

# Duggan Community Hall Rental Policy & Procedures

## Intent

This policy statement establishes the responsibility and expectations for the Duggan Community League (DCL) members and clients upon requesting hall rentals at DCL. This document is to be used in conjunction with the DCL Policy and Procedures and DCL Bylaws.

## Introduction

- DCL will not rent to individuals wanting to conduct a business in the hall with the exception of small businesses that will directly benefit the community or directly benefit the costs associated with running DCL.
- DCL offers discounts for hall renters to community league members, locals business and community programs (soccer, playschool, softball, etc). No groups, agencies, programs or renters will receive the hall free of charge. (Some conditions apply)

## Reservations

- Hall rentals are accepted on a first come, first serve basis. Anyone may book the hall, however hall rentals may be superseded by DCL Executive priorities.
- DCL will NOT rent the hall to anyone under the age of 18.
- DCL will NOT rent the hall to anyone under the age of 25 if alcohol is being served.
- A prepayment of half of the hall rental fee is due the day the rental agreement is signed; the damage deposit check is also due on the day the rental agreement is signed.
- Rental contracts MUST be signed fourteen (14) days within booking the date with the hall renter director.
- DCL requires a rental contract to honor the agreement date; if no contract is signed the date will open up to any other individuals interested.
- Checks are payable to Duggan Community League. We only accept cash, certified checks, or money order.
- DCL has the right to revoke or refuse permission for use of the hall at any time or for any reason.

## Cancellations

- DCL requires a minimum of thirty (30) days prior to the event for cancellations. Event cancellations more than thirty (30) days prior to the event will receive a full refund of their prepayment.
- Cancellations made less than thirty (30) days of the event will receive a 50% refund of their prepayment.
- Cancellations made less than fifteen (15) days of the event will not receive a refund of their prepayment.
- If the renter fails to use the premises on their event date, the prepayment and balance of rent will be kept by DCL.
- If for any reason DCL is unable to honor a booking, a full refund of any monies paid will be made.

## Hall Use Guidelines

- DCL hall renters are required to perform their own set-up and clean-up and put away tables and chairs according to guidelines posted in the hall (Some conditions apply)
- The renter of the hall is responsible for the set-up and clean up of their event. Clean-up MUST be completed immediately after the event (Some conditions apply)
- The hall is to be left clean (swept, mopped if necessary) and all tables, chairs and equipment are to be returned clean to their designated places according to the posted guidelines in the hall. Failure to do so may result in charges against the damage deposit.
- It is the renter's responsibility to point out any damage before their event, or the renter will be held accountable.
- The seating capacity of DCL hall is 200. In order to comply with fire marshal regulations renters must not have more than the maximum capacity. The renter will be responsible for any fines incurred should an official inspection take place during the event.
- There is no smoking in the hall.

- Authorized representatives of DCL shall have the right to enter the hall and all parts thereof at any and all times during a scheduled event.
- DCL accepts no responsibility that may arise as a result during a scheduled event.

### **Alcohol and Food**

- It is the renters responsibility to obtain a liquor permit, and it must be visible where alcohol is being served.
- Renters must obtain third party liability insurance for coverage of their event?
- Alcoholic beverage distribution is restricted to the bar area only. Alcoholic beverage consumption is restricted to the hall only.
- DCL reserves the right to terminate the sale of alcoholic beverages upon the direction of a DCL representative.
- DCL accepts no responsibility that may arise as a result of the distribution of alcoholic beverages.
- The renter is to remove all food and drink items from the kitchen and hall area at the end of the event. Dishes must be washed, rinsed, dried and put away in the appropriate area. Failure to do so will result in charges against the damage deposit.
- Upon completion of the event all appliances must be cleaned. Failure to do so will result in charges against the damage deposit.
- Garbage must be bagged and thrown away in the large bins outside (5 garbage bins in hall, and 3 in washrooms).

### **Other**

- DCL is equipped with 8 video surveillance cameras. The renter(s) acknowledges that these cameras are always recording and if any problems arise that the surveillance tapes may be used against you.
- Any items left behind will become property of DCL unless proper arrangements are made.

### **Conditions**

Current Community Members will receive a community league discount.

Local business will receive the community league discount.

Community Programs will receive a community league discount.

DCL may provide set up and/or clean up at an additional rate, subject to availability.

Clean up may be completed the day after for an additional rate, subject to hall availability.

### **IMPORTANT INFORMATION**

If your community program requires a subsidy from DCL (discounted rate) or a sponsorship from DCL (hall rental free of charge) please forward your written proposal to the Hall Director a minimum of 90 days prior to a new or irregular event to be discussed at the Executive Level. If your proposal is not received a minimum of 90 days prior to your event you WILL NOT be considered for subsidy or sponsorship from DCL. Anyone or any group may appeal to the DCL Executive for these exemptions.

**N.B. You must appeal for exemptions each and every year.**