

GREENFIELD COMMUNITY LEAGUE

RENTAL POLICY

1. INTRODUCTION

- 1.1 Greenfield Community League Hall has a capacity of 115 individuals for sit down banquets and 125 people for stand up banquets.
- 1.2 Rental applicants must be a minimum of twenty five (25) years old and provide identification to the GCL Rental Agent.

2. INCLUSIONS

- 2.1 Rental of the Main Hall facility includes access and use of two entrances, corridor, washrooms, kitchen, stereo system and barbeque.
- 2.2 The meeting room and library can be booked for an additional charge(s).
- 2.3 The kitchen includes two commercial gas stoves, 1 stand up fridge, 1 drop freezer, a walk in cooler and a microwave. Rental does not include dishes, utensils, pots and pans or the dishwasher located in the kitchen.
- 2.4 Rental does not include the use of the children toys, tennis tables or card tables that are located in the storage room.

3. ACCESS

- 3.1 Ongoing community based programming takes precedent over bookings Monday morning thru Friday afternoon.
- 3.2 Access and keys to the hall will be provided three (3) hours prior to an event for decorating and set up purposes. A walk thru will be completed at that time.
- 3.3 If the facility is available on the Friday, for wedding functions on Saturdays renters can request access to the hall the Friday night prior to for decorating purposes for an additional charge of fifty (50) dollars. Access will be provided following a clean up from Fridays Programs.
- 3.4 Functions are to be concluded and premises vacated by 2:00 am. Renters are asked to remove all belongings and complete their clean up the same night as their function.
- 3.5 A post rental walk thru inspection and return of the keys will be completed at nine (9) am the next morning, for functions on Friday and Saturday nights. At which time the hall is to be cleaned according to the Facility User Responsibilities Policy provided to the renter upon being provided keys.

4. RATES

4.1 Main Hall (45'x 33')

Monday thru Thursday	\$275.00 Non-members	\$225.00 members
Friday, Saturday Rental	\$350.00 Non- members	\$275.00 members
Sunday rental	\$300.00 Non-members	\$225.00 members

4.2 Library (19'x 17')

Monday thru Thursday	\$70.00 Non-members	\$50.00 members
Friday, Saturday Rental	\$90.00 Non-members	\$70.00 members
Sunday rental	\$80.00 Non-members	\$60.00 members

4.3 Meeting Room (18'x22')

Monday thru Thursday	\$50.00 Non-members	\$30.00 members
Friday, Saturday Rental	\$70.00 Non-members	\$50.00 members
Sunday rental	\$60.00 Non-members	\$40.00 members

Statutory weekends – the Sunday rental fee is that of a Friday or Saturday rental.

- 4.4 Rental fees are due upon signing the rental agreement which effectively books the rental and will be cashed immediately.
- 4.5 The above rates apply to fundraising events.
- 4.6 Hourly rates are available for meeting room and library rentals for the purpose of meetings.
- 4.7 Greenfield Executive members are offered one rental per year at a rate of \$75.00. There after rentals are discounted by \$100.00 per rental.

5. DAMAGE DEPOSIT

- 5.1 A damage deposit of \$450.00 is due upon signing the rental agreement for rentals of the Main Hall.
- 5.2 A damage deposit of \$100.00 is due upon signing the rental agreement for rentals of the Meeting Room or Library.
- 5.3 Damage deposits will be cashed two (2) weeks prior to the rental.
- 5.4 A post rental Inspection will be completed by the GCL Rental Agent.
- 5.5 Deductions will be made from the damage deposit for failure to clean up according to the Facility User Responsibility Policy and for damage done to the property.
- 5.6 The charge rate for clean up after a rental is \$30.00 per hour for regular weekends and \$45.00 per hour on Statutory holidays.
- 5.7 A cheque for the damage deposit less charges will be mailed out to the renter as soon as possible following the event.
- 5.8 The renter is responsible for any and all damages or losses of any kind that are occasioned to or upon the Greenfield Community League Hall by the renter, its guests (invited or otherwise), servants, employees, assistants, or any other person without limitation.

- 5.9 In the event that damages or losses exceed the damage deposit the renter shall be responsible for such damages or losses including any fees incurred to recover such damages losses including, but not limited to, legal fees on a solicitor and own client basis of the Greenfield Community League.
- 5.10 The charge rate for clean up after a rental is \$30.00/ hour for regular weekends and \$45.00/hour on Statutory holidays.
- 5.11 A cheque for the damage deposit less charges will be mailed out to the renter as soon as possible following the event.

6. CANCELLATION POLICY

- 6.1 In the event you wish to cancel your event please contact the GCL Rental Agent as soon as possible.
- 6.2 Cancellations must be in writing.
- 6.3 Cancellations for Main Hall rentals are subject to an administration charge of \$75.00.
- 6.4 Cancellations for Library or Meeting Room rentals are subject to an administration charge of \$25.00.
- 6.5 Cancellation Administration fees will be deducted from the reimbursement of rental fees paid.
- 6.6 In the event of a mechanical failure, fire, flood, snowstorm, power loss, or other event beyond the control of the Greenfield Community League that renders the Greenfield Community League facilities unavailable, the Renter's damage deposit and rental amount shall be refunded and the Renter hereby waives any and all claims for losses or damages, without limitation, arising out of and related in any way to the failure of the Greenfield Community League's inability to provide the Greenfield Community League Hall premises.

7. RENTER RESPONSIBILITIES

- 7.1 Renters are to ensure that they have a valid liquor license if serving alcohol.
- 7.2 Proof of the license is to be shown to the GCL Rental Agent when picking up the keys. Failure to provide will result in the cancellation of the rental.
- 7.3 Renters shall not allow more than the maximum number of guests as permitted by our licence.
- 7.4 Renters must not place candles directly on linens or paper table cloths. They must be in holders.
- 7.5 Renters are not permitted to use confetti in the facility or on the grounds.
- 7.6 Renters are to remove all items and complete all tasks listed on the Greenfield Community League Facility User Responsibilities Policy provided upon booking, at the conclusion of the event. This policy is also displayed in each of the rooms.
- 7.7 Renters are to ensure that the gas line in the kitchen is shut off after using the stove/ovens.
- 7.8 Renters are to report any misuse and damage to the Booking Agent immediately.
- 7.9 Renters are responsible for any injury, losses and/or damages suffered by any of their guests (invited or otherwise), servants, employees, assistants, or any other person they allow into the hall.

8. SMOKING POLICY

- 8.1 Smoking is prohibited in all Greenfield Community League facilities.
- 8.2 Smokers are to smoke outside away from the doors
- 8.3 Butts must be discarded in a coffee can or similar receptacle and discarded off the premises.
- 8.4 Cigarette butts not disposed of in a can must be picked up. Do not put in the garbage bins in the facility! Failure to clean up butts will result in cleaning charges.

Thank you on behalf of Greenfield Community League for respecting the Community and its Property!