



Miners' Union Hall 1765 Columbia Avenue

Event Representative: _____ Phone: _____

Email: _____

Address: _____

Event Description: _____

Date of Event: _____ Times: _____

Miners' Union Hall 1765 Columbia Avenue							
	Non-Profit 1	Non-Profit 2	Private Function	For Profit Local	For Profit Out-of- town	Film Company	Convention/ Conference/ Tradeshow
Hourly rate up to 6.5 hours	\$23.00/hr	\$34.50/hr	\$34.50/hr	\$37.45/hr	\$41.75/hr	\$60/hr	Negotiable
Maximum Day rate >6.5 hours	\$150.00	\$225.00	\$225.00	\$245.00	\$272.00	\$450.00	Negotiable
*Heavy user fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	Negotiable

FACILITY RENTAL CATEGORIES

Non-Profit 1: Fundraising events hosted by non-profit membership based organizations the proceeds of which go toward improving services the organization offers to its' membership base and therefore the greater community, which are of medium risk. Examples of this type of organization include – Rossland Chamber of Commerce, Rossland Arts Council, Red Mountain Racers, Quilting Society, Fall Fair Society.

Non-Profit 2: Fundraising events hosted by non-profit or not for profit organizations that are of a higher risk in nature, involve a greater chance of damage to facility infrastructure, and where proceeds are largely generated from alcohol based sales.

Private Function: A private function, wedding or funeral, booked or hosted by locals which doesn't involve charging a fee.

For Profit Local: A for profit event hosted by locals (residents living within the City limits) the net proceeds of which revert back to the individual or company in question.

For Profit Out of Town: A for profit event hosted by non-locals, or people living outside of City limits, the net proceeds of which revert back to the individual or company in question.

MINIMUM RENTAL

There is a minimum rental charge of 2 hours required for all users and the Hall may not be rented past 1:00am.

HEAVY USER FEE

A heavy user fee may be applicable to all events which place significant strain, wear and tear on the main hall floor and facilities, and is over and above normal rental charges. This fee will be assessed on a per applicant basis by the Recreation Department.

BOOKING & CANCELLATION POLICY

- \$50 deposit required to confirm booking
- In the event a booking is cancelled, the deposit less a \$30 administration fee will be returned.

I have read, understand and agree to the Booking and Cancellation Policy as listed.

Initial _____

Fees: _____

Insurance: _____ Ins. Premium Category: _____

RCAC Chair Fee: _____ \$25.00 *Mandatory Fee

GST: _____

Total Owing: _____

Less Deposit: _____ ***Must provide \$50 deposit to hold reservation**

Date Deposit Rec'd: _____ Amt: _____

Amount Owing: _____



SPECIAL OCCASION LIQUOR LICENSE must be purchased and signed by the City's Deputy CAO/Corporate Officer prior to the event when serving alcohol. Copy must be obtained and kept on file with the City.

SCHEDULED TOUR: _____ (Date / Time)

SCHEDULED RECONCILIATION MEETING: _____ (Date/Time)



ADDITIONAL EQUIPMENT OPTIONS

The sound and lighting systems are the property of the Rossland Council for Arts and Culture. Requests for use of the RCAC systems must be submitted to the RCAC's Performance Committee in writing, a minimum of 3 weeks in advance of an event. The RCAC has several approved technicians to run the systems. Based on the specifics of each Rental Request, the RCAC will advise potential renters whom to contact when the request has been approved. Rental requests can be obtained from www.rosslandartscouncil.com *Rental requests will receive a response within 10 days of submission. Submit Rental Request Form from the website to info@rosslandartscouncil.com

EXCEPTIONS & POLICY

Due to its importance as a Community Hall, there are several policies that would restrict an individual or organization's permission to rent the Hall.

- The Miners Hall is not an appropriate venue for Rock Bands and events that encourage behaviors that are considered "high risk". BCDC is an example of a Rock Band that *may* not be permitted in the Hall. (Additional conditions apply – see damage deposit information, below)
- All concerts that appeal to a young demographic must use the services of a Security Company to ensure the security of the Hall.
- The noise from the Hall must be at a reasonable level past 9:00pm, in order to comply with the noise bylaw.
- The event must end at 1:00am. At this time music and liquor sales are finished and cleaning procedures begin.

DAMAGE DEPOSIT: \$400.00 CASH, CERTIFIED CHEQUE or CREDIT CARD AUTH. Rec'd _____

ADDITIONAL CONDITIONS DAMAGE DEPOSIT : (At the discretion of the Rec. Department)

MUST BE PROVIDED BEFORE OBTAINING KEYS Rec'd _____

\$1,000 (UNLESS OTHERWISE APPROVED BY CITY) CASH, CERTIFIED CHEQUE or CREDIT CARD AUTH.

