



Manson's Hall Short Term Lease Policy

Rental Fees: for individuals and organizations who are current year members of the Southern Cortes Community Association. The areas available for Short Term Lease are the Main Public Hall and the Pioneer Room (other areas available by exception).

Main Hall is \$18 per hour with a maximum of \$100 for workshop/courses.
Pioneer Room is \$11 per hour.

Equipment: must be provided by the renter unless additional agreements have been made with the SCCA (piano), the Seniors (dishes), Cortes Theatre Group (stage lighting) or Cortes Café (kitchen).

Sound system is \$30 per event including mixing board and microphones. If

help is needed using the equipment, sound technicians are available.

LCD Projector is \$20 per event. Projectionists are available.

Piano use is \$25 per event.

Hours of Operation: All event activities must cease by **1 a.m.** and the building locked up and vacated by **2 a.m.** No person(s) may stay in the hall overnight.

Cleanup must be completed prior to the next scheduled event or by noon the following day, which ever is the earliest. A minimum cleanup charge of \$50 will be levied if the Hall Janitor is required to do additional cleanup.

Clean Up After the Event

1. **All materials brought into hall must be removed immediately following the event.**
2. **Restack chairs back of room, stack tables against east wall.**
3. **Kitchen area, and utensils and equipment used, clean and returned to storage.**
4. **Garbage bagged and placed in garbage bins outside in the parking lot.**
5. **All Main Hall and entrance hall floors must be swept and spot cleaned.**
6. **Thermostats are on a 4 hour timer system, please set for only as long as you need.**
7. **All lights turned off (except emergency exit lights).**
8. **All doors locked.**

Damage/Clean Up deposit of \$100 will be forfeited if any deficiencies are found and any additional cost of repairs will be paid by individual or the organization.

Liquor Permits must be obtained and a copy submitted to the Hall Manager prior to the event. The RCMP on Quadra also needs to be informed in writing about the event. The persons serving the alcohol must have permits to dispense the same and suitable crowd control personnel must be provided to maintain security in the hall and parking lot. The SCCA Board also recommends that additional special event insurance be obtained by the renter. (ex. www.palcanada.com) *alcohol events only allowed in some circumstances, check with Hall Manager

Keys that are not returned promptly after the event are subject to a charge of \$40. Lost keys will be charged at \$40. If the renter fails to pick up the keys before the event, (MWF 11-4), and the SCCA is required to open the hall, a \$25 call out charge will be made.

The Marquee is available to advertise short courses prior to the start of the event. Two lines on each side of the marquee are allowed per event. The renter can install the lettering on the marquee, or for \$15 and sufficient forewarning the hall manager can arrange for it.

A Cancellation Fee of half of the event charge will be made for June, July, August and December for events cancelled within two weeks of the event date unless an equivalent lease is made for the same time.