



Short Term/Ongoing Rental Policy

Please email office@mansonshall.org to request a rental application

Rental Rates

Main Hall - \$20/hr, \$120/day
Pioneer Room - \$15/hr, \$50/day
Om Studio - \$15/2 hrs (2 hr min), \$50/day
Cafe Kitchen - \$15/hr, \$75/day
Hall Kitchen (only) \$10/hr, \$50/day

* Day rates are for up to 8 hrs

*Ongoing weekly rentals that run 3 months or longer, between September 15 - June 15 are discounted 50%.

*Ongoing rentals that are summer only do not qualify for discounted rates.

Hours of Operation:

All event activities must cease by **1a.m.** The building and premises must be locked and vacated by **2 a.m.** No person(s) may stay in the hall overnight.

Clean-up Policy

Cleanup must be completed prior to the next scheduled event or by noon the following day, whichever is the earliest.

- A **minimum** cleanup charge of \$50, up to \$100, will be added to your invoice if the hall staff are required to do additional cleanup.
- Events with food service and alcohol may be charged a minimum \$50 cleaning fee.

Rental Guidelines

You must have a valid SCCA membership to rent Manson's Hall

Damage Deposits: A damage deposit of \$100 may be required for large events and be used to cover the cost of any damages and any additional fees incurred.

Payment: You will receive an invoice within 2 weeks of your rental. Payments can be made via e-transfer, cash or cheque. **Refusal to pay for cleaning deficiencies or rental fees in a timely manner will result in loss of good standing and hall rental privileges.**

Noise: If you will be playing music or musical instruments, or having a large number of people at your event, we ask that you be mindful there may potentially be other rentals occurring at the same time. Please be mindful of noise and music levels during business hours.

Please keep the doors closed to the room you are using when playing music.

Heating and fuel fees: Thermometers in the hall are set to room temperature, if you find it cold you can adjust the heat temporarily, please return the heat to 18.5 before the end of your activity

Do not leave doors open in the colder months during your activity, aside from loading and unloading, at any time.

*A fuel surcharge of \$50 will be added to your invoice if you are found to have left the main doors or outside doors of the Main Hall and Pioneer Room open during your activity.

Fire and safety: Emergency exits must remain easily accessible and require a distance of four (4) feet between set-up and respective exit. Absolutely no obstruction is permitted.

No gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must be approved by the Canadian Standards Association (CSA).

No fire elements (candles/torches/butane burners/pyrotechnics) are permitted without pre-approval by a Hall Manager.

Alcohol: To serve alcohol, the rental group must receive staff approval and obtain a liquor license which indicates the time and date of the event and the name of the space booked. Alcohol is not permitted outside the rental space identified on the liquor license. Failure to comply will result in loss of rental privileges.

One copy of the liquor license must be submitted to staff seven (7) days before the rental group's respective event. In addition, a second copy of the liquor license must be provided by the rental group and must be posted by the serving area.

Failure to do so may result in the loss of liquor privileges.

To serve alcohol, an individual with a valid "Serving it Right" certificate must be present at all times.

Late night events: For events where guests are leaving the building after 11pm, we ask that guests please be respectful of our residential neighbours and exit the building quietly, without congregating or loitering in the outdoor areas.

Washroom facilities: The main level of the building is equipped with both women's and men's public washrooms and diaper changing facilities.

Smoking restrictions: There is no smoking permitted on SCCA properties, in or around the building.

***Manson's Hall reserves the right to cancel your rental for a full refund for any reason, at any time. We will do our best to reschedule your activity.**

Insurance Requirements

Depending on the scope of the event and the associated risk, the renter may be required to obtain Commercial General Liability Insurance in order to protect the SCCA against third party claims for bodily injury, death, or property damage arising out of the activities conducted by or on behalf of the rental group.

Satisfactory insurance must be received by the SCCA administration prior to use of any facilities covered under this rental agreement.

The rental group/lessee is responsible for obtaining, at its own cost, any additional insurance required by law or deemed to be necessary to protect its interest.

The rental group/lessee must agree to the following terms and conditions:

- Will comply and cause those using the facilities to comply with all the guidelines, terms, and conditions of this agreement and its associated Short Term Rental Policy;
- The activity is restricted to the assigned area and does not interfere with other facility users;
- A minimum of 1 adult for every 10 children/youth must be always maintained;
- Any property damage which occurs during the activity, set-up or take down, is the responsibility of the lessee;
- The SCCA is not responsible for any theft, loss or damage for any equipment, supplies or materials brought onto the premises by the lessor or a third-party vendor providing event services for the licensee; and
- The SCCA reserves the right to cancel an activity for any reason and shall not be responsible for any associated costs or damages.
- The keys will be obtained during office hours or by appointment, prior to the event, and will be returned promptly following the event;
- Will be invoiced \$100 fee for lost keys;
- Will be invoiced \$50 fee for a call-out to staff to unlock doors or provide keys last minute; and

Closing up and clean-up Checklist:

Extra supplies

The cleaning closet located in the hallway of the main hall has paper towels, toilet paper, garbage bags et cetera.

- All equipment, decorations, personal items removed.** All personal items, equipment and decorations used for your activity must be removed immediately after your activity or event, before the next activity or by noon the next day, whichever comes first.
- Put all tables and chairs back where you found them.** Rolling stacked chairs are to be distributed evenly across the wooden cabinets. Wooden and plastic fold-out tables must be wiped clean and stacked under windows on rolling racks.
- Remove all compost, recycling, and garbage.** Garbage goes to the bin beside the hall front door; or to the green bin behind the radio station for large events. Recycling goes into the labeled bins across from the hall office. Compost/food waste goes home with you.
- Clean floors.** Floors must be swept after use with the large dusting broom located just outside the main hall door. Any food or beverage spills spot mopped.
- Clean the kitchen.** Wash, dry and put away all dishes and equipment used. Wipe out the fridge if used. Hang dish towels to dry.
- Close all doors and windows.** Check that all doors and windows are locked. *During winter and cold weather season, the renter is expected to be mindful of heating costs. Leaving doors wide open during an event or rental for an unreasonable amount of time while heat is on will result in a fuel surcharge of \$50.
- Turn off powered speakers.** Please disconnect all sound equipment and return to the proper cabinet in an orderly manner.
- Return keys.** Return keys to the drop box beside the hall office door after locking the front door. (Front door can be opened from inside while locked from the outside)