

THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: Knox Hall Rental Policy

EFFECTIVE DATE: February 12, 2019

SUPERSEDES: None

APPROVAL: Council Resolution #51/2019

PURPOSE: To outline the process for booking, payment procedures, and reimbursements for rentals of the Knox Hall that will serve as a tool for communication with the Renter and serve to protect the patrons and the facility itself during functions.

POLICY: Knox Hall Rental Policy

Scope: This policy applies to the Knox Hall only.

Definitions:

Village of New Denver ("Village")	The Corporation of the Village of New Denver
Council	Village of New Denver elected officials
Knox Hall	Property located at 521 6 th Avenue, New Denver, BC, that is owned by the Village of New Denver.
Village Office	Property located at 115 Slocan Avenue, New Denver, BC, that is owned by the Village of New Denver.
Community Organization	A local group that has been designated by Council as being eligible for the Community Organizations Rental Rate.
Community Organizations Rental Rate	A special rate that is set by bylaw to assist eligible community organizations for the annual rental of the Knox Hall.
Renter	An individual or group who pays rent to use the Knox Hall.

TERMS & CONDITIONS:

1. The Village of New Denver is not responsible for any personal loss, damage or

injury as a result of the use of the facility and the renter hereby indemnifies the Village of New Denver from all manner of actions, suits, debts, loss, costs, claims and demands whatsoever arising directly or indirectly as a result of the rental.

2. Rental requests may be denied from renters whose previous usages have resulted in damages, abuse, and/or outstanding accounts.
3. A Knox Hall Rental Agreement outlining the general rights and responsibilities of the Village of New Denver and the Renter, must be signed in advance of rental.
4. All foodstuffs, cooking utensils, materials, decorations etc. belonging to the renter must be removed and garbage placed in bags in the bear-proof garbage bin outside upon completion of the rental period.
5. The rental group may re-heat cooked food only. The rental group may not cook food on the premises.
6. All tables, dishes, cutlery, coffee and teapots, stoves etc. are to be washed and floors are to be vacuumed.
7. The rental fee includes use of the chairs and tables with the understanding that they will be put away upon completion of the rental period.
8. Upon leaving, all lights are to be turned off, windows closed, heat turned down (see sign on thermostat), and front door locked.
9. Noise from activities in the hall must not be so loud as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood.
10. The maximum occupancy of the Knox Hall is 44 people.
11. Smoking is not permitted inside Village facilities or within 3 meters of doorways, open windows or air intakes. No open flames (i.e. candles) are permitted on the premises.
12. No alcohol is permitted in Knox Hall unless written approval from Council is obtained.
13. The Renter is responsible for special licenses and permits where required and a copy is required prior to rental.

- a. For rentals where alcoholic beverages are being served/consumed, proof of “Host Liquor Liability or “Party Alcohol Liability” insurance coverage may be required, with the Village of New Denver included as an “Additional Named Insured.”

14. No pets except service animals are allowed on the premises.

Rental Rates and Additional Fees

15. Rental rates are set by the Village’s current Fees and Charges Bylaw.

16. Rental fees shall be paid in full prior to access.

17. The Renter shall leave the facility in a neat and tidy condition, ready for the next user. After occupancy, in the event of breakage, loss or unsatisfactory cleanup, a janitorial charge will be invoiced at \$ 30.00 per hour for services.

18. Any additional janitorial charges shall be determined by the Village of New Denver’s Administration.

19. Community Organizations designated by Council, will be eligible for Community Organization Rental Rates.

20. All standing Community Organizations annual rental fees will be invoiced in January for the current year.

21. A rental agreement may be cancelled and the Renter may be required to vacate the facility immediately, together with any patrons, guests or invitee if, in the opinion of the representatives of the Village, the conduct of the Renter or any patron, guest, or invitee is detrimental to the facility in question.

22. A facility rental payment will be returned to the renting party as follows:

Full Refund	A full refund will be issued if the facility rental is cancelled by the Village less than 24 hours prior to the scheduled rental date and the payment has already been processed.
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Pro-Rated Refund	A refund of 1/12 of the annual Community Organization Rental Rate shall be issued for each month in which the Knox Hall is unavailable.
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No Refund

The full annual rental fee shall be retained by the Village for cancellations by approved community groups due to a cessation of their planned activities

Booking Procedure

23. Rental inquiries for the Knox Hall may be made through the Village Office.
24. All standing/annual bookings shall be given first priority, and must give written notice should they wish to cease using the Hall.
25. At the discretion of Village staff, a Community Organization receiving the Community Organization Rental Rate may be limited to a total of 20 hours per month, to ensure that all interested parties are able to access the Knox Hall fairly.
26. All casual/non-regular inquiries will be addressed on a “first come, first serve” basis.
27. Key pickup can be done the day before the function at the Village Office prior to closing time of 4:00 pm. Key must be returned to the Village Office no later than the first workday following the rental. Any damages should be reported at the time the key is returned. There is a \$50.00 charge for lost or stolen keys. Only one key will be issued per group.