

ADMINISTRATION POLICY January 2018	CIVIC CENTRE RENTAL FEES
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Room	Capacity	Hours of Operation
Green Room #1	- Chairs and tables: 50 persons	9 a.m. - 10:30 p.m. (weekdays) 9 a.m. - 1 a.m. (weekends)
Green Room #2	- Chairs and tables: 30 persons	9 a.m. - 10:30 p.m. (weekdays) 9 a.m. - 1 a.m. (weekends)
Council Chambers	- Chairs and tables: 50 persons	9 a.m. - 10:30 p.m. (weekdays) 9 a.m. - 1 a.m. (weekends)
Auditorium	- Chairs and tables: 285 persons	9 a.m. - 1 a.m.

** All costs incurred requiring the presence of a Corporation employee (eg. Electrician, etc.) beyond that of regular shift hours (7 a.m. to 3 p.m., Monday through Friday) shall be the responsibility of the renting party and in addition to the rental fee.

Local Organizations / Associations or Educational Groups:

- Will be allowed to use the Green Rooms free of charge for meetings.
- Who are holding a NON Fundraising event for which no admission is charged can use the Auditorium free of charge but will have to pay a cleaning fee of \$105.
- Who are holding a Fundraising Event in the Auditorium will receive \$100 off the regular rental fee.

*****These rules only apply for rentals taking place during the regular work week (Monday to Friday) between 8:30 a.m. and 10 p.m. which no alcohol will be served.*****

RENTAL FEES + HST

Room	Regular Rental Fees for 1hr to 4hr rentals	Regular Rental Fees	Organizations / Associations or Educational Groups ** Holding a Non-Fundraising event**	Organizations / Associations or Educational Groups **Holding a fundraising event**
Green Room #1	\$45.00	\$91.00	Free	
Green Room #2	\$45.00	\$91.00	Free	
Council Chambers	\$103.00	\$206.00	Free	
Auditorium	\$325.00 Cleaning fee incl.	\$650.00 Cleaning fee incl.	\$105 cleaning fee	\$100 off regular rental fee
Kitchen	\$103.00	\$180.00	\$56	

Kitchen includes: gas stove, fridge, freezer, dishwasher, pots, Coffee percolators

- **The gas stove, fridge and freezer are turned off. Contact the administration office one business day in advance to have these items turned on.**

** Two (2) security officers must be present for the entire duration of any weekend event & off hour rentals with over 100 attendees and /or when alcohol is being served.

** A open & close fee of \$61 will be charged for all weekend & off hour rentals

<u>AUDIOVISUAL & EQUIPMENT</u>	<u>FEE</u>
Portable sound system	\$27
Portable Projector & Screen	\$27
Sound system in Auditorium	\$53
Projector & Screen in Auditorium	\$27
Microphone	No Charge
Chairs (280) - auditorium	No Charge
Tables (40 - 8' x 2.5')	No Charge
** Note that all rental equipment shall not be utilized outside of the Civic Centre**	

<u>OTHER</u>	<u>FEE</u>
Cleaning Fee	\$105
Janitorial Cost	\$28/hour
Chair & Table set up / take down	\$143
Open & Close Fee	\$61

RESERVING A ROOM

- In an effort to encourage non-profit community halls/ organizations we reserve the right to reject any or all rental requests. Proof of community hall availability will be required prior to confirming the auditorium booking.
- All bookings for rental of the Civic Centre Green Rooms, Council Chambers, Auditorium and Kitchen will be made through the administrative secretary in writing.
- All rentals must be confirmed by a signed contract. (FORM C3 - Rental Agreement).
- All bookings for special events with alcohol and/or taking place outside municipal hours will be reviewed and may be declined. A minimum of 30 days' notice is required.

DEPOSITS AND FEES

- Payment of Damage Deposit is required at the time of application. The rental fee must be paid in full.
- The Town of Kapuskasing requests full payment for any rental, at least twenty-four (24) hours prior to the event taking place.

Weekend rental

- A fee of \$61 will be charged to open and close the facility for all weekend & off hour rentals.
- Two (2) security officers must be present for the entire duration of any event with over 100 attendees and /or when alcohol is being served.

Damage Deposit are 100% refundable provided the following conditions are met:

- The room(s) and facility (including hallway and washroom) are left in a clean and orderly manner per the Facility Cleaning Procedures.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred
- All doors and windows are closed and locked.

If the above conditions are not met to the satisfaction of the Town of Kapuskasing, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and or repair of the facility exceeds the amount of the damage deposit, the rental group will be invoiced for those additional costs. Janitorial service will be invoiced at \$28.00/hour and repairs will be invoiced for the full replacement cost incurred, including labor charges. Deposits will be refunded within 30 days after the event.

SPECIAL OCCASION PERMIT EVENTS

- Two (2) security officers must be present for the entire duration of any event with over 100 attendees and /or when alcohol is being served.
- A photocopy of the Special Occasion Permit (SOP) is required before taking possession of the hall
- A minimum of \$1,000,000 in liability insurance; copy of certificate of insurance must be provided.
- The municipal alcohol policy forms (Appendix A and B) must be signed and returned to the Administration Office to obtain approval.

PRIOR TO YOUR EVENT

- Schedule a time to meet with the Administrative Secretary and tour the facility. At that time you will receive a facility orientation, (where applicable) and answers to all of your event related questions.

