



Summer Village of West Cove

Administrative Policy

Number	Title		
A-ADM-HALL	Community Hall Rental Policy		
Approval	Approved		
(CAO initials)	Resolution No:	22-35	
	Date:	March 30, 2022	

POLICY STATEMENT

The Summer Village of West Cove would like to offer rental of the Community Hall to residents of the Summer Village of West Cove only.

PURPOSE

For the benefit of West Cove property owners or renters, this Policy establishes the responsibilities and expectations for rental of the Summer Village of West Cove Community Hall. This document is to be used in conjunction with the Community Hall Rental Agreement.

HALL RENTAL

- Hall rentals are accepted on a first come, first serve basis. All landowners or renters in the Summer Village may book the hall, however hall usage may be superseded by Summer Village of West Cove Council priorities
- The Summer Village will not rent the hall to anyone under the age of 18.
- The Summer Village will not rent the hall to anyone under the age of 25 if alcohol is being served.
- Full payment of hall rental and damage deposit is due the day the rental agreement is signed, a minimum of fourteen (14) days prior to booking date
- Rental fees must cover all hall expenses associated with rentals
- We only accept cash, certified cheques, money orders or e-transfers
- The Summer Village has the right to revoke or refuse permission for rental of the Hall at any time or for any reason

CANCELLATIONS

- The Summer Village requires a minimum of seven (7) days prior to the event for cancellations. Event cancellations seven days or more will receive a full refund of any prepayment.
- Cancellations made less than seven (7) days of the event will be charged a \$30 cancellation fee



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- If the renter fails to use the premises on the event date, the prepayment will be retained by the Summer Village. The damage deposit will be refunded in full

RESPONSIBILITIES

- Hall renters are required to perform their own set-up and clean-up and put away tables and chairs
- Hall renters are responsible for the set-up and clean-up of their event. Clean-up **MUST** be completed immediately after the event, unless prior arrangements have been made to complete the day after the event, subject to hall availability
- The Hall is to be left clean (swept and mopped if necessary) and all tables, chairs and equipment are to be returned clean to their designated places. Failure to do so may result in charges against the damage deposit.
- After the event, if the Hall inspection is satisfactory, the damage deposit is refunded within fourteen (14) days. No interest is paid on the damage deposit.
- It is the renter's responsibility to point out any damage before their event, or the renter will be held accountable
- The maximum capacity of the Hall is 56. In order to comply with fire regulations, renters must not have more than the maximum capacity. The renter will be responsible for any fines incurred should an official inspection take place during the event
- There is no smoking in the hall
- No signs or decorations are to be attached or in any way affixed to the building exterior. No tacks, pins, nails or screws are permitted to be used on the walls or floors, no any duct tape, scotch tape or packing tape. Confetti, rice or the like is not allowed on the Hall premises
- With the exception of service animals assisting a person with impairment, animals are not allowed in the Hall
- Pyrotechnic equipment, candles or any other source of ignition are not allowed in the Hall
- Absolutely no weapons are permitted on Hall premises
- Information concerning any incident/injury occurring at the Hall must be reported to the Summer Village as soon as possible; for emergencies contact 911 immediately

ALCOHOL AND FOOD

- It is the renters responsibility to obtain a liquor permit, and it must be visible where liquor is being served. NOTE Alberta Liquor Control Board rules do not permit homemade wine, beer or liquor to be served
- It is the renters responsibility to purchase PAL insurance and provide a copy of the insurance to the Summer Village. The Summer Village of West Cove **MUST** be named as an Additional



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Named Insured on the insurance policy. PAL Canada insurance specializes in all types of event insurance

- including liquor requirements. Contact: 1-800-661-1608 or their website www.palcanada.com. Access to the hall will not be issued unless the certificate and paid copy of insurance is provided
- The renter shall be held accountable for any restrictions, contraventions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by the Policy
- As mandated by the Aspen Health Region, no food may be prepared at the Hall and served to the public.

APPENDIX A – POST EVENT CHECKLIST

Paper, Garbage, Recycling collected removed from site	
Tables and Chairs washed and dried	
Tables and Chairs stacked and placed at north end of the Hall	
Appliances, Cupboards and Counters cleaned	
Floors Swept, including washrooms	
Toilets Flushed	
All taps are closed off / not running	
All food removed from fridge and freezer	
Thermostat turned down to 17 degrees Celsius	
Interior lights turned off	
Doors locked	



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Revisions:

Resolution Number	MM/DD/YY