



VILLAGE OF FRUITVALE POLICY MANUAL

POLICY 8.09

**POLICY TITLE: RENTAL CHARGES FOR THE USE OF THE
FRUITVALE MEMORIAL HALL, CLUB ROOM
AND THE PROJECTOR AND BIG SCREEN**

PURPOSE OF POLICY:

To provide rental and damage deposit rates for the use of the Main Hall and Club Room at the Fruitvale Memorial Center and rental and damage deposit rates for the big screen and projector located in the Main Hall.

	<u>TOTAL RENT</u>
MAIN HALL: <u>same day access only guaranteed</u>	
With Full Kitchen or Alcohol served	\$450.00
With Beverage Service (non-alcoholic)	\$350.00
Without Kitchen	\$300.00
Confirmed access (deposit)	\$100.00
Access available one day ahead if Hall is not booked	NO CHARGE

SPECIAL RATES FOR MAIN HALL: <u>non-alcoholic service</u>	
Non-profit Groups, Club & Community Meetings, Teas, Youth Users	\$175.00
Beaver Valley Recreation Programs – per session	\$ 10.00
Beaver Valley Lions Club Bingo – per session	\$150.00

<u>CLUB MEETING ROOM:</u>	
With or without Kitchen	\$ 75.00
With or without Kitchen with alcohol	\$135.00
Non-profit Groups, Club & Community Meetings, Youth Users	\$ 26.00

<u>SMALL MEETING ROOM:</u>	
Per Use	\$ 20.00
(except with a bowling alley event)	

BIG SCREEN & PROJECTOR:
 Rental Charges (in addition to hall rental fees) \$ 50.00
Keys will not be given to the renter of the Memorial Hall until these charges are paid in full.
Equipment Operator must participate in orientation and training session for the equipment prior to usage.
A record of training will be retained on file by the Village.

REFUNDABLE DAMAGE DEPOSIT

- Equal to amount of rent.
- Damage Deposit to be paid in full before keys will be given to renter.

BOOKING & CANCELLATION POLICY

- Full Fee is Due on Hall Booking
- 75% refund on 6 month's notice
- 50% refund on 3 month's notice
- 25% refund on 1 month's notice

No Refund in last month – compassionate considerations

USER RESPONSIBILITIES

1. Booking form and rental agreement must be signed by an adult, and all events require an adult on site while Hall is open.
2. Clean up must be completed and the Hall vacated immediately after any event unless special arrangements are made.
3. "Serving it Right" and ICBC responsible drinking information are required for Alcohol Service.
4. "Foodsafe" and kitchen orientation are required for kitchen users.
5. Hall to be left clean and tidy, with furniture returned to correct storage places. Right to refuse use.
6. Liability Insurance must be arranged through the Village Office and Party & Alcohol Insurance must be arranged through an insurance company of one's choice.
7. Orientation and training session must be completed prior to use of the big screen and projector.

DECORATIONS:

- **ABSOLUTELY NO PINS/THUMB TACKS, TAPE OF ANY KIND OR ANYTHING WHICH MIGHT MARK THE WALLS ARE TO BE USED FOR DECORATIONS**
- **White "stick-em" may be used for wall posters, but must be FULLY REMOVED from the walls so NO MARKS ARE LEFT ON THE WALL.**

FIRE REGULATIONS PERMITS SEATING OF 300 PEOPLE

Upon written request, Council may consider special requests or variation from these rates at a scheduled Council meeting

Council will co-sponsor the Beaver Valley Recreation's Annual Breakfast with Santa, and Seniors' Dinner and the Dry Grad Committee by waiving the hall fee for these three events.

* Replaces 1.09 & 5.09

* Presented to Council November 24, 2009

Mayor

Administrator