



## VILLAGE of SILVERTON COUNCIL POLICY MANUAL

### POLICY: A-1- FACILITY RENTAL

This Policy replaces the policies adopted in May of 2001 and November, 2009 – chair and table policy of July 4, 2002, and Memorial Hall Fee Schedule updated May 2010. THIS POLICY WAS ADOPTED ON January 21, 2014

The Village of Silverton provides facilities for assorted private and public social functions. In order to govern the use of these facilities, the Village has established guidelines for usage; rental fees; fee waivers; and alcohol usage.

#### SECTION 1: GENERAL RULES FOR USE OF ALL PUBLIC FACILITIES

- A. Bookings/Cancellations
- B. Damage Deposits
- C. Issuance of Keys
- D. Liability Insurance
- E. Decorations/Set-Up
- F. Clean-up Requirements
- G. Discipline
- H. Game Plan – A Safe Ride Home

#### SECTION 2:

- A. Rates Schedule for all users
- B. Rental Agreement Form

#### SECTION 3: FEE REDUCTION/WAIVERS

#### SECTION 4: GENERAL DEFINITIONS

### SECTION 1 - GENERAL RULES FOR USE OF FACILITIES

#### A. BOOKINGS/CANCELLATIONS – are to be done at the Village Office.

PLEASE NOTE that the Village Office is open Tuesday, Wednesday and Thursdays only.

**Payment** of all applicable fees and deposits is due at the time of booking, as per the attached Schedules.

**Bumping** - Organizations, that have been granted a fee reduction or waiver, may be bumped by a paying customer who has previously booked the same facility, at the discretion of administration.

**Cancellations** will be accepted, up to seven (7) days prior to the scheduled event however will result in the Village retaining a \$25 admin fee (deducted from the deposit). Cancellations after the seven day frame will result in the Village retaining the \$100 deposit. Any rental fees paid in addition to the deposit will be refunded.

**Dishes and cutlery** from the kitchen **shall not** be rented for use outside of the facility.

**Food Permit** - Any group serving food is subject to a food permit from the Interior Health Authority.

**Municipal Parks** may be used for group functions such as weddings, markets, special events, etc. Donations to the Village of Silverton would be appreciated for maintenance of municipal parks.



## VILLAGE of SILVERTON COUNCIL POLICY MANUAL

### **POLICY: A-1- FACILITY RENTAL**

**Municipal Parks contd.** All garbage, recycling, and debris are to be bagged and disposed of by the user. No alcohol is permitted. Decorations or any other special arrangements will need to be approved through the Village office.

**Audio/Visual Equipment** - No persons under the age of 16 shall be permitted to operate the Audio/Visual equipment. No food or beverages shall be permitted within the operating area of the Audio/Visual equipment.

**CAPACITY (Occupant Load)** (as per the Fire Commissioner's Office)

\***Maximum Capacity** (Occupant Load) of the Memorial Hall is 203 persons

\***Maximum Capacity** (Occupant Load) of the Gallery is 99 persons

\***Maximum Capacity** (Occupant Load) of the Curling Rink/Arena is 24 persons - Lounge 28 persons

#### **B. DAMAGE DEPOSITS**

Damage Deposits, as prescribed in the attached fee Schedule, must be paid at the time of booking and shall be refunded following a report from Village staff that no damage has occurred. In the event that damage has occurred, the renter shall be responsible for the actual cost of repair.

#### **C. ISSUANCE OF KEYS**

Renters must "sign out" keys at the Village Office, during regular business hours (or make other special arrangements), prior to the event. A deposit of fifty dollars (\$50) per key is required before keys will be issued. Keys must be returned within five (5) business days of the event, otherwise 50% of the key deposit will be withheld. Failure to return keys shall result in the loss of the entire deposit.

If a renter fails to pick up keys at the Village Office, and it becomes necessary for Village staff to be called out after regular hours to provide access, the renter shall be charged a call-out fee of one hundred dollars (\$100) per occurrence.

#### **D. LIABILITY INSURANCE (not mandatory)**

Renters have the option of purchasing liability insurance for their event to protect the users, the renter, and showing the Village of Silverton as an additional insured as per the matrix attached in Section 4. The renter has the option to pay to the Village, the amount imposed by our Broker, or they can obtain their own private insurance. This coverage is voluntary and not mandatory, however is recommended.

#### **E. DECORATIONS/SET-UP**

**Time permitting - the hall may be used from 4 pm the evening before and until 11 am the morning after** an event for decorating/clean-up, upon request at the time of booking. If a longer period is required, applicable fees may be charged. Adult supervision is required for any youth decorating the facility.

