

# 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.
  - **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.***
- i.** The BV Museum encourages all renters to secure Event Insurance for their individual events, particularly where high risk activities such as alcohol consumption are planned. In signing the Rental Agreement, the Renter agrees that the BV Museum is not responsible for any loss or injury sustained at the Old Church or on its grounds.

### **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.

- Use of the facility outside the paid, specified times will lead to forfeiture of the Renter's Deposit fee.
  - **Renters wishing to enter the Church early for decorating or equipment testing, 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.
    - 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.
- c. Where three or more consecutive days are booked (see "Multi-Day Rentals" under Rental Fees below), notice of cancellation must be provided by phone or email to the BV Museum *two weeks* (14 days) prior to the first day of the rental. Cancellations of Multi-Day Rentals with less than two weeks (14 days) notice will result in a forfeit of *50% of the total rental fee* for the booking.

### 4. Rental Fees (no taxes charged on rental fees)

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

**Day Rate:** *Daily – 7am 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 (or equivalent number of hours)*

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

**Multi-Day Rentals**

*Daily – 8am to Midnight, minimum of 3 consecutive days*

- \$250/day flat rate. *Must be consecutive days of rental. Renters have the option of staying set-up between the days. Minimum cleaning requirements apply (see Cleaning Fees below).*

**b. Damage Deposit**

- A \$200 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. The Damage Deposit will not be returned until the Invoice has been paid and all keys and equipment have been returned.
- A \$300 Damage Deposit is due for Weddings and Multi-Day Rentals. The same conditions as above apply.

**c. Cleaning Fees**

- **A \$25 Cleaning Fee is charged for each rental, in addition to the Rental Fee. This fee is non-negotiable.**
- Where Renters are booking for consecutive days, a minimum of 1x\$25 Cleaning Fee will be charged per every 3 consecutive days of rental. (e.g. 4-day rental = 1x\$25 cleaning, 6-day rental = 2x\$25 cleanings). Renters have the option to pay for additional cleanings outside this minimum if they wish.
- Final discretion on cleaning requirements belongs to the BV Museum

**d. Lost Key fee**

- A service fee of \$25 per key will be charged in the event a key is not returned within 2 weeks of the booking.

**Optional Rental Amenities**

**Sound System**

The Renter may arrange to use the Hall Sound System for a 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).

**Wine Glasses**

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

**Lighting System**

The Renter may arrange to use the Hall Lighting System for a 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).

**Large Screen & Projector**

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

**WiFi**

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

**Please note that the WiFi is offered as a complimentary service.** Neither the BV Museum or Four Dimensions Computer Centre can guarantee WiFi connectivity, and is not responsible for any issues, costs, etc. due to problems with WiFi. If internet service is critical to the success of an event, we encourage Renters to bring their own backup device to setup a Hot Spot or to tether to mobile data service.

**N.B.** Where use of the sound, light, or projector systems is critical to the success of an event, speak to Museum Staff about the option of testing the equipment prior to the date of your event.