

RENTAL POLICY: FAMILY CENTRE

1.0 Acceptable Use of Rental Facilities

1.1 The Beverly Heights Community League Family Centre is available for rent for private functions, such as weddings, birthday parties, office parties, funeral luncheons, and similar type functions up to a maximum of 60 people.

1.2 The hall may not be rented out for hall parties, raves, bachelor/bachelorette parties, or any third-party commercial event.

1.3 Rental of the hall of any function not typically deemed acceptable requires approval by the Executive.

1.4 Rentals may be made to both Community League members and non-members alike, without priority status to either.

1.5 Individuals who sign the Rental Agreement must be present for the duration of the event.

2.0 Rates & Fees

2.1 A booking is not confirmed until receipt of a \$200.00 deposit. The deposit is required when signing the rental contract. The deposit is not refundable for any reason, but will be transferred to the hall rental fee when paying the balance due.

2.2 Payment of damage deposit and rental fees must be paid prior to, but no later than two weeks prior to the date of the function.

2.3 The rental fee is \$75.00 per hour, for a minimum event of four hours, or \$450.00 per day.

2.4 A damage deposit of \$450.00 is required for all bookings. The deposit will be used to offset any additional costs incurred by the booking (i.e. damage to BHCL property, fees for failure to vacate premises by schedule time, any required cleaning, etc.).

2.5 A Renter may choose to rent the hall for the entire weekend, beginning at 6:00 pm on a Friday until 8:00 pm on a Sunday. This includes access to both the Main Hall and the Family Centre for a discounted fee of \$1600.00. A \$1600.00 damage deposit is required.

2.6 A reduced rental fee of \$200.00 is available for a funeral luncheon.

2.7 The damage deposit, in whole, or in part along with the accounting of any deductions, will be refunded within 60 days of the date of the function. If the damage deposit does not cover the cost of repairs, Beverly Heights Community League will bill the Renter for the difference.

2.8 Short notice rentals (rentals booked less than two weeks prior to the event) must be paid in full at the time of booking.

3.0 Rental Schedule

3.1 The Renter will receive keys at 9:00 am on the day of the scheduled event if renting for the entire day.

3.2 The Renter may choose to rent the space on the day prior to the event for set-up for the hourly rate of \$75.00.

3.3 If renting hourly, the Renter must account for event set-up and tear down.

3.4 Any failure to vacate the premises by 1:30 AM will result in a charge of \$100 per hour, or any part thereof.

4.0 Food & Beverage

4.1 Renter may use Beverly Heights Community League bartenders or supply their own. Corkage fees of \$7 per event attendee will apply if using the BHCL bartenders.

4.2 Corkage fees are charged based on estimated number of attendees and are due two weeks prior to scheduled event.

4.3 The Renter must obtain a proper liquor license and abide by all terms and conditions of said liquor license. If a permit is not obtained, no alcohol is permitted on the premises. The liquor license must be displayed during the event.

4.3 A catered event must provide the business license and food-handling permit of the catering provider.

5.0 Cleaning

5.1 Beverly Heights Community League will ensure the space is clean prior to the scheduled event. This includes the Family Centre, hallways and washrooms.

5.2 Tables and chairs must be set-up by the Renter. At the end of the function, the Renter must restack chairs and replace tables to where they were located upon taking possession.

5.3 Cleaning of the space after the event is the responsibility of the Renter. A cleaning checklist will be provided and will be reviewed with the Booking Agent at the return of the keys. Any missed cleaning will be taken from the damage deposit.

5.4 Full cleaning services after an event are available for \$250, which includes set up and take down of tables and chairs.

6.0 Space Usage

6.1 The Renter may use freestanding decorations for their event. No tape, staples, pins, or tacks are allowed on the walls or the floors when decorating the hall, lobby, hallways, or washrooms.

6.2 No duct tape is permitted to affix cords to the floor of the hall, lobby, hallways, or washrooms.

6.3 No confetti is permitted within the rented area, including foil confetti on the tables.

6.4 All decorations brought in by the client must be removed by the end of the rental period.

6.5 Renters must supply their own coat check person, if desired. BHCL will assume no liability for loss of personal belongings prior to, during, or after functions.

6.6 Smoking is only allowed in the designated smoking area, the north side of the parking lot.

Version	Author	Comments	Approved Date
2.0	K. Boyde, A. Ewanchuk, M. Ricardo, P. Schumann	Revision of 2010 Policy.	October 9, 2018