**User groups will be responsible for their set-up and clean-up.** Decorations may be placed using tape and thumb tacks ONLY. Decorations may be placed on tables, using tape only. Tape is not permitted on drywall surfaces and "duct tape" is not allowed for any use



## VILLAGE of SILVERTON COUNCIL POLICY MANUAL

### **POLICY: A-1- FACILITY RENTAL**

**Upon completion of the function, all decorations, including tape/tacks/staples, shall be removed,** by 11 am following completion of the event. If decorations are not removed within the twenty-four hour period, Village staff may complete the work and dispose of the decorations, with applicable costs being charged to the renters.

**WASH ROOMS** - Users are requested, during their event, to monitor the washrooms on a frequent basis. Any washroom malfunction must be reported to the Village as soon as possible; and any overflow should be mopped up immediately. Clean-up tools are available at the facility.

#### **F. CLEAN-UP REQUIREMENTS**

**All beverage spills** are to be cleaned up immediately, during the function.

**After each facility use**, user groups shall wipe/clean all tables and chairs used; remove all decorations (being sure to check underneath the tables for staples) Chairs and tables must be folded and stacked. Any damage to tables and chairs shall be noted and reported to the Village office.

**The Kitchen** area counter-tops, tables and sinks are to be wiped clean. All dishes, cutlery, utensils, and pots & pans used are to be washed clean and put away in the respective cupboards. All appliances, (except fridges, freezers and coolers) should be unplugged and cleaned after use.

**All garbage and debris** is to be bagged and disposed of in the outside bin provided.

**Users are to check and secure all exits;** all washroom facilities (flushing all toilets and turning out lights); upon completion of their function.

**Any items left behind** may be claimed within fourteen (14) days. Any item left after that time period may be disposed of by the Village, without further notice or compensation to the party involved.

#### **G. DISCIPLINE**

**Eviction** - The Village reserves the right to evict, cause to be removed, or refuse further bookings or admissions to person(s) or group(s) causing willful damage or abusing privileges in the facility. Further bookings will be denied to delinquent accounts and their sponsors.

**Liquor** - Anyone found on the premises with liquor in his/her possession, without proper authorizations, will be removed from the premises. User groups holding events where alcohol will be served must comply with the Village's Policy regarding the "Game Plan – A Safe Ride Home" program, a copy of which shall be supplied to the applicant. Anyone found on the premises with illegal drugs in his/her possession may be reported to the police.

**Smoking** will not be allowed inside the facility or within 3 meters of an entrance. Anyone found smoking in these areas will be asked to extinguish his/her cigarette, cigar or pipe and in the event of refusal to do so, will be asked to leave the area.

#### **H. GAME PLAN – A SAFE RIDE HOME**



**VILLAGE of SILVERTON  
COUNCIL POLICY MANUAL**

**POLICY: A-1- FACILITY RENTAL**

The Village of Silverton provides facilities for assorted private and public social functions at which alcohol is served. It is in the Village’s best interests to ensure that the serving of alcohol is conducted prudently with the highest regard given to the safety of patrons and the public at large. As the operators of the facilities, the Village encourages responsible attitudes toward drinking and driving.

It is the policy of the Village of Silverton that organizers of events at facilities at which alcohol is served have in place a ‘Game Plan – A Safe Ride Home’. PLEASE TAKE THE TIME TO READ THE BROCHURE.

**SECTION 2 - RATES SCHEDULE (2013 current policy)**

FACILITY	DESCRIPTION	RATE
<b>MEMORIAL HALL</b>	• Adult Not for Profit or youth	\$100 day - \$50 half day (4 hrs)
	• Regular or Commercial	\$150 day - \$75 half day
	• Dance/Wedding	\$200 – (6pm Friday to Sunday noon)

<ul style="list-style-type: none"> <li>• Flood Light Rental</li> <li>• Audio Visual Rental</li> <li>• Kitchen non profit</li> <li>• Kitchen</li> <li>• “Light Kitchen” (coffee/water/no stove)</li> </ul>	\$25 per day \$50/per day \$50 per day – includes china \$100 per day – includes china \$10 per day – includes china
---	--

FACILITY	RATE
----------	------

<b>GALLERY (Contact Gallery Society)</b>	
--	--

<b>FIRE HALL</b> (current rates)	\$75 per day - \$40 half day (4hrs) Or \$20 per hour
----------------------------------	---

