

## **BARWICK HALL RULES AND REGULATIONS**

ALL BOOKINGS MUST BE MADE THROUGH THE CHAPPLE MUNICIPAL OFFICE. A DEPOSIT OF \$100.00 (DAMAGE DEPOSIT) IS REQUIRED TO CONFIRM THE BOOKING

### **RENTERS RESPONSIBILITIES:**

- IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL APPLIANCES AND EQUIPMENT ARE IN WORKING ORDER PRIOR TO YOUR FUNCTION.
- NOTIFY THE MUNICIPAL OFFICE IF UPON ENTERING THE PREMISES YOU NOTICE THAT SOMETHING IS NOT RIGHT.
- HALL RENTER AND LICENCEE ARE LIABLE AND MUST ENSURE THAT THE FACILITY IS **SMOKE FREE!**
- SUPERVISE FUNCTION AND OBSERVE THAT ALL **LIQUOR LAWS** ARE STRICTLY ADHERED TO.
- REMOVE ALL LIQUOR, GIFTS AND MONIES ETC. FROM THE HALL UPON EXITING AS CHAPPLE REC. IS NOT RESPONSIBLE FOR ANYTHING LOST OR STOLEN.
- YOU ARE RESPONSIBLE FOR ANY DAMAGES INCURRED DURING THE FUNCTION ANY DAMAGES EXCEEDING THE \$100.00 (DAMAGE DEPOSIT) WILL BE BILLED TO YOU.
- CLOSING UP THE HALL, MAKE CERTAIN **ALL** DOORS INCLUDING LARGE DOOR AT THE SOUTH END ARE LOCKED.
- ENSURE THAT ALL PARTIES HAVE LEFT THE PREMISES PRIOR TO YOUR LEAVING AND LOCKING UP.
- SHUT OFF ALL LIGHTS, FANS, AND TURN THE **HEAT DOWN** TO 12°C (there are 3 thermostats located in the hall along the east wall)
- RETURN THE KEYS TO THE MUNICIPAL OFFICE THE FIRST WORKING DAY FOLLOWING THE FUNCTION.

### **CLEAN UP:**

- WIPE DOWN TABLES AND CHAIRS.
- STACK CHAIRS IN PILES OF NO MORE THAN 10 HIGH AND PLACE AGAINST WALL.
- WASH COFFEE POTS AND ANY DISHES THAT YOU MAY HAVE USED.
- TAKE ALL GARBAGE (INCLUDING THE BATHROOM GARBAGE) TO OUTSIDE BIN, IF BIN IS FULL PLEASE PLACE EXCESS GARBAGE IN ENTRANCE WAY AND NOTIFY THE OFFICE.
- REMOVE AND CLEAN UP ALL DECORATIONS.
- CLEAN UP MUST BE DONE BY NOON THE FOLLOWING DAY OR IMMEDIATELY FOLLOWING THE FUNCTION IN THE EVENT THE HALL IS BEING RENTED OUT AGAIN.
- YOUR DAMAGE DEPOSIT WILL BE REFUNDED AFTER AN INSPECTION OF THE FACILITIES, DEEMS THAT NO DAMAGE HAS BEEN DONE AND THAT ALL REGULATIONS HAVE BEEN FOLLOWED.
- PLEASE DO NOT RUN TABLE CARTS AND STAGES ALONG THE WALLS. KEEP THEM IN THE CENTER OF THE HALL WHEN MOVING TO HELP PREVENT DAMAGE TO THE WALLS.

**THANK YOU FOR YOUR CO-OPERATION  
CHAPPLE RECREATION COUNCIL**

CHAPPLE MUNICIPAL OFFICE  
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