

SECTION: Facilities/Property		POLICY #: FAC-003
Date Approved: August 29, 2011		Civic Centre Rental Booking & Conditions of Use Terms
Revision Date:	Review Date:	
Authority: Report PR-12-11		

COVERAGE

Facility – Civic Centre Operations

PURPOSE

To detail the rental booking policy and conditions of use terms for rentals of the Saugeen Room, Community Hall and Civic Theatre.

DEFINITIONS

Booking / Rental: The process of confirming a rental time.

Rental Party: An organization, group or individual renting facilities and / or equipment.

Seasonal Calendar: The calendar created for rentals that occur on a season – long basis between September and June, as per the Seasonal Civic Theatre and Community Hall Rental Booking Policy and Agreement Terms.

Booking Process:

1. The Hanover Parks, Recreation and Culture Department shall administer the facility bookings for the spaces at the Hanover Civic Centre.
2. The following are designated as spaces available for use and rent by the general public: Saugeen Room, Community Hall and Civic Theatre.
3. Seasonal bookings for the Theatre and/or Community Hall are administered as per the Seasonal Theatre and Community Hall Rental Booking Policy and Agreement Terms.
4. Bookings for the Theatre and Community Hall shall not be taken past the current confirmed “Seasonal” Calendar. Should a request to rent the Theatre and/or Community Hall beyond the current confirmed “Seasonal Calendar” occur, the request will be forwarded to (staff to be confirmed). The staff member shall follow up with the individual who made the request. Requests will be considered according to the Theatre and Community Hall Allocation Policy at the time of creating the applicable Seasonal Calendar.
5. The receipt of the rental fee along with the signed rental permit confirms a booking contract.

Administration of Booking Rental Fees:

6. Rentals must be paid in full by the rental party at the time of completing the booking process.
7. Non- resident fees shall apply to facility rentals as per the Non Resident Use of Parks, Recreation and Culture Services Policy.

8. The rental party agrees to pay any and all necessary licence fees applicable (over and above normal rental fees of facility and equipment) to SOCAN (Society of Composers and Music Publishers of Canada) for license to perform or allow others to perform copyright music in public.

Cancellation of a Rental Contract:

9. Cancellations made 7 days or more prior to the contract date are subject to an administration fee of \$15.00 or 25% of the facility rental value, whichever is greater.
10. When notice of intent to cancel is received with less than 7 days notice, 50% financial responsibility shall exist, unless the cancelled facility is rented to another user by or through Hanover Parks, Recreation and Culture, in which case an administration fee of \$25.00 will be deducted.
11. Should Hanover Parks, Recreation and Culture need to cancel a rental due to unforeseen circumstances, a full refund will be issued to the rental party.
12. All rental time cancellations shall be communicated in writing.
13. Notwithstanding the schedule outlined in Clauses 10 and 11 above, no financial responsibility shall exist should the cancellation be due to inclement weather, at the discretion of the Parks, Recreation and Culture Department.

Conditions of Rental Terms:

14. Rental parties are advised that all Town of Hanover facilities are smoke-free and will inform their participants accordingly.
15. The Town will not be responsible for any lost or stolen articles.
16. Any damage to the facility or equipment as a result of vandalism or misuse will result in the cost of the repair being the responsibility of the rental group. The Town of Hanover Parks, Recreation and Culture Department will invoice the rental party accordingly.
17. Should a rental party leave a facility in an unclean condition, as determined by Town staff, the Town will complete the necessary cleaning and invoice the rental party accordingly.
18. Rental parties are advised that liability insurance is not provided under the municipal policy
19. The rental party shall ensure that:
 - a) Any materials / equipment / props brought into the rented space are removed from the space at the conclusion of the event, or as otherwise arranged with the Town.
 - b) The rental space being utilized is left in the same condition as provided.
 - c) No confetti, dance wax or powder will be used in any facility.
 - d) Nothing is taped, tacked, or nailed to a surface except on display boards.
 - e) Adult supervision is provided when children's groups are using the space.
 - f) Sub rental of the booking will not occur.

Facility Setup:

20. The rental party is responsible for contacting the Parks, Recreation and Culture Department at least 7 days prior to the event concerning any special arrangements or requirements as to setup of facilities and equipment.

21. The rental party is responsible for providing their own computer, LCD projector, TV/DVD and overhead projector.
22. The rental space will be unlocked prior to the rental contact start time by facility staff.

Serving of Alcohol:

23. Alcoholic beverages are not permitted in Town of Hanover facilities, unless licensed under a Special Occasion Permit and approved by the Parks, Recreation and Culture Department.
24. Approved rentals that involve alcohol must follow the Town of Hanover Alcohol Management Policy.

Statutory Holidays

25. The Civic Centre will be closed on statutory holidays (in accordance with the Town of Hanover Personnel Policy). This includes New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day, Boxing Day, New Year's Eve. If Family Day is deemed by Council to be a statutory holiday, the Civic Centre will be closed.
26. A rental party that requests to book a space at the Civic Centre on a statutory holiday (in accordance with the Town of Hanover Personnel Policy) shall only be granted permission if appropriate staff coverage can be arranged. Should staff coverage require the payment of overtime or premium statutory holiday wages, the user group will be required to pay the equivalent of said wages in addition to regular rental rates. A request for opening does not guarantee approval.

PROCEDURE / GUIDELINES:

1. The Parks, Recreation and Culture Department will book Civic Centre facilities according to the Civic Centre Rental Booking Policy and Conditions of Use Terms.
2. A rental contract will be issued to the rental party.
3. The receipt of the rental fee and the signed rental contract confirms a booking contract.
4. Cancellation of a rental contract will be administered as outlined above in Clauses 10 to 14.
5. The Town reserves the right to cancel or terminate rental contracts at any time.