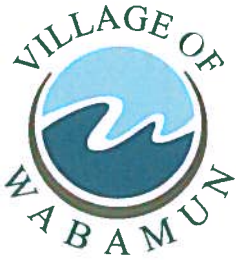




VILLAGE OF WABAMUN
JUBILEE HALL RENTAL PACKAGE

- ✓ **JUBILEE HALL POLICY**
- ✓ **JUBILEE HALL FEES**
- ✓ **JUBILEE HALL APPLICATION FORM**
- ✓ **JUBILEE HALL INSPECTION REPORT**



**VILLAGE OF WABAMUN
POLICY MANUAL
SECTION: ADMINISTRATION
POLICY: R10 - JUBILEE HALL**

MOTION: #14-326

EFFECTIVE: September 2, 2014

1. GENERAL POLICIES

- a) All fees and charges for the Jubilee Hall Rental are listed in the Master Rates and Schedule Bylaw.
- b) If alcohol is to be served or consumed during a rental the renter **MUST** provide copies of the following to the Village prior to the event:
 - i. A Copy of the Liquor License; and
 - ii. Proof of Host Liquor Liability Insurance.
- c) The Damage Deposit is required to confirm a booking and reserve the requested space(s) and must be paid by debit card, cash or credit card (Mastercard or Visa)
- d) The booking fee must be paid in full a minimum of 5 days in advance of the event date and must be paid by debit card, cash or credit card (Mastercard or Visa)
- e) An inspection of all rental areas, including inventory, will be completed with the caretaker before and after each event and the report signed off by both parties prior to the exchange of keys.
- f) The damage deposit shall be used to offset any costs to the Village for damages, destruction, or loss of property caused during the rental as noted on the final inspection report.
- g) Charges in excess of the damage deposit will be charged directly to the renter and the invoice shall be processed within ten (10) business days. Full payment by the renter is required within thirty (30) days to avoid penalty.
- h) Bingo boards and/or the curtains in front of them are not to be removed, tampered with or altered during the event. Any damage to the Bingo equipment will be deducted from the damage deposit.
- i) Confetti, rice or any other form of sprinkling material shall not be thrown or used for decorative purposes in or outside the hall.
- j) Do not secure decorations, cords, etc. to the floor or walls with any type of tape other than painter's tape.
- k) Candles and open flame are prohibited in the hall.
- l) Helium filled products are prohibited in the hall.
- m) Smoking is permitted in the outside designated areas only; please use the ashtrays provided.
- n) The renter is responsible for their guests' behaviour in and outside of the hall and shall ensure any other tenants of the hall are not disturbed.
- o) The renter is responsible for securing the hall before vacating the building by ensuring that all doors and windows are closed securely and the front door is locked when exiting.
- p) The Village will not be held responsible for lost, stolen or damaged personal items.

2. KITCHEN AND KITCHEN EQUIPMENT

- a) The rental of the kitchen provides a supply of linens, serving supplies and cooking equipment; the inventory of such will be checked during the inspection with the custodian before and after the planned event.
- b) The renter may bring any additional linens, supplies, or equipment into the kitchen for the duration of your event; however, the renter is solely responsible for these items which are to be removed at the end of the event and prior to final inspection. The Village will not supply additional items.
- c) All kitchen equipment and appliances are to be used according to manufacturer's directions. If the renter has any operational questions or concerns, these matters are to be discussed and resolved with the custodian prior to use.
- d) The kitchen area is only to be used for the purpose it serves and in compliance with the Health Regulations and other related food service regulations and legislations.

