

# Glenwood Hall

## Rental Policy

The **Glenwood Hall** (hereinafter referred to as **the Hall**) is a facility owned by the Glenwood Women's Institute and managed by the Glenwood Hall Committee. The Hall is a community facility available to rent for recreational, cultural, community and private uses.

### **NOTE:**

- . In the interests of health and safety and in the event of an emergency, renters are advised to have a cell phone, or other such device, as the Hall does not have telephone service.
- . The Hall is a country hall - please sanitize all counter tops before using the kitchen as mice like to come and visit when nobody is around.
- . The renter assumes the responsibility for obtaining food and liquor permits as required. These are available from Northern Health and the Liquor Store/on-line.

### **1. Facility Use**

- a. Renter assumes full responsibility for loss, theft, or damage to the Hall or equipment during the rental period. **Any damage to the Hall or grounds during the rental period must be reported immediately to Tanya Coles 250-877-6910 or 250- 877-8582.**
- b. Hall equipment must remain within the Hall.
- c. The Hall is a non-smoking facility. Renter must ensure that the Hall is used as a non-smoking facility. Please use ashtrays for outside – fire hazard!!!
- d. Renter is responsible for returning the Hall to a clean and orderly state according to the clean-up instructions issued to the renter and posted in the kitchen.
- e. All fees are payable to the "Glenwood Hall" at booking or before the key is picked up. After the event is over, arrange to return the key to Tanya Coles, 250-877-6910, 877-8582.
- f. The Hall accommodates 150 people. This is in accordance with local fire regulations.
- g. The Hall provides toilet paper, dish soap, hand soap and paper towels for bathrooms, please bring your own dish towels and cloths.
- h. The Hall provides firewood for the stove (in the winter) ... the fire is the renter's responsibility. Please do not burn table paper or garbage as this causes a buildup of creosote in the chimney.
- i. Campfires are only allowed in the one designated area and after checking with the Forest Service about fire warnings. Bring your own firewood.

## **Glenwood Hall Clean-up Instructions**

We hope your event will be a complete success and that your damage deposit can be returned. Glenwood Hall must be cleaned and left in an orderly state according to the following conditions.

**Chairs** must be neatly stacked on the dollies in the back corner.

**Tables** must be cleaned (no tape, staples or chewing gum) and neatly stored away on the dollies under the stage.

**Candles** must be used only in safe candle holders, preferably lanterns.

**Kitchen (and bar)** must be left clean, in the state in which it was rented. Dishes must be washed according to posted instructions and stored in their designated cupboards; counters/bar must be washed. Make sure container lids are on tight (mice!).  
**Dishwasher** must be drained, traps cleaned, and turned off - instructions on wall above.  
**Cooler, bar fridges, and freezer** must be emptied and wiped out. Breaker #53 for cooler should be turned to off, and fridges and freezer unplugged, and doors left open.

**Walls/Ceilings** Any decorations attached to any part of the interior or exterior must be completely removed without damage to walls, ceilings or other finishes. Please take this into account when decorating for your function. **Absolutely no staples or duct tape please!** Use existing hooks in ceiling and beams.

**Floors** must all be (dry) swept. Spills need to be wiped up. Excess water left on the floor will cause damage. The washing of the floors will be done by the custodian.

**Piano** must be moved back to its original location against wall beside entrance to washrooms.

**Garbage including empties** must be bagged and removed from the Hall property.  
Personal items must be taken out of the Hall at the end of your rental period.

**Doors and Key** It is the full responsibility of the Renter to ensure that all doors and windows are locked at the end of the event. All interior and porch lights and fans must be turned off. Doors into main hall from kitchen and back hallway must be closed.  
Key must be returned to Tanya Coles.

**Exterior/Grounds** must be returned to their pre-rental condition. Thanks for picking up cigarette butts, bottles, and cans.

I have read the **“Glenwood Hall Rental Policy”** and **“Glenwood Hall Clean Up Instructions”** and agree to abide by this contract:

Name: (print) \_\_\_\_\_

Address: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Date and Time of Rental: \_\_\_\_\_

Signature: \_\_\_\_\_

**Contact:**

Hall viewing, signing Rental Policy, key pickup and cheques drop off, and key return:

Tanya Coles 250-877-6910, 250-877-8582