

COMMUNITY HALL RENTAL RULES/REGULATIONS

Any person(s) or organizations renting the Kerns Community Hall and facilities shall agree to the following regulations:

- 1) Hall rental must be paid in advance when booking. The balance must be paid when the key is picked up. **A RENTAL DAY IS CONSIDERED TO BE FROM 9:00 a.m. TO 2:00 a.m.**
- 2) The hall must be vacated and the door locked no later than 2 a.m. (Except on the first day of a two consecutive day hall rental) and left as follows:
 - The equipment and kitchen must be cleaned and left in the same condition as found.
 - The hall should be left free of loose dirt (glasses, bottles, streamers, etc.) And table tops left reasonably clean.
- 3) The Rentor shall remove any unused supplies or non Community Centre equipment no later than 2:00 a.m., Kerns Recreation will not be responsible for belongings of the rentor.
- 4) Kitchen appliances, coffee machines, dishes and cutlery (for 50-60 people), serving bowls/trays, glasses and wine glasses, serving spoons, knives, etc and everything to wash dishes are available when renting the hall. The set up of tables/chairs is not included.
- 5) Do not attach tape or staples to the ceiling or walls.
- 6) No confetti allowed in the hall.
- 7) Replacement costs will be charged for any breakage, damage, plugged toilets or articles missing from the hall.
- 8) The Rentor will be responsible that no undue noise, unbecoming behavior or rowdyism will be allowed at any time in the premises or in the vicinity of the Community Centre.
- 9) No beer, wine or spirits of any kind are to be served.
- 10) **All chairs and tables are to be returned where found.**
- 11) Cancellation Policy: NO REFUND unless hall is rebooked for that date.