

Old Church Hall

Rental Policy

3704 First Avenue, Smithers, BC

The **Old Church Hall** (hereafter referred to as the Hall) is a facility owned by the Town of Smithers and managed by the **Bulkley Valley Historical and Museum Society** (hereafter referred to as the Board).

NOTE: In the interest of health and safety, renters are advised to have a cell phone present during their rental as the Old Church is not equipped with telephone service in the event of an emergency.

1. Facility Use

- a. Renter assumes full responsibility for loss, theft, or damage to the Hall or equipment used during the rental period. Renters are required to sign the Rental Agreement before entering the Hall.
- b. Hall equipment must remain within the Hall.
- c. Renter must have special approval to operate the Hall lighting and sound equipment.
- d. The Hall is a non-smoking facility. Renter must ensure the Hall is used as a non-smoking facility.
- e. Renter is responsible for returning the Hall to an orderly state, according to the Clean-up Instructions (attached).
- f. **All fees are payable to: Bulkley Valley Museum. Due and payable at the time the key is picked up.**
- g. By order of the Office of the Fire Commissioner, the maximum occupancy of the Old Church facility is limited to ***NO MORE THAN 80 people.***

2. Bookings

- a. Groups will be permitted to make bookings up to one (1) year in advance.
- b. Bookings will be accepted on a first come, first served basis. The \$200 deposit will confirm your booking.
- c. Only a single booking will be accepted for a single event.
- d. Bookings will be made through the Bulkley Valley Museum office, pursuant to Board Policy.
- e. **Bookings do not extend beyond midnight.**
- f. Payment is accepted by cash or cheque only. Credit or debit is not available at this time.

3. Cancellations

- a. Bookings must be cancelled *at least* one week prior to the event.

- b. Cancellations with less than one weeks' notice will result in a forfeit of 50% of the total user fee rate.

4. Rental Policy for Weddings

Bookings for weddings require, *in addition* to the \$200 key return/damage deposit, a \$100 deposit *to be paid within one week* of the initial booking. *Failure to provide this deposit within one week of initial booking will be considered a cancellation of the booking.*

**Cancellation of the booking within one month prior to the event will result in the forfeit of the renter's \$100 deposit.*

5. Rental Fees (GST is not charged on rental fees)

a. Day Rate

Daily – 9am to 5pm

\$60 minimum charge (2 hrs or less)

\$30 for each additional hour, *to a maximum* of \$190

b. Evening Rate

Daily – 6pm to 12Midnight

\$60 minimum charge (2 hrs or less)

\$30 for each additional hour *to a maximum* of \$190

c. Combined Day and Evenings

Daily – 9am to 12Midnight

\$300 Flat Rate

d. Key Return / Damage Deposit

A \$200 Key Return/Damage Deposit is due for each event, in addition to the Rental Fee. The Hall Custodian will assess the condition of the Hall after use and the Museum will reserve the right to withhold all or part of the deposit for repairs. In the event the total repair costs exceed the \$200 deposit, the Renter will be charged extra.

A service fee of \$25 *per key* will be charged in the event a key is not returned in its due time.

e. Cleaning Fee

A \$25 Cleaning Fee is due for each event, in addition to the Rental Fee.

Optional Rentals

f. Sound System

The Renter may arrange to use the Hall Sound System for a daily fee of \$22, in addition to the Rental Fee.

Renter must receive approval to use the Hall Sound System. Only approved individuals are authorized to use this equipment.

g. Wine Glasses

The Renter may arrange to use the Hall Wine Glasses for a daily fee of \$22, in addition to the Rental Fee.

A \$2 *replacement fee* will be charged for each broken glass.

h. Lighting System

The Renter may arrange to use the Hall Lighting System for a daily fee of \$22, in addition to the Rental Fee.

Renter must receive special approval from the Board to use the Hall Lighting System. Only Board approved individuals are authorized to use this equipment.

i. Large Screen & Projector

At present there is no charge to rent the large screen & projector. Ask for the remote.

j. WiFi

Free internet has been donated by 4 Dimensions Computer Centre. Ask for the password.

Old Church Hall

Clean-up Instructions/Check list

Please complete the following cleanup, checking off all items as completed.

Chairs

- Chairs must be folded and neatly stacked in the back room.

Tables

- Tables must be wiped down and neatly stored away under the stage (nine rectangular, folding tables are stored under the stage and must be returned at the end of the event)

Hall

- Sweeping the floors of debris and minor wipe-ups Do not wash the floors.
- All garbage must be bagged, leaving floors clear of debris. Put the black garbage bag in the kitchen.
- Any decorations attached to any part of the interior and exterior must be completely removed without damage to walls, ceilings, or other finishes.

Kitchen

- The kitchen must be left in a reasonable state
- Used dishes and cutlery must be loaded into the dishwasher and the remainder of the dishes may be stacked on the counter. The dishwasher should be started on the sanitized setting. The custodian will put the remainder of the dishes through the wash cycle.
- Coffee pots and appliances are clean and returned to their original location.
- Wipe up any sticky messes, spills etc.
- Leave used dish cloths and tea towels in the sink.
- Remove all of your items from the fridge and freezer.

Personal Items

- All personal items must be taken out of the hall after your rental

Projector & Screen

- The overhead projector must be turned off. The large screen returned up to the storage position and the remotes and cables returned to the Museum.

Security of Building

- Before vacating the Old Church, please ensure *ALL* windows are closed, water is turned off, all lights and fans are turned off, and the thermostat is reset to 50 degrees
- All doors must be locked after each rental
- All keys must be returned to the Museum after each rental

Damage

- Any damage to the Hall or grounds discovered or caused during the rental period must be immediately reported to the BV Museum (250) 847-5322.