

Glenwood Hall

Rental Policy

The **Glenwood Hall** (hereinafter referred to as The Hall) is a facility owned 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, renters are advised to have a cell phone or other such device as the Glenwood Hall is not equipped with telephone service in the event of an emergency.
- . The Glenwood Hall is a country hall - please wash all counter tops before using the kitchen, as mice like to come and visit, when nobody is around.

1. Facility Use

- a. Renter assumes full responsibility for loss, theft, or damage to the Hall or equipment during the rental period.
- b. Hall equipment must remain within the Hall (chairs and tables for outside use are in the shed)
- 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 - firehazard!!!
- 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 Helen Bruhjell.
- f. The Hall accommodates 135 people. This is in accordance with local fire regulations.
- g. The Hall provides toilette 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 build up 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 in full. 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 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. Fridges emptied, wiped and unplugged. Make sure container lids are on tight (mice!).

Wall/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** please! Use existing hooks in ceiling.

Floors All floors must be (dry) swept. Spills need to be wiped up. The washing of the floors will be done by the custodian, after the event takes place. Excess water left on the floor will cause damage.

Garbage 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 Keys It is the full responsibility of the Renter to ensure that all doors and windows are locked at the end of the event. Keys must be returned to Helen Bruhjell 250-847-9705.

Exterior/Grounds must be returned to their pre-rental condition. Thanks for picking up cigarette butts.

Damage Any damage to the Hall or grounds during the rental period must be reported immediately to Helen Bruhjell 250-847-9705 or Judi L'Orsa 250-847-9580.

I have read the “**Glenwood Hall Rental Policies**” 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: _____