

# BULKLEY VALLEY **m**useum

## **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/rented by the **Bulkley Valley Historical and Museum Society** (hereafter referred to as the BV Museum). Revenues from the rental of the facility are the primary fundraiser for the BV Museum.

Renters will be asked to sign an agreement at the time of their rental that affirms that they have read and understood these policies.

The Bulkley Valley Museum retains the right to modify the Old Church Rental policy at any time. Renters must abide by the most current version of the policy in place at the time of their rental.

**NOTE: 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 Policies**

Renters are responsible for ensuring that their event can take place under any current health orders or restrictions in the province *at the time of their rental*.

- Visit <https://www.northernhealth.ca/health-topics/covid-19-orders> for specific Northern Health orders.

**Museum staff are not responsible for providing guidance on, or interpretation of, the health orders.** Please contact Northern Health if you have specific questions related to occupancy, food preparation and service, etc. The Museum reserves the right to decline bookings at staff discretion.

### **Rental Policies**

#### **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 at any one time.***
- 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 Tidying Checklist (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. Interior 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
- i. Exterior decorations and/or signage, including flags, banners, etc. are not permitted.
- 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 – please be respectful of our neighbours!**
  - **Renters must ask their guests to leave the garden areas at midnight**
- l. Use of the Old Church must end at midnight.

## 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. Bookings will be accepted 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. 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.
- e. See "Cancellations" below for further information on cancelling a booking and associated cancellation fees.

## 3. Damage Deposit

- a. 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 rental invoice has been paid and all keys and equipment have been returned.
- b) In some instances, a larger damage deposit may be required based on overall rental fees (e.g. multi-week rentals).

#### 4. Rental Fees (tax free)

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

###### Rentals that are 1 – 6 hours long per day

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

###### Rentals that are 6.5 – 11.5 hours long per day

- \$190 flat rate for any rental at any time of day that is 6.5-11 hours in length.
- Renters wishing to stay setup overnight between two days must pay the 11.5 hour + rate (below) for the first day of the rental to cover the evening/night that they stay set up.

###### Rentals that are 12 or more hours long per day

- \$300 flat rate for any rentals within a day that are 12+ hours.
- This includes rentals where the renter wishes to remain setup overnight between two days (including cleanup the next day)

###### Multi-Day Rentals

Daily discount for full day/night (12+ hour) rentals that are **3 or more consecutive days**

- \$250/day flat rate. *Must be consecutive days of rental. Minimum cleaning requirements apply (see Cleaning Fees below).*

###### Multi-Week Rentals

Daily discount for full day/night (12+hour) rentals that are **7 or more consecutive days**

- \$200/day flat rate. *Must be consecutive days of rental. 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. 3-day rental = 1x\$25 cleaning, 5-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. Damage deposits are not shredded/returned until keys are returned.

**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.
  - Renters should discuss their sound needs with staff at the time of booking (e.g. music, microphones, band playing, etc.) to ensure that they are provided with the correct cords and keys.
- **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).

**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.

**5. Payment**

- a. All fees are payable to: Bulkley Valley Museum.** Due and payable at the time the key is picked up.
- b.** Damage Deposit is accepted by cash or cheque only.
- c.** Payment of the rental invoice may be by cash, cheque, or e-transfer to [curator@bvmuseum.org](mailto:curator@bvmuseum.org).
- d. Please do not e-transfer the damage deposit. Please use separate cheques for the damage deposit and invoice payment.**

**6. 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.
- d.** The BV Museum reserves the right to cancel a booking as needed due to unforeseen circumstances, such as unscheduled facility maintenance. We will always make every

effort to ensure an event can go ahead, or to give a reasonable amount of notice when an event must be cancelled.

### **Rental fee calculation examples:**

*These examples are provided for reference only*

- a) The renter is hosting a two-day training workshop that will run from 9am-4pm each day. The renter wishes to leave their items set up in the Church overnight between the two days of their workshop.
  - a. Rental fee: \$515 (\$300 for day one with overnight setup + \$190 for day two + 1 x \$25 cleaning fee)
  
- b) Rental is for a wedding. They want to have the Church starting at 4pm Friday afternoon to decorate, all day Saturday for the event, and for 2 hours Sunday morning for cleanup.
  - a. Rental fee: \$575 (\$190 for Friday (4pm – midnight) + \$300 for Saturday + 2 hours x \$30/hour for Sunday + \$25 cleaning)
  
- c) The renter wants to rent from 6pm-8pm every day Monday-Friday for an evening workshop series. They do not want to pay the \$300 daily rate to remain set up in between the rentals.
  - a. Rental fee: \$85 per day, \$425 total (2 hours x \$30/hour + \$25 cleaning *per day*).  
They must remove all of their items from the space after each rental
  
- d) The renter will run a week-long (5 day) workshop 8am-4pm each day. They want to leave their items setup in the Church all week.
  - a. Rental fee: \$1300 (\$250/ day x 5 days + 2 x \$25 cleaning fee)

# Old Church Hall Tidying Instructions/Check list

Please complete the following tidying after your rental to prepare the space for the custodian:

## Chairs

- Chairs must be folded and neatly stacked in the back room on the chair dolly. Place the chairs one up, one down, to fit as many as possible onto the dolly. Neatly stack remaining chairs against the far wall. **DO NOT BLOCK THE RADIATOR**

## Tables

- All tables used must be wiped down before being put away**
- All folding leg tables must all be stowed in the drawers under the stage

## Hall

- Please consider spot mopping/wiping wine or coffee that might stain, but **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.**
- All decorations including posters must be completely removed without damage to walls, ceilings, or other finishes.
- Ensure all lights are off – check the closets, bathrooms, and the stage. The main hall lights must be fully “clicked” off.

