

BULKLEY VALLEY museum

Old Church Hall Rental Policy 3704 First Avenue, Smithers, BC

The **Old Church Hall** (hereafter referred to as the Old Church or 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.

COVID-19 Policy (September 2020)

Renters are responsible for ensuring that their rental use meets all current health orders in BC. Visit <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions> for details.

As per current health orders in BC, gatherings of more than 50 people are not permitted.

The Museum reserves the right to request additional written information about an event, such as a detailed COVID-19 event plan, to ensure that health order guidelines are met. The Museum reserves the right to cancel or decline a rental if it appears the event may contravene a current health order.

The Old Church's main hall area is 33' (10m) x 23' (7m) = 759 sq. ft. Based on Northern Health's recommendation of 5 sq. meters/53.8 sq. ft. per person for physical distancing, the BV Museum recommends limiting any gatherings in the Old Church to 14 people at any one time, noting that the addition of tables or other furniture may decrease available space.

The Museum has identified a cleaning product, Sure 5 (DIN 02471957) that will be used to sanitizing surfaces in the Old Church. This product is on the Health Canada list of approved hard surface cleaners that have been found effective against SARS-CoV-2, the coronavirus that causes COVID-19. This product will be used on all **hard surfaces** including counters, fridges, bathrooms, door handles, etc. as cleaned by the custodian between each rental.

A spray bottle of the product is provided for renters to use. Renters must use this product to wipe down any tables and hard surfaces of the chairs used before they put them away. The OC Cleaning Checklist has been updated to include this instruction. The soft fabric surfaces of the chairs will not be sanitized.

Any dishes used must be washed on the "Sanitize" cycle of the dishwasher OR the three-sink system including bleach rinse must be used. The OC Cleaning Checklist has been updated to include this instruction.

1. Facility Use

- a. By order of the Office of the Fire Commissioner, the maximum occupancy of the Old Church is limited to ***NO MORE THAN 80 people***.
- b. **All fees are payable to: Bulkley Valley Museum.** Due and payable at the time the key is picked up.
- c. 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.
- d. 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.
- e. All Hall equipment must remain within the Hall.
- f. Renter is responsible for returning the Hall to an orderly state, according to the Cleaning Checklist (attached).
- g. 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.
- h. **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.**
- i. Decorations must not damage the walls (chip paint), or other fixtures. All decorations, including any signage posted, must be removed following the rental.
 - Please do not use non-biodegradable confetti in the garden or outside areas; only natural flower petals can be used
- j. 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.
- k. Renters are responsible for the behaviour of their guests. Renters must abide by all Town of Smithers by-laws, including noise by-laws. The Old Church is in a residential area – be respectful of our neighbours please!

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. Use of the Church must end at 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 week (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. 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.

5. Rental Fees (tax free)

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

Rentals that are 1 – 6.5 hours long per day

- \$30/hour, \$60 minimum charge

Rentals that are 7 – 11.5 hours long per day

- \$190 flat rate for any rental at any time of day that is 7-11.5 hours in length.
- Renters wishing to stay setup overnight between two days must pay the 12+ hour rate (below) for the first day of the rental to cover the evening they stay set up.

Rentals that are 12 or more hours long per day

- \$300 flat rate for any rentals over 12 hours.

- This includes rentals where the renter wishes to remain setup overnight between two days.

Multi-Day Rentals

Daily discount for 12-hour+ rentals that are **3 or more consecutive days**

- \$250/day flat rate. *Must be consecutive days of rental. This works well for renters wishing stay set up overnight. Minimum cleaning requirements apply (see Cleaning Fees below).*

b. 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

c. Lost Key fee (if applicable)

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

d. Optional Amenities to be rented:

Sound System - \$22

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 - \$22

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

Stage Lighting System - \$22

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 – No charge

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

WiFi – No charge

Wifi is provided free to all users, in partnership with Citywest. Staff will provide password upon request.

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.

Old Church Hall Tidying Instructions/Check list

Please complete the following cleanup after your rental, checking off all items as completed. **A spray bottle of the Sure 5 cleaning solution is provided for renters to use.**

Chairs

- Chairs must be folded and neatly stacked in the back room.
- *NEW!* Hard surfaces on chairs must be cleaned with Sure 5 cleaning solution. Solution must sit wet on the surface for at least 10 minutes**

Tables

- *NEW!* All tables used must be wiped down with Sure 5 cleaning solution. Solution must sit wet on the surface for at least 10 minutes**
- Tables must be returned to under the stage (non folding) or back room (folding)

Hall

- Sweep the floors of major debris as needed, spot wipe any spills. *Do not wash the floors.*
- All garbage must be bagged, leaving floors clear of debris. **Put all garbage bags/bins in kitchen in case of leaks.**
- Any decorations must be completely removed without damage to walls, ceilings, or other finishes.
- Ensure all lights are off – check the closets and bathrooms. The main hall lights must be “clicked” down fully to be turned off. *Please turn off the front door exterior light before leaving.*

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 rinsed and stacked on the counter. Start the dishwasher on the **sanitize setting** with detergent (under the sink). The custodian will put remainder through the wash. **Any dishes washed by hand must be washed using the three-sink system with bleach water rinse.**
- Coffee pots and appliances are clean and returned to their original location.
- Wipe up any sticky messes, spills etc.
- 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 & Sound System

- The overhead projector must be turned off. The light should be solid red, fan not running. The large screen returned up to the storage position and the remotes and cables returned to the Museum.
- If you rented the sound system, ensure that all cords have been returned to the projector package and that any sound equipment has been returned to the locked sound cabinet. The speakers remain on at all times

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 (**ensure lights “click” off**) and thermostat is reset to 50 degrees
- All doors must be locked after each rental
- All keys must be returned to the Museum

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.

