpful staff at the Liquor Store at Sunnycrest Mall.