

BIG RIVER COMMUNITY CENTRE RENTAL RATES & REGULATIONS

Rates are in effect as of October 1, 2023. All rates are subject to change and are subject to applicable GST.

Tours of the Community Centre facilities can be scheduled with the Recreation Office during office hours.

Tours and hall access will not be accommodated if rental groups are utilizing the facility.

Rental Period	Rate	Damage Deposit
Main Hall		
<i>Includes use of main hall, foyer, stage, bar, tables, and chairs</i>		
Half Day	\$200	\$500
1 Day	\$400	\$500
2 Day	\$750	\$500
3 Day	\$1,000	\$500
Small Hall		
<i>Includes use of small hall, tables, and chairs</i>		
Half Day	\$125	\$500
1 Day	\$200	\$500
Boardroom		
<i>Includes use of boardroom furniture and coffee services</i>		
Half Day	\$90	N/A
1 Day	\$150	N/A
Community Hall Foyer		
<i>Includes use of foyer and foyer furniture. Additional table and chair use must be pre-arranged.</i>		
Half Day	\$50	\$100
1 Day	\$100	\$100
Kitchen		
<i>Includes use of ovens, grills, and heat trays</i>		
Half Day	\$100	\$200
1 Day	\$125	\$200
Sound System		
<i>Only available with Main Hall rentals</i>		
Flat Rate	\$80	N/A
Additional Services		
<i>Set up & tear down must be booked one week in advance and do not include janitorial services.</i>		
Main Hall Funeral	\$350	N/A
Set-up Service	\$150	N/A
Tear-down Service	\$150	N/A
Janitorial	\$50/hour	N/A

- Damage deposit must be received to secure rental date. Full amount is due prior to rental access being granted.
- Half day rentals are for rentals of four hours or less. Full day rentals are from 8:30am to 8:30am following day.
- Minimum 1 hour charge for Janitorial services.

BIG RIVER COMMUNITY CENTRE

RENTAL RATES & REGULATIONS

The following rental terms and conditions must be adhered to by all renters of the facility:

- A Rental Agreement must be signed by the Renter and Recreation Coordinator prior to accessing rental facilities.
- The renter abides by all Big River & District Recreation & Cultural Board policies and regulations, all Provincial and Federal laws, and Town of Big River bylaws. All fire and safety regulations are to be strictly obeyed.
- The renter may only use the facility for the purpose and duration of the rental and no other.
- The Big River & District Recreation & Cultural Board has the right to manage and restrict use of facilities at its discretion. Limitations on use of facilities will be for reasons of priority of use or safety and security of persons and facilities, or to comply with Big River & District Recreation & Cultural Board policies.
- Use of the facilities does not imply endorsement by the Big River & District Recreation & Cultural Board of any activity, service, belief, organization, or product.
- There is a zero-tolerance policy for abuse of staff or members of the public. Those found in violation of this policy by any Town or Municipal employee will have a ban from the Big River Community Centre and Big River Arena premises issued for a period of time and under regulations determined by the Big River & District Recreation & Cultural Board.
- The renter agrees to adhere to all setup and cleaning requirements as outlined in the *Rental Checklist*
- The Big River & District Recreation & Cultural Board is not responsible for damages or loss of any articles belonging to the renter or their guests.
- The Big River & District Recreation & Cultural Board is not responsible for any equipment/supplies left in the building upon completion of the event.
- A damage deposit is to be collected at the time of booking to secure the rental date, and no later than when the walk-through is done between the renter and the Recreation Coordinator. This deposit is refundable provided all rental policies have been adhered to.
- If any damages are incurred or cleaning as outlined in the *Rental Checklist* is not completed, the damage deposit will be forfeited to cover the costs of repairs and/or cleaning. Janitorial services are \$50.00 per hour, with a \$50.00 minimum charge incurred.
- The renter agrees to be responsible for any additional costs over and above the collected damage deposit if damages exceed the amount of the deposit collected.
- The renter is responsible for ensuring all interior and exterior doors are locked following the rental period and overnight when the rental covers consecutive days. The full amount of the damage deposit is forfeited if any external doors are found to be left unlocked following the rental period or overnight when the rental period covers consecutive days.
- Loss of or damage to keys results in the need to change all locks, therefore the damage deposit is forfeited if keys are lost, damaged, or not returned by the next business day following the rental period. Making copies of keys is strictly prohibited, and any renter found to make copies of any keys issued will be invoiced for the cost of rekeying and banned from use of the hall for a period determined by the Big River & District Recreation & Cultural Board.
- Any function involving the sale of liquor is required by law to have a liquor license which must be posted at the time of the event. A copy of the liquor license must be provided to the Recreation Coordinator prior to the event.
- The renter is responsible for the security of the premises during the rental period and must be present until all patrons have vacated the premises. It is the responsibility of the renter to complete a walk-through of the entire rental area prior to locking the facility.
- For safety reasons, children must be supervised at all times.
- The full amount of the damage deposit is forfeited if any smoking or vaping is done within the facility during the rental period.
- Following an incident or accident, an Incident Report Form must be completed and submitted to the Recreation Coordinator within 48 hours of the incident or accident occurring. An Incident Report Form is required if medical or first aid attention is required or if loss or damage to property occurs. Incident Report Forms can be obtained from the Recreation Coordinator.