OLD CHURCH INVENTORY – MISC ITEMS (as of March 2020)

Address: 3704 First Ave., corner of King St.	
Hall	
Occupancy limit	80 people - max. capacity
Main hall dimensions	W – 23 ft / L – 33 ft (approx)
Stage dimensions	W – 15.9 ft / L – 11.9 ft
Tables	10-14 (some are 6’long, some are 7’ long)
Folding Chairs	80 padded chairs
Upright piano	1 (on stage). Key must be obtained from staff
KITCHEN	
Coffee Urns	80 cup – 25 cup – 12 cup
White dinner plates	72
Small white plates	89
White bowls	66
White tea cups	89
White tea cup saucers	90
Small tumbler glasses	36
Wine glasses	67 (March 7 2020)
Salt & Pepper sets	22

The Church kitchen also has a standard kettle, 1-2 teapots, 1-2 creamer/sugar bowls, 2 punch/serving bowls, as well as cutlery, kitchen knives, flower vases, plastic serving trays, etc. Other miscellaneous kitchen items have accumulated over the years, and are not fully inventoried.

<i>Sound System Contacts:</i>	
Ensure that you make contact with one of our sound volunteers ahead of your use of the sound system if you require assistance. This is the responsibility of the renter	
Peter Haines:	(250) 877 9848
Ryan Miller:	(250) 877-2539

Old Church FAQs

Q: What is the Church address?

A: 3704 First Avenue (corner of King and First), Smithers

Q: Who do I make my cheques out to? When is my payment due?

A: “Bulkley Valley Museum” or “BV Museum”. Payment is due and payable at the time key is picked up.

Q: What form of payment can I use?

A: The BV Museum only accepts cash or cheques for both the \$200 deposit and the rental invoice payment. We cannot accept debit or credit payments at this time.

Q: What is the \$200 deposit for? Can I use it towards my invoice payment?

A: The \$200 cheque is your damage deposit. It confirms your booking. Until your booking is confirmed, your rental slot could be taken by someone else. The \$200 cheque is not cashed unless there is damage, or you do not fulfill your obligations as renter. After renting it is returned to you. We require a separate cheque for your invoice payment.

Q: How many people can fit in the Church?

A: A maximum of 80 people are allowed in the Church at any time.

Q: I want to serve or sell alcohol at my event. What do I do?

A: The Museum does not provide a liquor license. Special Occasion Licenses for liquor must be obtained by the renter. Contact the BC Liquor Store or visit <http://www.bcliquorstores.com/special-occasion-licence> for information. Ensure your event is compliant with any local municipal by-laws or requirements.

Q: When and where do I pick up the keys?

A: Keys are obtained from the Bulkley Valley Museum. Regular hours are Monday-Friday, 9am-5pm. Summer hours vary yearly, contact the Museum for details.

Q: My rental is on the weekend. Can I pick up my keys on the weekend?

A: Keys must be picked up before 5pm on the Friday preceding your booking, unless special arrangements are made with Museum staff in advance.

Q: What cleaning am I required to do?

A: The Rental Policy provided at the time of the booking details what cleanup is required of renters.

Q: If I have to clean, why is there a \$25 cleaning fee?

A: The \$25 cleaning fee pays for the custodian, who clean the washrooms, washes the floors, removes garbage, and completes any other cleaning required beyond the basic tidying asked of renters in the Rental Policy. It also helps pay for cleaning and washroom supplies.

Q: My event ends late in the evening. Can I go back the next day to do my cleanup?

A: Your rental slot ends at the time you provide when booking. The custodians will be in immediately after your rental, as there may be another rental the next morning. If you have not vacated the Church or completed your cleanup by the time stated on your Rental Agreement, your damage deposit will not be returned. If you want to complete cleanup the next day, you must book and pay for the needed hours the next day.

Q: How do I return my key and get my deposit cheque back?

A: Your key can be returned to the Museum during regular business hours (Mon-Fri 9am-5pm). Your deposit cheque can be picked up from Museum staff or shredded at your request. Undated deposit cheques that will not expire can be retained by the Museum and used for your next booking.

Q: Can I use candles?

A: No. Due to the dangers of open flame our insurance company will not cover the use of lit candles. Only battery operated flameless candles are permitted. Candles and open flame are also not permitted in the Garden.

Q: I am not sure how to set up the sound system or stage lights. Who do I contact?

A: Contact information for two volunteers that can assist you is included on the Miscellaneous Inventory page.

Q: Do you offer catering services?

A: The Museum does not offer catering services and will not arrange catering services for your event on your behalf. The Museum can provide a list of catering contacts upon request.

Q: Does the Museum set up the chairs and tables/kitchen/sound system/stage lights for my event?

A: Museum staff do not set-up for Old Church events. Renters are expected to do all set-up and take-down themselves and should book the Church so that they give themselves enough time to do both these activities.

Q: Can I rent flip charts for my event?

A: The Museum does not have flip charts for rent. Flip chart pads can be obtained from Mills Office Productivity.

(UPDATED June 2020)