

BULKLEY VALLEY **m**useum

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 BV Museum).

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. **All fees are payable to: Bulkley Valley Museum. Due and payable at the time the key is picked up.**
- b. Renter assumes full responsibility for any loss, theft, damage to the Hall or equipment used during the rental period. Renters are required to sign the Rental Agreement before entering the Hall.
- c. The Renter agrees that the BV Museum is not responsible for any items belonging to the Renter that are left in the Hall before, during, after, or in connection with the event for which the Hall is rented.
- d. All Hall equipment must remain within the Hall.
- e. Renter is responsible for returning the Hall to an orderly state, according to the Clean-up Instructions (attached).
- f. Renter must have approval to operate the Hall lighting and sound equipment and is responsible for paying any fees associated with the use of said equipment.
- g. **The Hall is a non-smoking and no open flame facility.** Renter must ensure the Hall is used as a non-smoking facility.
 - i. Use of open flame, including candles, is not permitted in the Hall or the Garden.
- h. By order of the Office of the Fire Commissioner, the maximum occupancy of the Old Church is limited to ***NO MORE THAN 80 people.***

2. Bookings

- a. The Renter agrees that they will only occupy and use the Hall within the hours specified and paid for in their rental agreement. Renters are not permitted to enter the Hall outside of these hours and must vacate the Hall at the time specified on their agreement.
 - i. Use of the facility outside the paid, specified times will lead to forfeiture of the Renter's Deposit fee.
 - ii. **Renters wishing to enter the Church early for decorating, or to re-enter the Church the next day to complete their cleanup must book additional hours for their rental.**
- b. Groups will be permitted to make bookings up to one (1) year in advance.
- c. Bookings will be accepted on a first come, first served basis. The \$200 damage deposit confirms the booking.

- i. The BV Museum is not responsible for loss of a booking space if the booking is not confirmed by the Renter with the damage deposit.
- d. Only a single booking will be accepted for a single event.
- e. Bookings will be made through the BV Museum office by Museum staff only. No other person(s) are permitted to act on behalf of the Museum in this regard.
- f. **Bookings do not extend beyond midnight.**
- g. Damage Deposits and Payment are 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 (7 days) prior to the event by either calling or emailing the BV Museum.
- b. Cancellations with less than one weeks' (7 days) notice will result in a forfeit of 50% of the total rental fee for the booking.

4. Rental Policy for Weddings

- a. Bookings for weddings require, *in addition* to the \$200 key return/damage deposit, a \$100 wedding 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.**
- b. **Cancellation of a wedding booking within one month prior to the event will result in the forfeit of the renter's \$100 deposit.**

5. Rental Fees (no taxes charged on rental fees)

- a. Renters will be charged according to the following rate schedule:

Day Rate: *Daily – 8am to 4pm (or equivalent # of hours, up to 11 hours)*

- \$60 minimum charge (2 hrs or less)
- \$30 for each additional hour, *to a maximum fee* of \$190 for bookings over 7 hours and under 12 hours

Evening Rate *Daily – 4pm to Midnight (or equivalent # of hours, up to 11 hours)*

- \$60 minimum charge (2 hrs or less)
- \$30 for each additional hour *to a maximum fee* of \$190 for bookings over 7 hours and under 12 hours

Combined Day and Evenings

Daily – 8am to Midnight

- \$300 flat rate. *Applies to any bookings scheduled for 12 hours or more*

b. Key Return / Damage Deposit

- A \$200 Key Return/Damage Deposit is due for each event, in addition to the Rental Fee. This deposit confirms the booking (see “Bookings” above). 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, damage, or equipment replacement. 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 within 2 weeks of the booking.

c. Cleaning Fee

A \$25 Cleaning Fee is due for each event, in addition to the Rental Fee. This fee is non-negotiable.

Optional Rentals

d. 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. Renters are encouraged to seek assistance from the sound volunteers (ask Staff for contact information).

e. Wine Glasses

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

f. Lighting System

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

Museum staff are not familiar with the Hall Lighting System. Renters are expected to know how to properly set-up and operate this system, or to consult with sound/lighting experts (ask Staff for contact information).

g. Large Screen & Projector

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

h. 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, 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.
- One full load of dishes and cutlery must be loaded into the dishwasher. The remainder of the dishes may be stacked on the counter. The dishwasher should be started on the sanitized setting. The custodian will put remainder 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.