# HALL RENTAL INFORMATION – RATES AND PAYMENT

## HALL RENTAL

Hall rental includes use of the hall, tables and chairs.
$15/hour with a 3 hour minimum

## ALSBURY ROOM ONLY (OFFICE OR SMALL MEETING SPACE) – includes wifi

$10/hour with a 2 hour minimum

## HALL KITCHEN RENTAL

Light Kitchen Rental - Coffee/Tea and light food prep (no stove or oven) - $30 / morning/afternoon/night
Includes use of dishes, flatware, small kitchen appliances and dishwasher. Does not include linens.

Commercial Kitchen Rental – large group catering, large food prep - $60 / morning/afternoon/night
Includes all of the above, plus use of freezer(s), fridge(s) and gas range/grill. Does not include linens.

## WEEKEND RENTAL PACKAGE – (starting Friday noon ending Sunday noon)

“By invitation only” celebrations such as wedding receptions, family reunions - $750
Includes use of Alsbury Room and Commercial Kitchen Rental use as described above.

Half of the rental fee is required at the time of booking to secure your reservation. A cleaning and damage deposit of $250 plus the remainder of your rental fee is required 30 days prior to your event. The deposit will be refunded to you within 30 days after the event, provided all invoices are paid in full and no extra costs have been incurred.

## DAMAGE/CLEANING DEPOSITS

The cleaning / damage deposit can be paid by a cheque which will be destroyed or returned to you after the hall has been inspected, within 30 days.

## PAYMENT

Rental fees can be paid by cheque made out to North Galiano Community Association OR via etransfer sent to ngcatreasurer@gmail.com

\*Hall rental fees for memorial services may be waived at the discretion of the NGCA Board.

Address: 22790 Porlier Pass Road, Galiano Island, BC V0N 1P0
Hall telephone located in kitchen 250-539-8515
WIFI password:
Emergency numbers: Judith Hamilton 250-539-2111

Hall use guidelines

Any noise that may be objectionable to neighbours will not be tolerated. If noise is anticipated the Renter must notify North Galiano Community Association (NGCA) prior to this agreement. In accordance with the noise Bylaw, you must be quiet by 11 pm.

Activities must cease by 1 am and the hall be cleared and locked up by 2 am.

Garbage – The Renter is responsible for the removal of all garbage, food waste and recyclables. Compost can be deposited in the compost bin located behind the hall. A fee for garbage or recycling removal (of $50/bag) will be deducted from the damage deposit to cover administrative costs and dump fees should garbage or recycling not be taken off site with the Renter.

Food – All food must be removed from the Hall fridge(s), freezer(s).

Clean up – The Renter is responsible for cleaning the hall to its original condition, following the Hall or Kitchen Clean up List. A cleaning fee of $35/hour will be deducted from the damage deposit should the hall require additional post-event cleaning.

Required Damage Deposit for banquets, dances or events with bar. The deposit less damages will be returned by mail after the event. The Renter is responsible for any damage to the hall, grounds or equipment.

Display and hangings – by permission of NGCA and by specific instructions only. No nails or staples in the floor or window frames.

Candles: There are to be no candles or other open flames anywhere on the site. Candles contained in “chimneys” may be used on tables. Inside the hall is a smoke-free area.

Equipment: hall equipment should be used inside the hall or on the grounds. Cloth covered chairs are not to be removed from the hall. NGCA must authorize discretionary use of equipment away from hall premises. Equipment storage is not available.

For events serving liquor: The Renter must obtain a Liquor License and Event Insurance of not less than $2 million. Consumption of liquor is not permitted without a license and insurance. Consumption of liquor outside the hall is permitted only following the guidelines set out in a Liquor License.

* I agree to comply under the conditions stated in this document.

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Signature of Renter Date

# HALL RENTAL DETAILS

# Renter info

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Rental details

Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting: \_\_\_\_\_\_\_AM/PM Ending: \_\_\_\_\_\_\_\_ AM/PM

* \_\_\_\_ hours at $15/hour
* Light Kitchen Rental at $30/ morning / afternoon / evening
* Commercial kitchen rental at $60 / morning / afternoon / evening
* Weekend package $750
* **Damage Deposit** for weekend package of $250 made payable by cheque. This is fully refundable upon completed inspection of hall, kitchen and grounds as per the Post Event Checklist.

Add ons:

❑ 10x10 tent $10/day ❑ 10x20 tent(s) #\_\_\_\_\_\_\_\_ at $20/ea/day ❑ white table clothes (8) for $50

AMOUNT DUE:

AMOUNT PAID:

NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Payment details

Payment by: etransfer / cheque / paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Remaining rental fee of $\_\_\_\_\_ is due the day of rental
Paid $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by etransfer / cheque / paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date

Etransfers to ngcatreasurer@gmail.com – Cheques made payable to North Galiano Community Association.