## 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 first load in the dishwasher 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.**
- Coffee pots and appliances should be rinsed/wiped down and returned to their original location.
- Remove all of your items from the fridge and freezer. **Do not leave cream, ice, etc. in the fridge/freezer.** It may be some time before the next rental.

## Personal Items

- All personal items must be removed from the hall at the time your rental ends. Do not leave items to pick up the next day unless you have rented additional time.

## Projector, Screen & Sound System

- The overhead projector must be turned off. **The light on the project should be solid red**, fan not running. The large screen returned up to the storage position and the remotes and cables in the bag on the kitchen counter.
- 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, taps turned off, all lights and fans are turned off (ensure lights “click” off) and thermostat is reset per posted instructions**
- 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. After hours **emergency** contact is 519-701-9678.

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

<b>Address: 3704 First Ave., corner of King St. and First Avenue</b>	
<b>HALL</b>	
Main hall dimensions	W – 23 ft / L – 33 ft (approx..)
Stage dimensions	W – 15.9 ft / L – 11.9 ft
Tables	2 x 8 ft. tables + 6 x 6 ft. tables
Folding Chairs	70 padded chairs
Upright piano	1 (on stage). Key must be obtained from staff
<b>WIFI</b>	<b>Network: CityWest0075E39B</b> <b>Password: Oldchurch3704</b>
<b>KITCHEN EQUIPMENT</b>	
Coffee/Tea Service	80 cup, 25 cup, and 12 cup coffee makers + 1 standard kitchen kettle
White dinner plates	72
Small white plates	89
White bowls	66
White tea cups	89
White tea cup saucers	90
Small tumbler water glasses	36
Wine glasses	67
Salt & Pepper sets	22

The Church kitchen also has a microwave, stove, fridge, 1-2 teapots, 1-2 creamer/sugar bowls, 2 punch/serving bowls, as well as assorted cutlery, flower vases, serving trays, etc. Other miscellaneous kitchen items are not fully inventoried. No cooking pots, pans, etc. are provided.

### **Sound System:**

For simple sound setup (computer/smartphone sound or microphones) a very easy “plug and play” mixer is available. Renters are required to book the sound system for access.

For more complex sound setups, like concerts, etc. additional sound boards and stage lighting are available for those renting the sound system. For assistance with those systems, we recommend contacting **Taylor Sound & Light Productions** at least two weeks in advance of your booking for availability, and fees. BVM staff are not able to assist with more complex setups. Renters are responsible for paying any additional fees to outside contractors.

**Steve Taylor** (Taylor Sound & Light Productions): **250-847-0773**

# Old Church FAQs

**Q: What is the Church address?**

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

**Q: Where can we park?**

**A:** Street parking is available on First Avenue, as well as on Broadway Avenue, and Second Avenue. **Please ensure that private laneways are not blocked.** Parking is also available in the Town of Smithers parking lot on Second Avenue between King Street and Main Street (beside CityWest).

Users of the Old Church are advised to adhere to any and all signage, pavement markings, etc. when parking in public and/or private lots, lanes, etc.

**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 accepts payment by cash and cheque. Please pay the damage deposit and invoice on separate cheques as the damage deposit is returned following the rental.

**Q: What is the \$200 deposit for?**

**A:** The \$200 cheque is your damage deposit. It confirms your booking. The \$200 cheque is not cashed unless there is damage, or you do not fulfill your obligations as renter, including adhering to your stated rental times. After renting the deposit is returned to you.

**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 tidying am I required to do?**

**A:** The Tidying Checklist provide as part of the Rental Package at the time of the booking details what tidying is required of renters.

**Q: If I have to tidy up, 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.

**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: I want to set up the evening before my 8am workshop, or drop off food the day before. Can I?**

**A:** You must book and pay for all hours of use of the Old Church, including advance set up. Please do not enter the Church before your scheduled time, there may be other renters using the space the evening prior to your event.



**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: 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! No open flames are allowed in this wooden heritage building. 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 Taylor Sound & Light Productions [taylorlpro@gmail.com](mailto:taylorlpro@gmail.com) at least three weeks before your booking if you require sound or lighting assistance. Additional fees may apply, and are not covered by the Old Church rental fees, or by the BV Museum.

**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 some local 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.

**(UPDATED February 2023)**