<b>CURLING RINK/ARENA (Contact Arena Society)</b>	
---	--

TYPE OF DEPOSIT	AMOUNT
-----------------	--------

<b>Key Deposit</b> – same rate for all users	\$50 per key
--	--------------

<b>Damage and Cleaning Deposit</b>	\$100 – same rate for all users
------------------------------------	---------------------------------

<b>Breakage replacement or damage</b>	Replacement at cost
---------------------------------------	---------------------

**NOTES - There will be no charge for local funerals or Village of Silverton Meetings and functions.**



VILLAGE of SILVERTON  
COUNCIL POLICY MANUAL

POLICY: A-1- FACILITY RENTAL

RENTAL APPLICATION and AGREEMENT FORM

**NOTE: GROUPS AND ORGANIZATIONS THAT RENT THE FACILITY ON A REGULAR BASIS ARE ONLY REQUIRED TO COMPLETE THE APPLICATION AND PAY DEPOSITS ONCE ANNUALLY.**

FACILITY: \_\_\_\_\_

CATEGORY: \_\_\_\_\_ (Youth, Commercial or Non Profit)

DATE: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

REPRESENTATIVE (contact) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE (WORK): \_\_\_\_\_ (HOME) \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

WILL ALCOHOL BE SERVED? \_\_\_\_\_ IF SO, LIABILITY INSURANCE MAY BE REQUIRED (SEE SECTION 4)

DATE(S) OF EVENT: \_\_\_\_\_

ENTRY TIME REQUIRED FOR SET UP (DATE & TIME) \_\_\_\_\_

DATE & TIME FOR EXITING AFTER CLEAN UP \_\_\_\_\_

- HALL \$ \_\_\_\_\_
- KITCHEN (Health Permit required) \$ \_\_\_\_\_
- SCREEN/PROJECTOR \$ \_\_\_\_\_
- SOUND SYSTEM/MICS \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

DAMAGE DEPOSIT \$ \_\_\_\_\_

KEY DEPOSIT \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Key Number(s) \_\_\_\_\_

Key Given To: \_\_\_\_\_

Date/Time Returned: \_\_\_\_\_

I/We hereby agree to pay the rental fee(s) as described above, we are aware that we are responsible for any additional costs for cleaning or damage that may result from this activity and accept the terms on the agreement.

We have read and agree with Facility Rental Policy # A-1 including the forfeiture of part or all of the \$100 deposit for cancellation.

\_\_\_\_\_  
Representative/Applicant

\_\_\_\_\_  
Village of Silvertown Representative

## SECTION 3 - ADDITIONAL FEE REDUCTIONS & WAIVERS

It is the Policy of the Village Council that **no further discounts will be offered**. It is the opinion of Council that the rates charged are very fair and reasonable, and policy must be applied consistently.

## SECTION 4 - GENERAL DEFINITIONS

**Adult Not for Profit** - Must be a Registered Non-Profit Organization (or approved Community Group) and shall be any function oriented towards persons eighteen years of age and over; and shall include, but not be limited to, such functions as dances/cabarets, theatrical productions, fund-raising events, weddings, retirement parties, etc.

**Commercial** shall be any function held by a commercial operation with the intent of selling merchandise, wares, or services.

**Direct costs** shall be defined as those costs that are directly attributable towards the maintenance of facilities; and shall include (but not be limited to) such items as labor and benefits, power, insurance, materials, contract services, advertising, etc.

**Kitchen** shall include the kitchen, all kitchen equipment, tableware and flatware;

**Recreational Program** shall be any program operated by a recreation committee, commission, or program; and shall include, but not be limited to, such programs as line dancing, aerobics classes, continuing education classes, crafts sessions, etc.

**Youth** shall be any function oriented and intended for persons under the age of eighteen years of age.

**Liability Insurance Matrix** Not Mandatory.

(The rates listed below are determined by the Villages Broker – Everest Insurance) (this policy provides 2 million general liability, Silverton is named as additional insured as well as protects renter and the participants)

<b><u>Activity</u></b>	<b><u>Rate</u></b>
• Beer garden	\$100 (up to 200 persons) (per day)
• Public Dances, Wedding Dances and Parties <b>with alcohol</b>	1-75 persons \$175 76-150 \$190 151-200 \$275
• Special Events <b>with alcohol</b>	1-250 persons \$100 (per day)

### NOTES:

For Events not listed above, Everest Insurance Company entire Tenant User rates list is available at the Village office.

---

Mayor

---

CAO