



## Hall Usage Fee Structure

### COMPLIMENTARY (FREE) HALL USAGE:

#### FRAA Events:

- Fund raisers for the FRAA.
- Events that have no admission charge and add to recreation/learning opportunities, or fitness/well-being of residents.
- FRAA – hosted, charged events that add to recreation/learning opportunities, or fitness/well-being of residents if following criteria is met:
  - Cost of instructor(s) is covered through grant/sponsorship.
  - There are no additional costs to the FRAA.

#### Non-FRAA Events\*:

- Funerals/Wakes/Memorials – Families are encouraged to make a donation to the FRAA.
- Parent Group – use of the Pre-School (Kids') Room, washrooms and upstairs if needed for special programming.
- Events/programs open to the public, free of charge, and hosted by a 'partnering organization' i.e. Fire Dept, Friends of Yoho, BC Ambulance, and Parks Canada\*\*.

The Field Community hall is to be left in the condition in which it was received. If not, a fee of \$25.00 per hour will be charged for cleaning.

*\* Sign to be made to highlight the fact that the Hall has been made available for use for the event free of charge and donations to the hall will be accepted and appreciated. (Donation box or jar)*

### ALL OTHER HALL USAGE:

- \$150.00 without kitchen per event
- \$300.00 with kitchen per event (includes Kids' Room)
- Bar license paid for by person or organization renting the hall
- Damage deposit could be applied

- Fitness/well-being events such as Yoga classes are assessed on an individual basis and if an admission or fee is charged for the program then a donation of 20% of fees collected is expected.

*\*\* Parks Canada pays for all hall rentals for their staff functions and when conducting business in the community i.e. ADB, open house, meetings etc. or when requesting the hall for use as an Emergency Shelter (hall must be staffed by Parks Canada staff for shelter use).*

**RENTAL TERMS: All fees are to be paid by cash, money order or cheque. Please make cheque payable to Field Recreation Advisory Association. P.O. Box 38 - Field, BC V0A 1G0**

*Renter responsibilities and notes:*

1. Keys: it is the responsibility of the renter to make arrangements for hall key pick-up and drop-off with their FRAA representative at the time of rental.
2. **Renters are responsible for set-up and clean up within the rental times as set forth in this agreement. Supervision/cleanup for after rental agreement hours will be subject to a labor fee charged (against the damage deposit if applicable) or added directly to the invoice @ \$25.00 per hour.**
3. **Renter must wash and put away all dishes and remove all the garbage and decorations from the hall. There will also be a \$50.00 charge if the hall is not left neat and tidy.**
4. No decorations may be placed on the building exterior or in the washroom and stairwell/landing areas.
5. Renters are responsible for stacking all the tables and chairs and returning them to the storage room.
6. The kitchen is a limited use, non-commercial kitchen without refrigeration. A domestic gas stove + microwave are available for reheating pre-prepared foods.
7. **NO alcoholic beverages may be brought into the hall as per FRAA's exclusivity agreement unless otherwise agreed upon and noted in this rental agreement.**
8. Music and other loud noises must not be heard beyond the hall premises.
9. The renter consents and agrees to indemnify and save harmless the Town of Field and the Field Recreation Advisory Association in respect of any and all claims, demands, actions, suits and costs arising out of any act or omission by the Renter and/or servant, agent or employee of the Renter arising out of the use of said facility by the Renter.

Notes:

**FRAA-hosted, charged events that add to recreation/learning opportunities, or fitness/well-being of residents and All Other Usage:** The Field Community Hall is to be left in the condition in which it was received – all tables and chairs stacked and put away. We expect all users to wash and put away their dishes, do a thorough clean up of the kitchen and take out their garbage etc. as per the rental agreement.

The Janitor will sweep and mop floors, clean the bathrooms and organize the recycling. The Janitor is compensated \$18.00/hour for hall clean-up after a major event and \$18.00/hour for regular routine weekly cleaning upstairs and down. The Parent Group (0 – 5 years of age) is responsible for cleaning the Kids' Room for their regular twice-weekly sessions.

For outside persons/organizations (3<sup>rd</sup> party) requesting a liquor license for a **Private (\$25.00) or Public (\$100.00)** event, they will assume the entire liquor license fee.

**Kids' Room** will be open for use during FRAA hosted events and for 3<sup>rd</sup> party rentals that require it. The onus is on the parents of the children using the room or the patron who has rented the Hall to provide adequate supervision and appropriate cleanup.

**Change Room and Washrooms** are open 24/7 year-round to promote recreational use of the outdoor facility. Parents are encouraged to remind their children to treat the equipment and facility with respect and to clean up after themselves. The door leading to the Kids' Room and upstairs will remain closed and locked unless there is a function going on.

**'Fund Raisers for Other Organizations' and 'Parties' fall into the category of 'All Other Hall Usage.'**

**Each individual request will be screened to assess whether a damage deposit is required or if it qualifies for complimentary/modified hall use rental.**