3. CLEANING REQUIREMENTS

- a) Tables are to be scrubbed clean, any gum or glue removed and left in the standing position.
- b) Chairs are to be scrubbed clean, stacked carefully in carts, and put away where and as directed.
- c) All floor areas are to be swept and free of debris. Do not wash the hardwood floors.
- d) All Village equipment and supplies shall be scrubbed cleaned and returned to their proper places for inspection after the event.
- e) The stove top, burners, and oven are to be scrubbed clean after each use. Clean out the inside of the microwave and wipe up all spills in the refrigerator, cooler and freezers.
- f) All counter surfaces are to be scrubbed clean.
- g) The washrooms, cloakroom and hallway areas are to be tidied and any personal items removed.
- h) The bar area must be left scrubbed clean and all items put neatly away in their proper place.
- i) Garbage must be bagged and discarded in the bin found outside the west exit door.
- j) Recycling can be bagged and stored in the janitor's room.
- k) Remove all decorations, belongings, gifts, ornamentation, linens, equipment, etc.
- l) The renter is responsible for all actions and activities of services hired or contracted out to assist with this event.

4. CANCELLATION POLICY

- a) Cancellation notice of more than thirty (30) days prior to event date shall be acceptable and the Damage Deposit and Booking Fee, if paid, will be returned to the payee named on the application.
- b) Cancellation notice of less than thirty (30) days but more than 5 days prior to event date shall be subject to a refund of the damage deposit and Booking Fee, if paid, and the Administration Fee shall be deducted from the damage deposit and retained by the Village.
- c) Failure to submit booking fee in full 5 days prior to the booking shall be considered as cancellation notice and the Administration Fee shall be deducted from the damage deposit and retained by the Village with the balance returned to the renter.

With passage of this policy R2 from Feb. 2001, R8 from May 2012 and any other policies referencing the Jubilee Hall are hereby rescinded

ALL RENTERS OF THE HALL WILL BE REQUIRED TO SIGN A REGISTRATION FORM STATING THEY HAVE RECEIVED, READ, AND UNDERSTOOD THE REGULATIONS OF THIS POLICY



**MASTER RATES AND SCHEDULES BYLAW
SECTION 4: RECREATION
APPENDIX B: JUBILEE HALL RENTAL FEES**

MOTION #14-327

September 2, 2014

REGULAR BOOKING FEES:

- a) Hardwood side \$150.00 + GST per day
- b) Carpet side \$150.00 + GST per day
- c) Full Hall \$ 400.00 + GST per day includes Hardwood side, Carpet side, and Kitchen
- d) Multi-day Event – Full Hall and Kitchen
 \$650.00 + GST from 4pm the day before the event to noon the day after the
 event for a single day event, additional days charged at regular rates
- e) Damage Deposit \$500.00 (required to confirm booking for rentals a, b, c, d)

- f) Kitchen \$100.00 + GST per day
- g) Administration Fee \$100.00
- h) Cleaning Fee \$ 30.00 per hour
- i) Lost Key Charge \$500.00 + GST
- j) Wabamun School Subject to Joint Use Agreement

The damage deposit shall be used to offset any costs to the Village for damages, destruction, excessive cleaning required or loss of municipal property caused during the event and the responsibility of the party renting the Jubilee Hall.



**SECTION 4: RECREATION
APPENDIX B: JUBILEE HALL RENTAL FEES**

RENTAL APPLICATION
To be completed by applicant

DESCRIBE EVENT: _____ EVENT DATE: _____

NAME OF ORGANIZING GROUP: _____

CONTACT PERSON: _____

CONTACT'S PHONE NUMBER: 1) _____ 2) _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

CHECK IN DATE/TIME: _____ CHECK OUT DATE/TIME: _____

PROPOSED TIME(S) FOR THE EVENT: _____ ANTICIPATED ATTENDANCE: _____

WILL ALCOHOL BE SERVED? NO YES PALS INSURANCE & LIQUOR LICENSE REQUIRED

WILL THERE BE ENTERTAINMENT? NO YES

❖ **SUBMIT A COPY OF THE MANDATORY \$1,000,000 LIABILITY INSURANCE NAMING VILLAGE OF WABAMUN AS ADDITIONAL INSURED**

Special Items Requested: Podium, Runner, Microphone, , Projector/Screen are free of charge

