

Terms and Conditions

1. If booking more than 6 months in advance, and if the total value of the rental is \$200 or more, a \$100 plus GST non-refundable deposit must be included at the time of the booking. If the booking is not cancelled, the \$100 will be applied to the rental.
2. The balance of the rent plus the damage deposit must be made prior to the start of the rental. If paying by check, the payment must be made two weeks in advance.
3. Subletting the Hall or any part of the Hall or contents is not allowed.
4. If damages exceed the damage deposit (even if damage deposit is \$0), the Renter is responsible to pay total amount of damages. All damages incurred are the responsibility of the Renter.
5. Claims against damage deposit include but are not limited to, missing or damaged items, pins or tape attached to walls, curtains or ceiling, excessive cleanup required, confetti, dirty kitchen or bar, damage beyond normal wear and tear.
6. Damage deposit will be returned within 96 hours of the completion of the event. In the event the Committee makes a claim against the damage deposit, a written explanation will be provided.
7. Additional charges will be levied for not resetting thermostats at the end of every day, exterior doors left unlocked, lights left on at the end of any day, cooler left on, ice machine not emptied at end of rental, floors not swept, plus any other charges as deemed appropriate by the Board.
8. Items in the Hall longer than 14 days become the property of the Hall unless other arrangements have been made.
9. **It is the Renters' responsibility to make arrangements to collect keys, set up the Hall, and to learn in advance how to use the features of the Hall. Rental of the Hall does not include technical or janitorial support during the rental, however the Committee will provide training to the Renter in advance at a time convenient to both parties.**
10. Renter must acquire their own liquor permits and supply their own serving staff. It is up to the Renter to comply with all provisions of the liquor permit.
11. Liquor must be removed as soon as practical after an event.
12. It is the Renter's responsibility to purchase all mixes, disposable drinking glasses and ice. Coffee perks are included, but purchasing coffee and preparing it are the responsibility of the Renter.
13. No pins or tacks on the walls or ceiling when decorating. If attaching to the walls, use painters tape or command hooks. Anything attached to the ceiling must be attached by clips to the T bar, clips are supplied with the rental.
14. **Nothing can be attached to the curtains, either using pins or tape.**
15. No confetti or similar allowed in the Hall.
16. No scissor lifts or any other heavy items allowed in the Hall without express consent.
17. All crayons and markers brought into the Hall must be water soluble.
18. Real candles are only allowed on top of tables if they are placed on a glass plate or suitable non flammable holder. Under no circumstances are real candles allowed on the stage.
19. The Committee will provide a ladder lift to decorate the Hall. Users of the ladder lift must be qualified, and use required safety equipment.
20. At the end of an event, it is the responsibility of the Renter to turn off all lights, unplug anything that was plugged in for the event, clean off the tables, sweep the floors in the Main Hall and Conexus room and replace the tables and chairs. All garbage in the Hall is to be collected and placed in garbage bags supplied and placed in the bin on the West side of the Hall. The amount of garbage in each bag should be such that the bag will not break with normal handling. It is up to the Renter to remove all decorations by the time the rental term has expired.
21. It is the Renter's responsibility to do a full cleanup of the bar and kitchen, including mopping the floors. All dishware and other items must be cleaned and returned to their designated storage areas.

22. For all rentals, it is the Committee's responsibility to wash the floors (excluding kitchen and bar), clean the lobby and bathrooms. It is also the Committee's responsibility to provide mops and cleaning supplies for cleaning the bar and kitchen, brooms for sweeping floors, garbage bags and chemicals for the dishwasher.
23. All rented items, and all items within the Hall must remain within the confines of the Hall. This includes tables, chairs and dishes which cannot be removed from the Hall at any time.
24. The Committee does not assume any responsibility for items or property lost, stolen or damaged.
25. The Committee does not assume any responsibility for any injury to any person on the property or within the premise of the building.
26. If certain features of the Hall, i.e. sound system, kitchen appliances, walk in cooler, etc. are not available, the Committee assumes no responsibility. The Committee will exercise due care to make sure all features of the Hall are available, keeping in mind the Hall is a non-profit facility.
27. If circumstances arise where the Committee deems it necessary to cancel a booking, the Committee's liability is limited to returning all fees which were collected for the booking.
28. The Committee reserves the right to change the terms and conditions at any time.
29. These Terms and Conditions are referenced as January 5, 2022.