

CORPORATION OF TAY VALLEY TOWNSHIP

POLICY AND PROCEDURES MANUAL

HALL RENTAL POLICY

Date of Adoption: March 26, 2002 Updated: December, 2009

The following fee structure is based on the premise that Tay Valley Township incurs maintenance and staff costs when renting the halls. The following activities are exempt from a rental fee. 1) Council, Recreation Committee activities, Children's Resources on Wheels. 2) Wakes for Township residents (donation requested). 3) Local non-profit groups and groups that make a significant contribution to community life and contribute to the upkeep of the hall(s) will be exempt from fees. At the present time, these are: The Maberly Agricultural Society, Women's Institutes, Church Committees, Citizen's Action Group, Volunteer Firefighters Association, South Sherbrooke Historical Society, 4-H Club, Rideau Lakes Senior Support Centre.

TOWNSHIP COUNCIL CHAMBERS

Not to be rented out for public functions unless Council related or Council approved

MABERLY HALL (Capacity 110)

Any function where special occasions permit is required. Note: Permit to be obtained by applicant*		\$150.00
FULL DAY		
Non-Resident	Any function	\$100.00
Township Resident	Any function	\$50.00
Non Profit or Charitable Group	Any function	\$50.00
HALF DAY - 4 ½ Hrs or less		
Non-Resident	Any function	\$50.00
Township Resident	Any function	\$30.00
Non Profit or Charitable Group	(\$25 for multiple bookings)	\$30.00

BURGESS HALL (Capacity 48)

Any function where special occasions permit is required. Note: Permit to be obtained by applicant*		\$125.00
FULL DAY		
Non-Resident	Any function	\$75.00
Township Resident	Any function	\$40.00
Non Profit or Charitable Group	Any function	\$40.00
HALF DAY - 4 ½ Hrs or less		
Non-Resident	Any function	\$50.00
Township Resident	Any function	\$25.00
Non Profit or Charitable Group	Any function	\$25.00

* Notwithstanding the rental fee, every user of the Halls shall provide a fifty dollar (\$50.00) security deposit which shall be held by the Township until the end of the rental agreement. Such security deposit shall be returned upon confirmation of compliance with the rental terms.

* Tay Valley Township may require the applicant to carry Comprehensive General Liability Insurance in an amount not less than Two Million Dollars. This insurance will be carried for the rental period and will have the Tay Valley Township shown as an additional insured to the policy.

ALL BOOKINGS FOR HALLS AND/OR USE OF TABLES SHALL BE MADE THROUGH THE TOWNSHIP OFFICE (INCLUDING GROUPS THAT HAVE EXEMPTED STATUS FROM FEES). A CONTRACT WILL BE ISSUED INDICATING THE TIME THE EVENT IS TAKING PLACE PLUS THE HOUR THAT THE HALL IS REQUIRED TO BE OPENED AND CLOSED. IN THE CASE OF HALF-DAY RENTALS, HOURS THAT ARE IN EXCESS OF 4 ½ SHALL BE BILLED AT THE FULL DAY RATE.

RULES AND REGULATIONS

1. Early submission of Rental Agreements is encouraged to ensure the Hall is available. Rental Agreements and Fees, if applicable, must be delivered to the Township Office before 12:00 noon on the Friday before a weekend event to allow time for arrangements to be made with the Custodian. Faxed copies of the signed form will be accepted only if no fee is payable, according to the Policy.
2. When booking, the Lessee should ensure sufficient time is reserved for set up and take down.
3. Twenty-four (24) hours notice of cancellation is required or to gain earlier access to the hall.
4. Contact person (s) shall be in attendance for the duration of the function.
5. No unauthorized alcohol shall be permitted in the hall.
6. The consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the occasion permit shall be provided to the Township prior to the event.
7. Exit doors shall remain unblocked at all times.
8. No exposed candles shall be used.
9. Use of confetti/sprinkles, fog machines or other such equipment leaving residue inside the hall is prohibited. An extra charge may be payable.
10. Kitchen facilities are available at all of the halls.. If the kitchens are used, they shall be left clean and tidy. All dishes, pans, coffee pot and appliances used shall be cleaned and returned.
11. If the tables, chairs or piano are used, the Lessee shall clean the furniture, stack and return it to its original location.
12. The Lessee is responsible for the pickup and removal of all garbage and recyclables from the Hall.
13. Temporary decorations may be displayed in the Hall during the event provided each can be removed without any mark or damage to the Hall. Scotch tape shall not be used to hang display material on the walls. Only products which do not leave a mark on the walls may be used. Memorabilia or photos proposed for permanent decoration of the Hall may be donated to the Recreation Advisory Committee for consideration prior to mounting. No items or decorations shall be left in the hall without approval.
14. The Township accepts no responsibility for any items left in the hall by the Lessee, their organization members or function attendees.
15. No hall decorations, plaques, equipment, kitchen supplies, etc. shall be removed from the hall without prior approval from the Township.
16. The Lessee agrees that entry to the hall will only be provided one half hour prior to the commencement of the reserved time and no earlier than 8:00 a.m., unless special permission has been obtained in advance.

17. The Lessee agrees that all events will be finished by 1:00 am, at the latest, to allow for the clearing of all persons, event material and garbage from the facility by 1:30 am, unless special permission has been obtained in advance.
18. If the Custodian is not personally at the hall at the end of the event, the Lessee **must** call the Custodian at the phone number provided and advise the Custodian that the event is over and the hall is being vacated (voicemail message is sufficient). Prior to leaving the building the Lessee shall turn off the lights and all running water and shall close and check all doors to ensure the building is secure.
19. The Lessee shall save the Township harmless from any and all claims arising out of the use of the Township facilities. The Township is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.