



KINSMEN HALL
516 Gower Point Rd.
Kincoast.ca

KIN Hall Rental Rules and Regulations

***KINSMEN HALL IS A DESIGNATED POLLING STATION BY ELECTIONS CANADA.
FEDERAL ELECTIONS TAKE PRECEDENCE OVER ALL AGREEMENTS.**

- 1) The Hall shall be rented to adult persons only. An adult person shall be in attendance for the duration of the function.
- 2) The Applicant will be responsible for their own set-up, and cleanup of the Hall at the conclusion of the event. The list of expected cleanup is attached to this document. The applicant shall ensure that all garbage and recyclables are removed from the hall; all doors are closed and locked upon leaving the facility. A KIN Club Representative will evaluate said clean up. Any necessary cleaning as a result of this event will be charged to the Applicant at \$25/hr from the damage deposit. Failure to turn off lights and/or heat after departing the hall will result in additional \$25.00 charge.
- 3) Use of the kitchen must be declared in advance, and the applicant will take responsibility for the operation of all cooking apparatus', and shall ensure that all cooking apparatus' are turned off before departing the hall.
- 4) The Applicant is responsible for the Hall key set. Loss of keys will result in a replacement cost of \$100.00 for replacement of key(s) by the Applicant.
- 5) Applicants shall not sublease hall space from their contract. All Hall rentals will be strictly through the KIN Club of the Sunshine Coast.
- 6) Event occupancy must not exceed the legal fire capacity of either the large, or small halls.
- 7) No unauthorized alcohol shall be permitted in the Hall.
 - I. Consumption of alcohol may be permitted provided the user follows the regulations of the Liquor Control and Licensing Branch of British Columbia. A copy of the Special Occasion Permit shall be provided to the KIN Club of the Sunshine Coast representative when the application is submitted. The Permit must be posted in a conspicuous place in the Hall during the event.
 - II. Insurance for any event involving alcohol must be purchased by the applicant with a minimum of \$2,000,000.00 liability and the KIN Club of the Sunshine Coast listed as "Additional Insured".
- 8) Insurance for any event or hall usage must be purchased by the applicant with a minimum of \$2,000,000.00 liability and the KIN Club of the Sunshine Coast listed as "Additional Insured". A copy of the insurance coverage shall be provided to the KIN Club of the Sunshine Coast representative when the application is submitted. The applicant hereby agrees to assume all financial liability for personal injury of renters, staff, and attendees at their event(s).
- 9) **SECURITY:** At the discretion of the KIN Club of the Sunshine Coast Representative, a security plan may be requested. All-ages events may require additional security conditions (*no alcohol; paid door security; extra volunteer security; a "no in/out after admittance" policy*). A KIN Club Representative will have unrestricted access to all events for security purposes.
- 10) Exit doors shall remain unblocked at all times.
- 11) No exposed candles may be used.
- 12) No Smoking is allowed in the facility. Smoking outside the building must adhere to the Town of Gibsons Bylaws.

***Terms & Conditions Continued on Reverse side.**



KINSMEN HALL
516 Gower Point Rd.
Kincoast.ca

- 13) The KIN Club of the Sunshine Coast accepts no responsibility for any items left in the Hall by the applicant, organization members or function attendees.
- 14) There will be no modifications made to the hall(s) or associated property. No staples, nails, or duct tape are to be used in or outside the facility.
- 15) No equipment or any apparatus or furniture shall be stored on an ongoing basis in the hall(s) or associated property.
- 16) Dangerous Goods, including Consumer Commodities as specified as such by Transport Canada are NOT to be stored in the Hall facility.
- 17) Power siphoning from the hall facility to power external operations (*ie: Food Vendors; Lighting, etc.*) will be at an additional charge of \$25.00/circuit/day.
- 18) It is understood that the applicant shall indemnify and hold the KIN Club of the Sunshine Coast harmless from and against all claims or demands with respect to the use of the Hall. The KIN Club of the Sunshine Coast is not responsible for personal injury or damage or for loss of personal items or equipment of the applicant or anyone attending on the invitation of the applicant.
- 19) **NOISE:** Noise levels must adhere to the Bylaws of the Town of Gibsons.
- 20) **CANCELATIONS & REFUNDS:** In order to receive a refund for a cancelled reservation, you must have paid in FULL at the time of reservation AND we must receive notification of cancellation a minimum of 30 days before your reservation date.
- 21) The KIN Club of the Sunshine Coast reserves the right to cancel this contract for specified dates, or in its entirety as they see fit.

COMMUNITY HALL RULES OF ETIQUETTE

We ask that you please review the following checklist at the conclusion of your event to ensure all rules and regulations have been complied with. At the termination of the applicant's use, the hall should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

KIN HALL EVENT CLEAN-UP CHECK-OFF LIST		
No.	ITEM	CHK
1	Tables collapsed and stacked in designated area.	
2	Chairs folded and stacked in designated area.	
3	Dishes, pots, coffee pot and appliances are clean and returned to their original location in the kitchen.	
4	Kitchen is clean and in proper order. Garbage removed. Water off. Oven off. Floors swept. Heat is off. Lights are off.	
5	Bathrooms are clean and in proper order. Garbage removed. Running water off. Floors swept. Heat is off. Lights are off.	
6	Decorations have been removed without any mark or damage to the hall facility.	
7	HALL(s) is/are clean and in proper order. Garbage removed. Floors swept. Doors are closed and locked. Heat in winter = 15°C; in summer = Off. Lights are Off.	