



## TOWN OF SUNDRE POLICY #325

### Sundre Community Centre Rental / Use

#### **Purpose of the Policy**

To establish guidelines for use and rental charges for the Auditorium and Conference Room in the Sundre Community Centre.

#### **Policy Statement**

The Town of Sundre has set usage / rental rates to accommodate requests for renting the facilities of the Sundre Community Centre as follows:

#### **Policy**

##### **General**

1. The Community Services Department will administer the rental/bookings of the Auditorium and Conference Room.
2. The renter is responsible for coordinating arrangements with the Community Services Department.
3. The Community Services Coordinator will review the annual revenue and Centre expenses in conjunction with budget preparations.
4. Out of service area rates will apply to any persons or groups outside of Mountain View County.
5. There will be no refund or donation of the rental fee; a reduced rate will be given to those renters who meet a special rate category. This is a public funded facility; therefore, donations and/or refunds of the rental fee are an unexpected and additional burden to the tax base, consequently there are special rates in effect for those who qualify.

#### **Insurance**

The Town of Sundre requires all renters who serve alcohol to obtain \$2,000,000 liability insurance to insure the renter in the event of a claim or lawsuit. A Certificate of Insurance must be provided to the Town prior to obtaining keys. If no alcohol is being served, your home insurer may provide a certificate evidencing coverage at no or minimal cost. Insurance should be viewed as a prudent and necessary step to provide protection for hosts of events in the event something goes wrong. This does not excuse renters from the duty to take all steps to prevent any injury or damage, or harm, especially if alcohol is involved.

#### **Payment**

- A deposit of 50% of the rental fee is required for all major events on signing the rental form, refundable only if the rental is cancelled at least 120 days in advance, less an administration fee of \$25.00.
- The balance of rent is payable 30 days prior to rental.
- The renter agrees to provide a valid credit card number (VISA or MasterCard) to be used as payment for any damage to facility or cleaning charges.
- Payment method: Credit Card, Interac, Cash, Certified Cheque, and Personal Cheque.

**Rental Rates****Auditorium**

Auditorium only (locally)	\$300.00
Auditorium only (out of service area)	\$350.00
Auditorium only Subsequent Days (locally & out of service area)	\$200.00/day
Auditorium w/ Kitchen (locally)	\$375.00
Auditorium w/ Kitchen (out of service area)	\$425.00
Auditorium w/ Kitchen Subsequent Days (locally & out of service area)	\$250.00/day

Tables and Chairs are available and are included in Auditorium rental fee.

**Conference Room**

Full Day	\$75.00
5 hours or ½ Day	\$50.00
Evening (after 6:00 pm)	\$30.00
Hourly Rate	\$20.00/hour

**Special Rates**

Early Set Up for Auditorium	\$50.00
<ul style="list-style-type: none"> <li>If available (evenings only), access the day before the event for decorating and set up, can be reserved for the \$50.00. Early access to the Auditorium for decorating and set up with no reservation cannot be guaranteed at no charge if auditorium is available.</li> </ul>	
Funerals	\$250.00
<ul style="list-style-type: none"> <li>Includes Auditorium, Conference Room and Kitchen</li> </ul>	
Youth Events	\$12.00/hour or \$120.00/day
<ul style="list-style-type: none"> <li>Paid Instructional activities</li> <li>Minor Sport Organizations, non family function</li> <li>Youth fundraisers / fundraising meetings</li> </ul>	
Craft Sales	\$150.00/day
Craft Sales with Kitchen	\$200.00/day
Auctions (private)	\$250.00/day
Auctions (private) with Kitchen	\$325.00/day

Non Profit Organizations / Charities	\$150.00/day
Non Profit Organizations / Charities with Kitchen	\$200.00/day
Family Benefits (unfortunate circumstances)	\$150.00/day
Family Benefits (unfortunate circumstances) with Kitchen	\$200.00/day
Adult Rates	\$20.00/hour or \$150.00/day
• Recreation Use (examples: Frisbee Club, Volleyball etc.)	
Anniversaries, Birthdays, Celebrations	\$150.00/day
• Includes:	
▪ afternoon activities	
▪ up to six hours of use	
▪ kitchen use	
Wedding Package	\$600.00
• Includes:	
▪ Friday day set up	
▪ Saturday (all day)	
▪ Sunday (to allow for gift opening and clean up)	
▪ Use of:	
○ Conference Room	
○ Auditorium	
○ Stage (includes sound system)	
○ Bar Room	
○ Kitchen (includes use of available dishes & equipment)	
○ Tables (no linen)	
○ Chairs	

### Conference Room ONLY

#### Service Groups

- |                    |            |
|--------------------|------------|
| • 1 meeting/Month  | \$300/year |
| • 2 meetings/Month | \$600/year |

Rental for special equipment will be charged if it is not included in a special rate package.

Sound System (Auditorium)	\$50.00/use
Lights (Auditorium)	\$75.00/use
Kitchen (includes all equipment and dishes)	\$75.00/day
8' X 8' Screen (Auditorium)	\$15.00/use
Bar Room (Auditorium)	\$25.00/use

Storage Room (Auditorium)	\$20.00/room/month or \$10.00 for one under-stage compartment/month
Sound System (Conference Room)	\$25.00/use
Projector (Conference Room)	\$10.00/use
VCR/DVD Player (Conference Room)	\$10.00/use

**GST**

- GST applies to all rental charges

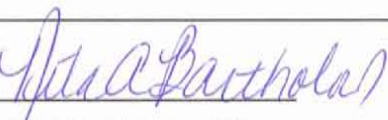
**Additional Support Documents**

- Rules and Regulations Agreement
- Rental Contract
- Set Up / Take Down / Clean Up Requirements

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**Approval**

Signature



Title: Chief Administrative Officer

Revision: 4

Review Schedule: Annual

Date: January 11, 2010

Resolution No. 19/10

Reviewed By:

Next Review: 2011