

VILLAGE OF RADIUM HOT SPRINGS

Radium Hot Springs Centre Rental Rates and Policy

Policy Purpose:

The purpose of this policy is to:

- promote a safe, and enjoyable environment for those who use the facility;
- provide clear guidelines to renters on the rules of renting the facility;
- protect Village assets, including buildings, equipment and property, and;
- ensure that rentals are provided fairly and consistently.

Definitions:

“Charity” means an organization with charitable status designated by the Canada Revenue Service.

“Commercial use” means an activity intended to generate profits for business or private purposes.

“For-profit organization” means an incorporated or unincorporated business entity or individual which returns a profit to its owners.

“Fundraising event” means an activity intended to solicit voluntary donations for a humanitarian, disaster relief, or community benefit purpose.

“Non-profit organization” means an incorporated or unincorporated organization that uses surplus revenues to achieve its goals rather than distributing them as profit or dividends.

“Private” means carried on by an individual for their exclusive use.

“Senior” or “Senior’s Group” means individuals, a collection of individuals or an organization dedicated to the benefit of senior’s and with membership available to groups who average 55 years of age, or more. Programs delivered to this age group qualify for the senior rental rate.

“Village” means the Village of Radium Hot Springs.

“Youth” or “Youth Group” means individuals, a collection of individuals, or an organization dedicated to the benefit of young people and with membership available to youth. In order to qualify for a subsidized rate under this category, the membership must be made up of a majority of individuals under 19 years of age. Programs delivered to this age group qualify for the youth rental rate.

General Policies:

1. All renters will complete and sign the Facilities Rental Agreement form and provide the rental fee, maintenance / security deposit, proof of insurance and any other necessary documentation prior to the date of the event.
2. A maintenance/security deposit, as detailed in the schedule below, and in addition to the rental fee, will be required for all bookings, and may be refunded if no additional maintenance is required. The deposit, less any maintenance fees, is refundable.

3. The Village will not be responsible, for personal injury or damage, for loss, damage or theft of clothing, materials and/or equipment on the premises. The renter shall indemnify and save harmless the Village and provide evidence of insurance to a minimum of \$2,000,000 liability coverage which will show the Village on the insurance policy as an additional insured for the purpose of the event. Insurance can be obtained privately or through the Municipal Insurance Association at <https://www.eventpolicy.ca/>.
4. The Village does not provide facility opening and closing services. As such, the renter will be responsible to obtain keys, entry codes and access instructions during normal Village office hours. Instructions for use of kitchen and audio visual equipment shall be by appointment arranged at least one week prior to the event. A facility familiarity tour is recommended.
5. It is the responsibility of the renter to obtain and set-up any needed materials and/or equipment. Items for decoration may be displayed on windows, and tables. Wall decorations are not permitted.
6. The use of tape, nails, staples or thumbtacks for hanging decorations on walls is prohibited. Confetti, rice, and bubbles are not allowed in the facility or surrounding property. An additional clean up fee will be charged if this rule is not adhered to. This additional charge will be deducted from the maintenance/security deposit. The renter is responsible for the complete removal of all decorations upon completion of the event.
7. Smoking is not permitted within Village facilities or within 3 metres of doorways, open windows, or air intakes.
8. Fire regulations prohibit the use of open candles (i.e. tapers). Glass bowl types are permissible.
9. Permission is required from the Village to serve alcohol on the premises. LCLB Special Event Permits are required and are the responsibility of the renter and must be posted at the time of the function. The renter will be required to provide alcohol event insurance coverage. The Village reserves the right to impose a higher amount of insurance coverage for high risk events, at its discretion. User group will be required to provide a copy of the appropriate liquor license, insurance policy, and 'Serving It Right' certification at least 1 week prior to the scheduled rental agreement date.
10. The morning half day rate ends and the afternoon half day rate begins at 12:30 p.m.

Rates and Policies:

Note: The Village reserves the right to reduce the rental rates at its discretion based on benefit to the community. Community groups may apply to Council for preferred rates.

1. Main Hall:

(a) Non-profit, fundraising, charitable, youth and senior individuals and organizations.

- full day use \$125
- half day use \$75

(b) For profit organizations, private and commercial use.

- full day use \$250
- half day use \$150

(c) Maintenance/security deposit \$400

(d) Basic cleaning policy.

Users are expected to leave the hall in a basic state of cleanliness to include:

- Return to storage of all tables and chairs;
- Removal of all garbage, and;
- Sweeping the floor.

2. Stage:

(a) Non-profit, fundraising, charitable, youth and senior individuals and organizations.

- full day use \$40
- half day use \$25

(b) For profit organizations, private and commercial use.

- full day use \$80
- half day use \$50

(c) Maintenance/security deposit \$150

(d) Basic cleaning policy.

Users are expected to leave the stage in a basic state of cleanliness to include:

- Return to storage of all tables and chairs;
- Removal of all garbage, and;
- Sweeping the floor.

3. Multi-purpose Room:

(a) Non-profit, fundraising, charitable, youth and senior individuals and organizations.

- full day use \$30
- half day use \$20

(b) For profit organizations, private and commercial use.

- full day use \$60
- half day use \$40

(c) Maintenance/security deposit \$100

(d) Basic cleaning policy.

Users are expected to leave the multi-purpose room in a basic state of cleanliness to include:

- Return to storage of all tables and chairs;
- Removal of all garbage, and;
- Sweeping the floor.

4. Kitchen:

(a) Non-profit, fundraising, charitable, youth and senior individuals and organizations.

- full day use \$75
- half day use \$50

(b) For profit organizations, private and commercial use.

- full day use \$150
- half day use \$100

(c) Maintenance/security deposit \$250

(d) Basic cleaning policy.

Users are expected to leave the kitchen in a basic state of cleanliness to include:

- Removal of all garbage;
- Wipe down of stovetops, grills, counters, backsplash, tables and sinks;
- Removal of all food and food waste;
- Sweeping and mopping of floor.

(e) Users are required to obtain a Temporary Food Services Permit from Interior Health www.interiorhealth.ca. For profit organizations and commercial users that do not possess a business license for the Village of Radium Hot Springs are required to obtain a license.

5. Maintenance/security deposit policies:

(a) A maintenance/security deposit is required for all rentals which will be returned in full within 14 days upon satisfactory inspection of the facility by authorized personnel. All fees for repair of damages to the facility and/or its equipment/amenities, and/or extra cleaning resulting from a facility rental will be deducted from the damage deposit. If the damage exceeds the maintenance/security deposit amount the renter will be invoiced and is responsible to cover all additional expenses. Failure to do so will result in legal action taken by the Village and suspension of rental privileges, until all funds owing to the Village have been paid in full.

- (b) It is the responsibility of the renter to ensure that adequate security is provided during a function in order to minimize the possibility of damage throughout the duration of the function. The renter will abide by the applicable Village of Radium Hot Springs Noise Bylaw (www.radiumhotsprings.ca).
 - (c) Additional cleaning, throughout the entire facility, if required, shall be classified as damage and will be subject to the cleaning fees, at cost, which will be deducted from the maintenance/security deposit.
 - (d) When two or more areas of the Centre are rented, the maintenance/security deposit shall be \$500.
6. Service calls fees:
- (a) The service call fee shall be per service call at a rate of \$100.
 - (b) The Village does not guarantee that a staff member will be available to respond to all service calls.