

Vanier Community Centre – Rental Policies

October 16, 2017

A. Who may use the facility

Any mature responsible individual or organization may rent the facility.

The Vanier Community Centre is a multi-purpose facility that is used by a variety of groups (i.e. charitable, community, service, and private). It is expected that all groups using the facility will respect the space and adhere to these policies. Users are also expected to leave the premises in the general condition they received it in.

The individual or group has to contact the Village office or personnel in advance to make reservations prior to accessing the Centre and provide a contact name and number for the person responsible for the booking. The reservation will be placed on the calendar that hangs in the office to assure that there is no double booking. The office number to call for a reservation is (902) 854-2920 or an E-Mail can be sent to *office@wellingtonpei.ca*

It is important that all bookings are marked on the calendar to assure that someone is there to open the doors and see to the needs of the client. The cleaning staff is the person responsible to give access to the renter as well as assuring that the Centre is locked after the activity is over and the renting party has left. If the bar staff is working at the time of the activity, they can become the person responsible for assuring that the clients needs are met.

B. Fees

Rates to use the community hall in the Vanier Centre are as follows:

\$ 100.00 for the use of the hall (price includes HST). Renters will also have use of the kitchen and bar services if the bar is open.

\$ 50.00 extra for bar service when bar is not open (price includes HST).

\$ 80.00 extra for bouncer if entertainment is also held (includes HST).

C. Special service

In the case of death of someone from the Community of Wellington or in near-by communities, the family will have access to the Vanier Centre hall free of charge if they request it for holding a reception.

If a fundraiser / benefit is held for anyone in the community of Wellington, the Centre hall will also be offered free of charge. All other outside users will have to pay the regular fee unless otherwise authorized by the Wellington Village Council.

D. Setting up

For activities taking place in the main hall or lounge, the cleaning staff will be responsible to set up seating arrangements. Renters will indicate upon booking how many chairs / tables are required for their event or any other requirements.

E. Food and drinks

Any high-risk food items (meat, cooked vegetables, etc.) brought into the Centre for public user consumption shall only be supplied from licensed caterers and delivered on the day of the hall rental. The kitchen may also only be used by licensed caterers to prepare food for serving meals during an event. Pot lucks for public gatherings are prohibited.

For private functions, pot lucks are allowed and individuals may bring low-risk food items (bread, cookies, biscuits, etc.), but they will need to sign a food waiver relieving the Community of responsibility for any illness that may result from this.

No alcoholic beverages are to be brought inside the facilities. Food snacks and beverages may be purchased from the Bar at regular Club prices when available. See separate *Wellington Community Club - Policies* for bar services information.

F. Smoking restrictions

The Centre is a non-smoking facility.

G. Village's rights

The Village Community Council / Staff has the right to withhold renting to any group or individual who has abused the Centre and/or equipment or who are not deemed being a proper fit for the facilities. The Community likewise may cancel scheduled events due to unforeseen circumstances.

H. Renter's rights

Cancellations caused by storms, flooding, power failure, mechanical failure, acts of God, or business interruption will be considered unavoidable and groups will not be charged for the cancellation of such nature or from Community cancellation.

I. Damages

Renters will be held responsible for their guests in the case of willful property damage or destruction.

FOOD WAIVER:

I / we, _____, release the Community of Wellington from any and all responsibility or liability for any injury or illness resulting from consumption of any food or beverage in the Vanier Centre which was prepared or provided from non-licensed or licensed establishments and brought into the Vanier for distribution.

Signed: _____

Dated: _____