RENTAL	RATE	QUANTITY	TOTAL
SUBTOTAL			
GST			
DAMAGE DEPOSIT			
TOTAL RENTAL COST			
TOTAL PAID			
BALANCE			



SECTION 4: RECREATION
APPENDIX B: JUBILEE HALL RENTAL FEES
RENTAL APPLICATION- Page Two
To be completed by applicant

By signing this application, I hereby agree to the following:

- a) That I have completed this application and any false or misleading statements will be the sole responsibility of the applicant and in no way will the Village be held liable from any action or mishap that occurs as a result thereof. Furthermore, additional fees and/or penalties may apply.
- b) That I have read the Hall Package provided AND shall comply with the Jubilee Hall Policy and all other Municipal Bylaws and Policies applicable to this rental activity
- c) To submit all the necessary documents to process this application for approval
- d) To pay the damage deposit in full as required to confirm and secure the event date
- e) To pay any balance owing and due to the Village on or before 3pm two (2) business days prior to the event date
- f) To complete a walk through inspection with the Custodian prior to the release of keys and at the end of tenancy.
- g) To pay a cleaning fee of \$30.00 per hour if the level of cleanliness is found to be unsatisfactory or damage has occurred; this fee may be deducted from the damage deposit or invoiced directly to the applicant after the event.
- h) Any refund due to the applicant will be processed within the ten (10) business days following the event and mailed to the applicant directly.

SIGNATURE: _____

DATE: _____

-----**FOR OFFICE USE ONLY**-----

RECEIPT NUMBER (Damage Deposit): _____

DATE RECEIVED: _____

RECEIPT NUMBER (Rental Fees): _____

DATE RECEIVED: _____

INSPECTION DATE AND TIME: _____

CALENDAR UPDATED: _____

COMMENTS:



INSPECTION REPORT JUBILEE HALL

NAME OF RENTER: _____

FUNCTION: _____

DATE CHECKED IN: _____

DATE CHECKED OUT: _____

CLEANING REQUIREMENTS:	IN	OUT
Tables scrubbed clean, any gum or glue removed & left in standing position.		
Chairs scrubbed clean, stacked <u>carefully</u> in carts, and put away where and as directed.		
ALL floor areas are to be swept & free of debris. <u>Do not</u> wash the hardwood floors. NO TAPE ALLOWED		
ALL Village equipment & supplies scrubbed clean and returned to their proper place.		
Stove top, burners, and oven scrubbed clean.		
Inside of Microwave scrubbed clean.		
Fridge is emptied and scrubbed clean.		
ALL counter surfaces scrubbed clean.		
Washrooms, coatroom and hallway areas tidied & all personal items removed.		
Bar area scrubbed clean & all items put neatly away in their proper place.		
ALL garbage is bagged & discarded in bin outside west EXIT door.		
Any recycling taken away with renter at checkout.		
ALL decorations, belongings, gifts, ornamentation, linens, equipment, etc is removed.		

G = GOOD, F = FAIR, P = POOR, U = UNACCEPTABLE

INSPECTION COMMENTS: _____

SIGNATURE OF CUSTODIAN

Any comments recorded and signed by the Custodian shall be considered as part of this inspection report. As the renter, I have completed the inspection with the Custodian and agree with the report as submitted

NAME OF RENTER: _____ SIGNATURE: _____ OR

WAIVER:
 As the renter, I have waived/refused the walk through inspection with the Custodian of Jubilee Hall; therefore, I fully accept the inspection report as completed and submitted by the Custodian without any objection; furthermore, I understand that there is no appeal available to me in regards to the Custodian's inspection report. I have read the Jubilee Hall Policy and understand that in accordance to this Policy the damage deposit shall be used to pay for the cleaning of the Hall and to offset any costs to the Village for damages, destruction, or loss of property caused during the rental as noted on the final inspection report. Charges in excess of the damage deposit will be charged directly to the renter and the invoice shall be processed within ten (10) business days. Full payment by the renter is required within thirty (30) days to avoid penalty.

 SIGNATURE OF RENTER

 DATE