

TOWN OF SUNDRE POLICY #325

Sundre Community Centre Rental / Use

Purpose of the Policy

To establish guidelines for use and rental charges for the Auditorium and Conference Room in the Sundre Community Centre.

Policy Statement

The Town of Sundre has set usage / rental rates to accommodate requests for renting the facilities of the Sundre Community Centre as follows:

General

1. The Community Services Department will administer the rental/bookings of the Auditorium and Conference Room.
2. The renter is responsible for coordinating arrangements with the Community Services Department.
3. The Community Services Coordinator will review the annual revenue and Centre expenses in conjunction with budget preparations.
4. Out of service area rates will apply to any persons or groups outside of Mountain View County.

Insurance

The Town of Sundre requires all renters who serve alcohol to obtain \$2,000,000 liability insurance to insure the renter in the event of a claim or lawsuit. A Certificate of Insurance must be provided to the Town prior to obtaining keys. If no alcohol is being served, your home insurer may provide a certificate evidencing coverage at no or minimal cost. Insurance should be viewed as a prudent and necessary step to provide protection for hosts of events in the event something goes wrong. This does not excuse renters from the duty to take all steps to prevent any injury or damage, or harm, especially if alcohol is involved.

Payment

- A deposit of 50% of the rental fee is required for all major events on signing the rental form, refundable only if the rental is cancelled at least 120 days in advance, less an administration fee of \$25.00.
- The balance of rent is payable 30 days prior to rental.

- The renter agrees to provide a valid credit card number (VISA or MasterCard) to be used as payment for any damage to facility or cleaning charges.
- Payment method: Credit Card, Interac, Cash, Certified Cheque, Personal Cheque.

Rental Rates

Auditorium

Auditorium only (locally)	\$300.00
Auditorium only (out of service area)	\$350.00
Auditorium only Subsequent Days (locally & out of service area)	\$200.00 /day
Auditorium w/ Kitchen (locally)	\$375.00
Auditorium w/ Kitchen (out of service area)	\$425.00
Auditorium w/ Kitchen Subsequent Days (locally & out of service area)	\$250.00 /day

60 Tables and 350 Chairs are available and are included in Auditorium rental fee

Conference Room

Full Day	\$75.00
5 hours or _ Day	\$50.00
Evening (after 6:00 pm)	\$30.00
Hourly Rate	\$20.00 / hour

Special Rates

Early Set Up for Auditorium	\$50.00
<ul style="list-style-type: none">• If available (evenings only), access the day before the event for decorating and set up, can be reserved for the \$50.00. Early access to the Auditorium for decorating and set up with no reservation cannot be guaranteed at no charge if auditorium is available.	
Funerals	\$250.00
<ul style="list-style-type: none">• Includes Auditorium, Conference Room and Kitchen	

Youth Events	\$12.00 /hour or \$120.00 /day
<ul style="list-style-type: none">• Paid Instructional activities• Minor Sport Organizations, non family function• Youth fundraisers / fundraising meetings	
Craft Sales	\$150.00 /day
Craft Sales with Kitchen	\$200.00/day
Auctions (private)	\$250.00/day
Auctions (private) with Kitchen	\$325.00/day
Non Profit Organizations	\$150.00/day
Non Profit Organizations with Kitchen	\$200.00/day
Adult Rates	\$20.00/hour or \$150.00/day
<ul style="list-style-type: none">• Recreation Use (examples: Frisbee Club, Volleyball etc.)	
Anniversaries, Birthdays, Celebrations	\$150.00 /day
<ul style="list-style-type: none">• Includes:<ul style="list-style-type: none">▪ afternoon activities▪ up to six hours of use▪ kitchen use	
Wedding Package	\$600.00
<ul style="list-style-type: none">• Includes:<ul style="list-style-type: none">▪ Friday day set up▪ Saturday (all day)▪ Sunday (to allow for gift opening and clean up)▪ Use of :<ul style="list-style-type: none">○ Conference Room○ Auditorium○ Stage (includes sound system)○ Bar Room○ Kitchen (includes use of available dishes & equipment)○ Tables (no linen)○ Chairs	

Conference Room ONLY

Service Groups

- 1 meeting/Month \$300/year
- 2 meetings/Month \$600/year

Rental for special equipment will be charged if it is not included in a special rate package.

Sound System (Auditorium)	\$50.00/use
Lights (Auditorium)	\$75.00/use
Kitchen (includes all equipment and dishes)	\$75.00/day
8' X 8' Screen (Auditorium)	\$15.00/use
Bar Room (Auditorium)	\$25.00/use
Storage Room (Auditorium)	\$20.00/room/month or \$10.00 for one under stage compartment/month
Sound System (Conference Room)	\$25.00/use
Projector (Conference Room)	\$10.00/use
VCR/DVD Player (Conference Room)	\$10.00/use

GST

- GST applies to all rental charges

Additional Support Documents:

- Rules and Regulations Agreement
- Rental Contract
- Set Up / Take Down / Clean Up Requirements

Approval

Signature _____

Date: January 28, 2008

Title: Chief Administrative Officer

Revision: 3

References: Resolution No. 028/08

Next Review: 2009

Review Schedule: Annual