DAMAGE DEPOSIT POLICY: The following occurrences will result in the loss of your damage deposit and a restriction against future rental of the Miners Hall.

- The event was in violation of Bylaw #2430, the "Good Neighbour" bylaw which addresses *"any noise which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity"*
- The event continued past 1:00am
- There is any damage to the building or surrounding area Initial _____
- The cleaning was not done to the level required or expected
- The event exceeded the occupancy limit
- The event was found to permit underage drinking and / or the consumption or use of illegal substances

KITCHEN LIMITATIONS

The kitchen is a "warming kitchen" only. It is not a Commercial kitchen. If an event requires large amounts of food preparation, that will have to be done offsite, in a Commercial kitchen. A Temporary Food Service license must be obtained from Interior Health, for any events that are serving food. If the food is to be transported to the Hall, a license allowing the safe transportation of food must also be obtained from Interior Health. These permits take a minimum of two weeks to be processed. Please ensure that your application has been submitted as quickly as possible, to avoid having your event cancelled. The Recreation Department will need a copy of your authorized permits, before you will be granted access to the Hall. "Foodsafe" and kitchen orientation required for kitchen users.

LIQUOR LICENSE

If required, it is the responsibility of the renter to obtain liquor licensing, "Serving It Right" and ICBC responsible drinking information. Please provide a copy of your license for our records prior to your event .

Copy of Liquor License received Date: _____

- Temporary Food Service License
- Food transportation License
- Serving it Right Certification
- Food Safe Certification
- Liquor License Permit

OCCUPANCY LEVEL

Occupancy is 198 with chairs only. Occupancy is 156 with tables and chairs.

FACILITY RENTAL INFORMATION

1. Hall rentals are time specific – renters must rent the Hall if there are additional requirements for setting up or cleaning up.
2. There is no permitted access to the Balcony. If you require access to the Balcony, please discuss with the Recreation Department.
3. Decorations: DO NOT MARK WALLS BY USING PINS/THUMB TACKS OR TAPE . Please utilize the tops of windowsills with push pins. All decorations must be removed by noon the next day or you will be charged for their removal.
4. No materials may be stored in the hall following the event.
5. PLEASE LEAVE THE HALL AS YOU FOUND IT OR YOU WILL BE CHARGED. Mops and Brooms located behind kitchen door in Miner's Hall. Please clean up immediately following event. Unless alternate arrangements are made to rent the Hall the next day, **the facility should be clean by 7am (*Including band equipment, extra sound equipment, etc.)**
6. Lights are located on stage wing right wall, outlets also stage wings right and left.
7. Thermostat is a rocker switch located at stage wall right (it goes on for an hour and then must be reset). Heat is always on at a minimum level – must be adjusted each hour to increase.
8. The Recreation Department reserves the right to require security personnel for specific events at their discretion. This cost shall be the sole responsibility of the renter.
9. KEY DROP OFF – Please deposit key in mail slot at City Hall after event.
9. In the event of an emergency please call: Jim Fike, Recreation Department: 250-231-0334 (cell)

Event Checklist:

X		Post Event
	Chairs and tables away (chairs should be stacked only 3 high)	
	Floor swept	
	Ensure floor is mopped clean, using a Tbsp of Thermodet per bucket	
	Ensure dishwasher is properly drained (where applicable)	
	Coffee urn clean, dishes put away	
	Kitchen cleaned, swept, mopped, dishes away	
	Garbage collected and placed inside by the kitchen door <i>*depending on the time of year and availability of Public Works to pick up garbage*</i>	
	Sound System, lighting etc. off / secured / packed	
	Check that ALL DOORS are secure before leaving	
	Lights off (including bathrooms and stairwells)	
	The Hall must look like you were never in it – please ensure you clean it to this level.	

**Any damage to walls and floors is the responsibility of the renter. Repairs will be charged to you.

INSPECTION: To be completed at the discretion of the Renter

Pre Event Condition of:

Walls: _____ Stage Walls: _____ Kitchen: _____ Hallways: _____ Lights: _____

Comments:

Post Event Condition of:

Walls: _____ Stage Walls: _____ Kitchen: _____ Hallways: _____ Lights: _____

Comments::

Please ensure that you understand your responsibilities and agree to the expectations of the Recreation Department and the City of Rossland. Failure to comply with the above noted expectations and policies will result in future bookings being blocked.

Recreation Department

Renter

Date

**In the event of an EMERGENCY please contact Jim Fike, Recreation Department
(HOME: 250-231-0334)**

**If the emergency requires Public Works, please call the City of Rossland,
250-362-7396 and follow the prompts for after hours emergencies.**

City of Rossland Recreation Department Box 1179 1899 Columbia Ave. 250.362.2327 recreation@rossland.ca