

Quesnel & District Seniors' Society

Rental Requirements & Procedures

We need your co-operation in staying within the time parameters stipulated in the signed contract. Failure to exit the hall at the agreed upon time (3:00 am) could interfere with the cleaning and availability of the hall. In the event you are late exiting the hall, all or some of the damage deposit(s) may be forfeited and/or additional charges may be levied. Similarly, for the access times; we cannot provide for or allow items to be dropped off before the agreed upon access time, nor can tables/chairs be set up etc.

Any changes to these Requirements and Procedures need to be arranged with the Booking Agent or the President.

Please provide your caterer and decorating crew a copy of these requirements and procedures.

Decorating and Decorators

Renters are ultimately responsible for the rental of the hall and must ensure the following:

1. Exits must not be hidden from view.
2. Distinct aisles must be left open for traffic flow.
3. No helium balloons.
4. Candles must be in water, sand or non flammable material.
5. No tape, tacks, nails or screws. Green painter's tape is permissible.
6. Hooks above the wooden beams around the perimeter of the hall are for the use of attaching decorations.
7. No hay, straw or moss is to be used in the hall.
8. Gum is strictly forbidden.
9. Only Seniors' Society tables and chairs are to be used.
10. No large or heavy structures that may damage the building are to be erected in the facilities without prior authorization.

Keys – You may have up to 3 keys and they can be picked up the day prior to the event, between the hours of 10am and 2pm. All of the keys must be returned after the clean up. We cannot repay any damage deposit until all of the keys are returned.

Microphones and projector – If you are using either or both of these items please return the mics to the desk outside the office and the projector to the cart and lock it up.

Cleanup – The final cleanup will be performed by the janitor; please ensure that:

1. All of the rooms you have used are tidy, including the bathrooms.
2. All supplies, decorations and garbage have been removed from the premises unless other arrangements have been agreed on.
3. You have checked and cleaned the bar area, removing all supplies and garbage.
4. Garbage has been disposed of in the dumpster at the rear of the building. Bags for the garbage will be supplied.

Caterers

Renters are ultimately responsible for the use of the kitchen and must ensure that their caterers:

1. Use the grills only for cooking.
2. Not use deep fat fryers.
3. Clean the counters and ranges.
4. Use the dishwasher appropriately.
5. Remove all food and garbage.

Vacating premises

1. We stress again that unless otherwise arranged the premises must be vacated by 3:00 am the morning following the event.
2. Please lock all glass doors from the inside.
3. The hall keys need to be put into the brass mail slot in the office door in the foyer.
4. Please take extra care ensuring that all outside doors and windows are locked. Exit through the front door (the door with the push bar).

Security

As well as liability insurance, renters must provide security patrols when the facility is open to the public with liquor available.