

Summer Village of Ghost Lake

Community Hall Rental – Conditions of Use



The Community Hall amenities are available for utilization by all Summer Village of Ghost Lake Residents

- 1) Year-round EXCEPT on days where the Community Hall is rented by an SVGL property owner/ resident “User” for a private event or booked for Council meetings and committee meetings (scheduled the 2nd Saturday of every month) An up-to-date Community Hall availability calendar will be made available on the SVGL Website.

2) Community Hall Rentals

- a. The Community Hall rental fees is as follows:
 - **\$50** to rent the Community Hall for one day between 8 a.m. and 12 a.m., with a capacity of up to 60 people.
- b. The Community Hall rental will occur on a first-come, first-served basis for each User’s first two bookings. After the third booking, User’s who are renting the Community Hall for the first or second time will be given priority to ensure fair use for everyone.
- c. User’s third booking may be cancelled up to 2 weeks prior if another User is booking for a first or second time.
- d. An Electronic Transfer must be made to finance@ghostlake.ca to pay for the Community Hall rental

3) Damage

In case of damage to any of the Community Hall amenities, the User will be unable to book the Community Hall for a private event until the damage recovery fees have been paid for. The damage recovery fees will be determined based on the extent of damage caused by the User.

4) Hours of Operation:

The Community Hall can be rented between the hours of 8:00 a.m. and 12:00 a.m. **The end time for all Community Hall use and events is 12:00 a.m.**

5) Cleaning:

The Ghost Lake Community Hall does not have a cleaning service. Users are expected to clean up after themselves.

a) Main Hall

- The Pool Table should not be moved
- Chairs and tables must be put away
- Additional tables and chairs are available for use, but should be cleaned and returned to where they are stored
- Floors will be swept and mopped by the User

- Ensure all lights are turned off inside and outside the Community Hall
- b) Kitchen
 - All countertops and tables will be wiped down by the User
 - Dishes, glasses and cutlery must be washed and cleaned properly after use
- c) All garbage and recycling will be bagged, removed, and disposed of by the User
- d) Bathroom counters and toilet will be wiped down and the toilet will be flushed by the User
- e) Community Hall will be locked and left secured by the User
- d) Exterior tables and chairs must be returned to their original location and cleaned by the User

All other cleaning as required to keep the area clean

THE USER IS RESPONSIBLE TO CLEAN THE COMMUNITY HALL. PRIOR TO DEPARTURE, PLEASE REFER TO CLEAN UP CHECK LIST (AT THE END OF THIS DOCUMENT). PLEASE NOTE THAT A \$50.00/PER HOUR CLEANING FEE WILL APPLY, WITH A 3 HOUR MINIMUM CHARGE, IF THE COMMUNITY HALL IS NOT LEFT IN THE CONDITION IT WAS FOUND.

6) Quiet Times:

All outdoor activity must be quieted down no later than 10:00 PM. **The end time for all hall events is 12:00 a.m.** Please abide by the guidelines as set forth in SVGL Noise Bylaw, Bylaw #186.

7) Occupancy:

Maximum capacity in the hall due to fire regulations is 60.

8) Alcohol:

Liquor Consumption Policy: If **liquor** is to be consumed on the Facility, it is the responsibility of the User, at its sole cost and expense, to arrange for and ensure that a **Party Alcohol Liability Certificate of Insurance (“Liquor Policy”)** and a **Liquor License** has been arranged for and presented to the Booking Agent. Summer Village of Ghost Lake (must be named as an additional **insured** on the **Liquor Policy as well as on the liquor permit (“Liquor Permit”)**).

9) Decorating:

Do not remove memorabilia of the Village from walls when decorating. Use only removable tape for decorating. Use of nails, tacks, etc. is prohibited.

10) No Smoking:

Smoking and vaping is **ONLY** permitted outdoors. If there are smokers/vapers in your group, please ensure there is a fireproof receptable outdoors for disposing of the cigarette butts. No smoking of tobacco or vaping or cannabis products is permitted inside the Community Hall. Smoking is only permitted, at least 5 meters from any doorway, window or air intake. It is the responsibility of the User to ensure compliance with all laws regarding tobacco, vaping or cannabis use, and all restrictions on smoking in this agreement.

11) Candles:

No open flames are permitted. Battery operated candles only.

12) Safety:

Note location of fire extinguishers and first-aid kit. AED is located next door in the library

13) Parking:

Any vehicles attending at the Community Hall building must not block the roadway, or neighbouring properties.

14) BBQ Use:

If used the barbecue must be cleaned after use. The User will be responsible if any damage is incurred.

15) Supplies:

Users must bring their own cleaning supplies such as garbage bags, paper towels, and cleaning supplies. Bringing your own paper products such dishes, glasses, and cutlery is encouraged. However, Users can use the shared dishes and cutlery in the Community Hall provided that they are properly cleaned after use (see Section #5)

16) Drinking Water:

Water from taps is potable, but you may want to bring your own drinking water.

17) Keypad Entry:

User is responsible for the security of the Facility and should not share the key pad entry number with anyone.

Payment: E-transfer finance@ghostlake.ca

User shall leave the Community Hall and grounds clean, tidy, and ready for next Users, including washrooms, kitchen, and main hall, and all floor surfaces. Also ensure outside grounds have no garbage or cigarette debris.

****The Marigold Library is separate from the Community Hall, and is not included in the rental. Any damages or mess in the library may result in additional cleaning charges****

PLEASE BE RESPECTFUL - THANK YOU - ENJOY!

I have read, understand and agree to the above responsibilities as User of the Facility

Please send the signed form to policy@ghostlake.ca once completed

User:

| | | | |
|------------|-------|--------------|-----------|
| Print Name | Lot # | Phone Number | Signature |
|------------|-------|--------------|-----------|

In Case of Emergency – Call 911

GHOST LAKE VILLAGE COMMUNITY HALL

CLEAN UP CHECK LIST

1. The tables and chairs should be returned to their regular position. This means the grouping of two tables and four chairs put back in the space on the south side of Community Hall, and the remaining tables and chairs stacked and stored in the same position they were found.
2. The ping pong table, if moved, should be returned to its original position after clean up.
3. Clean bathroom, kitchen, and hall, including floors after use.
4. All garbage should be removed from the hall.
5. Ensure all doors are locked when leaving the Community Hall, including the rear door which may have been opened for some reason.
6. Ensure all lights are turned off inside and outside the Community Hall.
7. Please leave the Community Hall in the same condition as originally found.