



POLICY #10640

TITLE: Convention Centre and Meeting Room Policies & Rates
ADOPTED BY: Council

ORIGIN: Administration
REVIEWED BY: City Council
JURISDICTION: City of Humboldt

EFFECTIVE DATE: March 26, 1997 **AMENDED:** November 14, 2017
PAGES: 1/5 Pages

Preamble:

The City deems it expedient to make policy governing the management, maintenance, improvement, operation, control and use of these properties and facilities to ensure equal opportunity for organizations and community members to utilize these recreational facilities.

General Policy:

1. A non-refundable deposit equal to 25% (with a minimum payment being \$25.00) of the rental fee and signature is required within 7 days of the booking. The booking is not secured until the contract is signed and the deposit is received. All cancellations will only be accepted in writing or by fax and email.
2. The City will only guarantee rental rates 12 months in advance, quoted rates after 12 months are subject to change.
3. Rental groups who have entered into long term or more complex rental agreements with the City of Humboldt must abide by the specifications pertaining to non-refundable deposits found within their signed agreement.
4. The Lessee has the right to dispute charges within 60 days of the invoicing date. Any disputes need to be made in writing and addressed to the Community and Leisure Services Administration Department.
5. The Lessee understands and agrees that the City reserves the right to revoke any rental privileges without previous notice when the public interest so requires, or when the character of use is deemed objectionable to the City, or in cases of strikes or acts of God.

6. All Facility Rules and Regulations are to be adhered to. Disciplinary action will be taken in accordance with the City of Humboldt Disciplinary Policy #10150
7. The Lessee shall be responsible to follow all Civic, Provincial, or Federal Statute or Regulations.
8. The Rental Agreement is non-transferable.
9. Large Conventions and Special Events that use multiple facilities for three or more consecutive days will enter into lease agreements and must be signed by the Director of Community and Leisure Services or one of his designates.
10. The City of Humboldt will sign multi-year contracts with lessees in situations that are deemed beneficial for both parties to solidify a long term partnership.
11. For the purpose of bookings a day will be defined as any consecutive 15 hours booking. If you require more time outside of the 15 hours you will be charged the hourly rate associated with the room you have rented. Set-up and take down time will be defined as 7 hours in the day, or days previous/prior to the rental date, these times must be booked with your rental.
12. Any damages to the facility, its equipment or surrounding areas and/or any time needed for excessive clean-up by Uniplex Staff resulting from the event are the financial responsibility of the user and they will be charged accordingly. Excessive cleaning is defined as any cleaning required outside of normal maintenance.
13. The employee as designated by the City shall be at all times in charge of the premises and his/her instructions must be followed.
14. Under no circumstances are obstacles of any kind to be set up closer than 1 1/3 meters (48") from the area directly in front of a fire exit. The instructions and decision of the employee designated by the City as being in charge shall be final.
15. The Lessee shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the Lessee or organization, or anyone attending on the invitation of such person(s) or organization.

16. The Lessee shall be responsible for procurement and payment of all licenses, permits, and taxes that may be required by virtue of Civic, Provincial, or Federal statute or regulations.
17. Security and crowd control is the responsibility of the Lessee.
18. The Lessee agrees to pay any amount outstanding to the City and the interest will be added to outstanding accounts in the following manner: two percent (2%) per month to accounts outstanding after thirty (30) days.
19. In the event of an incident, accident or loss, an emergency process will be followed and proper forms filled out and forwarded to the Leisure Services Administration Office.

Rental Policies:

1. Water service is provided free of charge for all paid rentals within the Convention Centre upon request. Coffee/tea is provided as per the rates outlined in the rate section below.
2. The kitchen must be cleaned and back to its original condition. If the renter uses the kitchen or equipment i.e. ovens & dishwasher and/or the staff need to clean the kitchen after the booking the renter will be charged accordingly.
3. The Convention Centre Staff will setup the facility for a function, but the administration office must have that set plan 5 days prior to the function.
4. If additional time is needed prior to the rental time for decorating/setup renters are encouraged to book additional hours in the facility.. Time required for set-up or decorating is available by booking at a set-up or decorating charge as listed in the rate schedule below.
5. Set up of tables, chairs and staging; facility staff of the function, wireless internet access and multimedia equipment available within the facility are included with the rental rates at no additional charge. Events bringing in additional equipment into the facility for their rental are responsible for all costs and damage associated with its usage.



6. With the exception of wine bottles at the table during the banquet or meal, glass bottles, are not allowed within the facility. A copy of the liquor permit must be posted in a clear, visible location during the function, and all beverages must be served in plastic or Styrofoam containers; Beverages are not allowed on the hardwood dance floor.
7. All candles must be contained in vessels that do not allow the flame to reach beyond the top of the holder. Flameless candles are recommended.

Food Services Policies:

1. The Uniplex Food Services branch of the Community and Leisure Services Department retains full rights to all concession and vending services within the Uniplex facility and may operate them internally or sub-contract out to a qualified service provider.
2. Please refer to Policy #10885 – Uniplex Food and Beverage Policy pertaining to the policies governing food services within the facility.



CITY OF HUMBOLDT COMMUNITY HALL RATES

SCHEDULE "A"

1. RENTAL RATES:

	Day Rate	Hourly Rate	Set-up/Take down
Jubilee Hall	\$700	\$150	\$350
Jubilee A	\$150	\$45	\$75
Meeting Room #1	\$120	\$35	\$60
Meeting Room #2	\$130	\$40	\$65
Meeting Room #3	\$150	\$45	\$75
All Three Meeting Rooms	\$360	\$90	\$180
Kitchen Rental – Full Access to Equipment	\$215	N/A	N/A
Kitchen Rental – No Equipment Use	\$55	N/A	N/A
Board Room	\$85	\$30	\$45
Multi-Purpose Room	\$150	\$45	\$75
Curling Rink Lounge	\$235	\$60	\$120

2. OTHER RATES:

	RATE
Coffee Carafe (estimated 35 cups of coffee)	\$20/carafe (+ PST & GST)

APPLICABLE TAXES & TARIFFS WILL BE ADDED