SETUP & TAKE DOWN

- All set up and take down of materials (food, decorations, etc.) shall be done by the renting party in the time allotted by the Town of Kapuskasing.
- Any items such as tables and chairs required beyond those made available with the facility by the Town of Kapuskasing for the area rented shall be the responsibility of the renting party to acquire and return.
- All electrical hook-ups, disconnections or extra power supply required by the renting party shall be done by the Corporation electrician and time and material costs will be charged to the renting party. (Twenty-four (24) hours advance notification is required by the Corporation)

FACILITY CLEANING

- It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event.
- All personal decorations and equipment must be removed after the function.
- Dishes must be washed and kitchen cleaned and returned to original state by end of rental agreement. (Including stove, dishwasher, fridge and freezer) - Cleaning supplies can be found under the kitchen sink.
- The renter is responsible to replace missing articles in the Kitchen.
- Food and trash remaining after the event must be properly disposed of by the renter in the dumpster located outside at the back of the Civic Centre.
- Refer to the **Facility Cleaning Checklist** for a list of tasks you are required to complete at the conclusion of your event. At the end of your event, return the completed **Facility Cleaning Checklist** to the Administration Office

POST EVENT

Once your event is over and the facility has been cleaned and locked up, return your facility cleaning checklist, the next business day to the Administration Office. Once staff have completed the post inspection, the damage deposit will be refunded.

FACILITY RENTAL RULES AND REGULATIONS

- Any rental is subject to cancellation when facilities are required for Town of Kapuskasing purposes.
- All Civic Centre rentals must be confirmed by a signed contract. (FORM C3 AGREEMENT). The contract must clearly state the base rental fee and all applicable rental charges (extra) concerning a particular rental.
- All set up and take down of materials shall be done by the renting party in the time allotted by the Town of Kapuskasing.
- The cost of any building damage or the damage, loss or theft of any of its contents will be borne by the renting party
- All rooms must be cleaned and in the same condition as when you arrived.
- All special occasion permit events (where alcohol is served) must adhere to the municipal alcohol policy
- Special arrangement and conditions may be required and applied to any rental agreement; such to be determined by the municipal administration staff.
- The Town of Kapuskasing will not be responsible for any damage or losses resulting from circumstances beyond its control and shall include but not be restricted to the following: act of God, flood, strike, breakdown or equipment and damages to premises.
- For your protection the Town of Kapuskasing recommends that all renters obtain public liability insurance for their event. This insurance will protect you and your guests while using Town property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help you obtain the proper coverage.

Kapuskasing is a host community for Evacuations and the Town of Kapuskasing Facilities are utilized during those times. Note that all rentals may be subject to cancellation during Evacuations. All charges paid in advance by the Applicant will be refunded in full.

Authority to Sign

The person who completes the Rental Agreement certifies that:

- 1- The signatory is over nineteen years of age and a member of the party intending to rent the Town of Kapuskasing Facilities.
- 2- He or she agrees to take responsibility for the party renting the Town of Kapuskasing Facilities.

I, _____ have read the above conditions for renting a Town of Kapuskasing Facility. I agree to uphold these conditions and understand that failure to comply with any of these requirements may result in termination of the rental agreement, vacating the premises, forfeiture of deposits, and/or rental fees. In the case of damage or cleaning issues, additional charges may be assessed as well.

Applicant Signature _____ Date: _____

ADMINISTRATION POLICY	CIVIC CENTRE FACILITY RENTAL AGREEMENT
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NAME OF GROUP / ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

TELEPHONE #: _____ **ARRANGEMENTS MADE BY:** _____

RENTAL DETAILS

RENTAL DETAILS

Date of Rental: _____

RENTAL RATE:

Time of Event: From: _____ To: _____
(Include set-up and clean-up)

Room Requested: _____ Kitchen

Type of Function: _____

Expected number of attendees? _____

Is this a non-profit Organization? Yes No

Is this a Fundraising Event? Yes No

Will you be charging admission? Yes No

Will alcohol be served? Yes No
(please attach copy of permit)

Two (2) security officers will be present? Yes No

Name of Security Firm: _____

Contact Person: _____

Address: _____

Tel. Number: _____

SET UP DETAILS: (indicate requirements & quantity)

Chairs: _____

Tables: _____

Special Requirements: _____

RENTAL RATE

- Green Room #1 \$ _____
- Green Room #2 \$ _____
- Council Chambers \$ _____
- Auditorium \$ _____
- Kitchen \$ _____

- Fridge Freezer Stove Dishwasher

APPLICABLE CHARGES

- Cleaning fee (\$105) \$ _____
- Open & Close Fee (\$61) \$ _____
- Janitorial Fee (\$28/hour) \$ _____
- Setup Chairs / Tables (\$143) \$ _____

AUDIOVISUAL

- Portable Projector (\$27) \$ _____
- Sound System (Auditorium) (\$53) \$ _____
- Projector (Auditorium) (\$27) \$ _____

** Note that Equipment shall not be utilized outside of the Civic Centre**

TOTAL: \$ _____ + **HST:** \$ _____

TOTAL CHARGE: \$ _____

DAMAGE DEPOSIT: \$ _____
(\$100)

I AGREE TO THE ABOVE STATED RENTAL CHARGES AND TO THE RENTAL CONDITIONS AS SET OUT IN THE POLICIES.

Applicant Name (*please print*)

Signature

Date

Corporation Authorization

Date