



Kitselas Community Hall

For booking and inquiries please contact:
Geneva at 250-635-8882

Fee and Rate Structure

as of January 2012

Deposits

Booking and Damage \$200.00

Renter's Clean – Up Deposit \$70.00

Rental Rates

Hall Rental Full Day \$195.00

Non-Profit Rate \$95.00

Kitchen Rental - Full \$ 65.00

Kitchen as Concession Only \$ 20.00

Adult - Hourly \$ 15.00

Youth - Hourly \$ 9.00

Cleanup Rates

Full cleanup arranged by Kitselas Hall Management \$115.00

Renter's cleanup \$70.00 deposit

Fee if insufficiently cleaned by user \$ 15.00/hour

Fees are payable in advance as follows:

- a) Damage deposit at time of booking.
- b) Rental fees and cleanup deposit at least five (5) days in advance of event.

Deposits will be refunded as follows:

- a) Damage deposit will be refunded when at least two (2) weeks notice is given of cancellation.
- b) Damage deposit will be refunded in full if not required to cover damages incurred.
- c) Cleanup deposit when all clean-up has been completed to Kitselas Management satisfaction.

Your booking is not confirmed until damage deposit has been paid.

Rules and Regulations

- Maximum occupancy 300 persons.
- Use of alcohol is permitted only in accordance with B.C. Provincial Permits and Regulations and renter must purchase own insurance – proof of BC Liquor License and Insurance is required.
- The use of staples or tacks for decorating is ABSOLUTELY NOT permitted.
- No confetti allowed in the Kitselas Community Hall.
- Renter must report all damage immediately.
- When vacating facility, ensure all doors are securely locked, interior lights and fans are turned off.
- The facility must be vacated by the time specified on the rental contract and all articles cleared out, including band equipment.
- Facility must be cleaned by 8:00 am the day after scheduled event.
- Smoking is PROHIBITED.
- Facility keys shall be returned to the Kitselas Community Hall the next working day.

Failure to comply with the above rules and regulations may result in forfeiture of the cleanup and damage deposit.

This is your community centre. Take pride in its appearance.

Renters Doing Own Cleanup

Hall/Bar/Washrooms:

- All tables and chairs to be wiped clean.
- All tables and chairs to be put away in designated areas.
- All decorations and tape to be removed.
- Counters to be cleaned.
- Sinks to be cleaned.
- Mirrors to be cleaned.
- Toilets to be cleaned.
- Urinals to be cleaned.
- Ensure all walls are clean.
- All garbage to be removed and placed in the exterior garbage container.
- Floors swept.

Kitchen:

- Stove top and inside to be cleaned, Ventilation hood to be cleaned.
- All cooking/dispensing equipment to be cleaned inside and out.
- Counter and sinks to be cleaned.
- Fridges to be cleaned inside and out – all items must be removed.
- Floors to be swept.
- Garbage to be removed and placed in exterior garbage container.

Special Cleaning Instructions:

- DO NOT dispose of any food items or garbage down sinks or in toilets.
- Cleaning supplies must be returned to the designated storage location for said items.
- DO NOT unplug ANY appliances, especially the refrigerator.
- All garbage must be removed from the building and deposited into dumpster outside the hall.

This is your community centre, please respect it and keep it clean.

In the event of an emergency please call 9-1-1

Kitselas Community Hall Phone: 250-635-8882