



DISTRICT OF WELLS COMMUNITY HALL GENERAL RENTAL POLICY

A. GUIDELINES

1. User groups are responsible for obtaining their own liability insurance for all events and uses.
2. Users of the Hall are required to meet all Provincial requirements including obtaining a "Special Occasions License" for liquor functions.
3. All activities must be strictly supervised by an adult who will be responsible for the group and liable for the condition of the Hall during and as a result of Hall use. If this person is replaced, the name and contact number of the succeeding person shall be made known to the District of Wells and a new contract signed.
4. The Contract must be signed and user fees paid to the District prior to the event.
5. The Hall will be inspected by an employee or Council Member of the District of Wells after each event to ensure it is left in an undamaged condition, before the Security Deposit is refunded.
6. In case of accidental damages (e.g. broken window) or other irregularities, please call the District office 994-3330 or one of the emergency numbers listed below.
7. Keys will be made available at the District Office 9 a.m. to 2:30 p.m. Monday to Thursday. Keys may be returned at these times or by appointment.

B. SCHEDULE OF USER FEES

These rates are for 1-2 day use only. Longer use rates may be negotiated; contact the Office 994-3330

1. MAIN HALL

a. Local Groups, Residents of Wells and Government Use

Security Deposit:	\$100.00
Regularly Scheduled Recreation – see separate schedule	
Events with no fee or admission charge	\$75.00
Events with fee or admission charge	\$175.00
Events with liquor and/or food (includes use of kitchen and/or bar)	\$250.00

b. Non-Local Use

Security Deposit	\$100.00
Events with no fee or admission charge	\$175.00
Events with fee or admission charge	\$275.00
Events with liquor and/or food (includes use of kitchen and/or bar)	\$350.00

2. BANQUET ROOM

a. Local Groups, Residents of Wells and Government Use

Security Deposit:	\$100.00
Events with no fee or admission charge	\$75.00
Events with fee or admission charge	\$125.00
Events with liquor and/or food (includes use of kitchen)	\$175.00

b. Non-Local Use

Security Deposit:	\$100.00
Events with no fee or admission charge	\$125.00
Events with fee or admission charge	\$175.00
Events with liquor and/or food (includes use of kitchen)	\$250.00

3. BALLET ROOM

a. Local Groups, Residents of Wells and Government Use

Security Deposit	\$100.00
Events with no fee or admissions charge	\$50.00
Events with fee or admissions charge	\$75.00

b. Non-Local Use

Security Deposit	\$100.00
Events with no fee or admissions charge.	\$75.00
Events with fee or admissions charge	\$100.00

4. EVENTS WHICH DIRECTLY SUPPORT THE FRIENDS OF THE WELLS COMMUNITY HALL or DISTRICT OF WELLS

- a. Any group or individual may apply for an exemption from the above rental rates if monies raised by their event will be donated to the Friends of the Wells Community Hall (FOWCH) or District of Wells for the purpose of the restoration and/or maintenance of the Hall. Groups wishing to undertake such an event must make a presentation to Council.
Council meetings are held on the 1st and 3rd Tuesdays each month at 7 PM. Please call the Office, 994-3330, one week prior to the meeting at which you wish to make your presentation
- c. The District of Wells may use the Hall at no charge.

5. LONG TERM USE OF THE WELLS COMMUNITY HALL

Organizations or individuals wishing to rent any portion of the Wells Community Hall for an extended period of time must make their request in the form of a presentation to Mayor and Council. Council meetings are held the 1st and 3rd Tuesdays of each month. Please call the Office 994-3330 one week prior to the meeting at which you wish to make your presentation.

In the Main Hall, liquor must be served from the bar; in the basement, from the kitchen. Food prepared on site must be prepared in the kitchen. Service of coffee/tea and snacks is not considered to be food service.

If you wish to have the Friends of the Community Hall look after the bar, arrangements may be made through Carol McGregor, 994-3312, or Dave Hendrixson, 994-3414.

WELLS COMMUNITY HALL

GENERAL INSTRUCTIONS

1. On the Main Floor of the Hall, 400 persons are permitted in non-fixed seats (rows of chairs) or 250 persons at tables and chairs, and 235 persons in the bleachers. In the Banquet Room, 209 persons are permitted in non-fixed seats and 125 persons at tables and chairs.
2. Check with the District of Wells Office 994-3330 for availability of tables, chairs, and other needs.
3. The Hall is an original Heritage Building. There is a limited number of electrical outlets. If your event has electrical requirements, check with the DOW Office. The District of Wells has dial-up internet access only.
4. Wells Community Hall is a non-smoking venue. Please assign a person to monitor the use of ashtrays, outside the front door only. No smoking is permitted outside the emergency exits. No open flames or candles are allowed in the Hall.
5. Cleaning: (see Page 2 Hall Rental Agreement). Clear all the tables, stack all chairs in front of the bleachers and collect all garbage into bags. Place bags inside the front vestibule.
6. Use of liquor and mix dispensers and the PA system may be negotiated with the Office.
7. If you have questions not answered here, please contact the District of Wells Office at 994-3330, FAX 994-3331, or email wells@goldcity.net.

4. RE: Decorating / Cleaning the Hall:

The Contact person signing the Rental Agreement is responsible for all damages to the Hall and equipment; and for ensuring clean-up is completed and doors locked. Charges will be levied against the Security Deposit for full repair or replacement cost for items broken or missing. Any costs over and above the Security Deposit will be invoiced to the Renter. The current agreement may be cancelled or future agreements declined if guidelines and instructions are not adhered to.

- a. Do not use tape on walls or ceilings. No confetti in the Hall or on the steps. Remove all tacks and decorations from walls and ceilings.
- b. Do not move the pianos.
- c. The Hall is a non-smoking facility. Please direct those who wish to smoke to use the ashtrays (planters) outside at the front or back of the Hall only. Please do not smoke outside emergency exits. Please, no candles or flames inside the Hall.
- d. Stack and place all chairs in front of bleachers. Clear tables. Remove garbage to bags and place inside front vestibule.
- e. Vacate the hall and remove all stock and equipment by 11:00 A.M. the day following the event. Lock all Hall doors when leaving the premises.
- f. Return key to Municipal Office by 11:00 A.M. the first working day following the event. (Office hours: Monday to Thursday. 09:00 A.M. to 2:30 P.M. or drop them in the mail box outside the Office door)

RENTER: I have read the Terms of Agreement for Rental of the Wells Community Hall and will comply with these terms:

Name: _____ for Renter: _____
signature

DATE of Agreement / Confirmation: _____

DISTRICT OF WELLS:

Security Deposit Received \$ _____ Method of Payment: _____ Date: _____

Rental Received \$ _____ Method of Payment: _____ Date: _____

NAME: _____ for District of Wells
signature

In cases of emergency, please call the District Office at 994-3330, or after hours call Gary Champagne at 994-3344 or Carol McGregor at 994-3312.