



POLICY

Policy #: RE-2024-01

Policy name: Community Hall Rental Rates, Bar Closure, Wine Serving Policy, and Park Rental Rates

Effective Date: January 1st, 2024

AIM

- a) To define a uniform policy for Community Hall rental rates.
- b) To define a policy for the purchasing and serving of wine in the community halls during activities.

1. DEFINITION OF SMALL HALL & LARGE HALL

For the purpose of this policy, the definition of a small hall is a maximum capacity of 200 people or less and the definition of a large hall is a capacity of 201 people or more.

1.1 List of small halls & maximum capacities

Small Halls	Locations	Capacity
Fournier Community Centre	3210 County Road 9, Fournier	149
GFL Room (The Nation Sports Complex)	243 Limoges Road, Limoges	150
½ Hall Rental Limoges Community Centre	205 Limoges Road, Limoges	200
Annexe (Small Hall in Limoges)	139 Mabel Street, Limoges	60
½ Hall Rental St-Albert Community Centre	201 Principale Street, St-Albert	200
André Vinette Conference Room (St-Albert Community Centre)	201 Principale Street, St-Albert	20
Club de l'âge d'or Hall (Caledonia Community Centre)	6900 County Road 22, St-Bernardin	60
Small Hall in the Caledonia Community Centre	6900 County Road 22, St-Bernardin	40
Excellence Conference Room (St-Isidore Recreation Centre)	20 de l'Aréna Street, St-Isidore	20
Sports Bar (St-Isidore Recreation Centre)	20 de l'Aréna Street, St-Isidore	75

1.2 List of large halls & maximum capacities

Large halls	Locations	Capacity
Caledonia Community Centre	6900 County Road 22, St-Bernardin	452
St-Albert Community Centre	201 Principale Street, St-Albert	569
St-Isidore Recreation Centre	20 de l'Aréna Street, St-Isidore	469
Limoges Community Centre	205 Limoges Road, Limoges	450

2. COMMUNITY HALL RENTAL RATES

2.1 Uniform Rental Rates for Hall and Arena Surface

PRIVATE ACTIVITIES	LARGE HALL & SURFACE 2024	SMALL HALL 2024
Meetings & Parties	\$341.21 + HST	\$170.62 + HST
Weddings	\$500 + HST	\$300.00 + HST
Funerals	\$240.90 + HST	\$170.62 + HST
Showers (wedding, baby)	\$341.21 + HST	\$170.62 + HST
Kitchen (kitchen use only – not with hall)	\$68.20 + HST	\$68.24 + HST
Arena Ice Surface (Per hour summer season)	\$54.59 + HST	N/A
Sports Bar - off season (St-Isidore Recreation Centre)	N/A	\$136.49 + HST
Annexe (Limoges)	N/A	\$136.49 + HST
Conference room Excellence (St-Isidore) / André Vinette (St-Albert)	N/A	\$34.23 + HST 4 hours and more: \$68.24 + HST
Sports activities in any hall (line dancing, yoga, volleyball) organized by an individual or group for a profit.	\$54.59 + HST for the 1st hour \$47.77 + HST consecutive hour	\$27.32 + HST for 1st hour \$20.47 + HST consecutive hour
Sports activities in any hall (line dancing, yoga, bean bag toss, volleyball) organized by a group (not for profit).	\$49.64 + HST for 1st hours \$43.42 + HST consecutive hour	\$24.81 + HST for 1st hour \$18.62 + HST consecutive hour
Auction – commercial or private fee applicable to all halls & arena floor	\$682.45 + HST per day	\$682.45 + HST per day

- The hall rental rate for the Limoges Recreation Centre (St Viateur) shall be set at \$818.91 + HST for activities where the rental group wishes to keep the profits of the bar. **It is the rental group’s responsibility to apply for and pay for the permit.** The price of \$818.91 includes the kitchen and cleaning of all premises. The renter shall follow the Municipal Alcohol Policy entirely and provide proof of liability insurance.
- The rental rate for the St-Isidore arena floor shall be set at \$1364.87 + HST for activities where the rental group wishes to keep the profits of the bar. The price of \$1364.87 includes the cleaning of the premises. The renter shall follow the Municipal Alcohol Policy entirely and provide proof of liability insurance.
- For facilities with a permanent liquor license permit, it is not an option to rent the hall and keep the profits of the bar.

2.2 Wedding Packages

- Free access to the hall the entire day before (starting at 8 AM) to set up equipment, decorations or to visit the installation.
- Note: the hall rental rules must be followed for decorations inside the hall.
- Free access to the hall the morning after the event after till 12pm to take down and remove all decorations, equipment etc.
- If the renter wishes to have additional time for decoration installation and take down, \$50 per day will be added. This charge will also be added if outside companies (e.g.: Chez Lily Party Rentals) do not pick up the material in time.
- 10 hours of bar service will be included in the wedding package at no additional cost.
- The price for the wedding package will be \$500 + HST.

3. NON-PROFIT GROUP CRITERIA, FUND RAISING ACTIVITIES & MEETINGS

PUBLIC ACTIVITIES, FUND RAISING, SOCIAL EVENTS *see criteria listed below to qualify for these rates	LARGE HALL	SMALL HALL
Community dinners (monthly contract)	\$80.90 + HST	\$80.90 + HST
The Nation non-profit groups - fund raising activity (max. 3 times per year)	\$121.64 + HST	\$80.90 + HST
Monthly contracts; rentals lasting more than 2 days ex: festivals, les fermières	To be negotiated by the manager & recreation director	To be negotiated by the manager & the recreation director
Regional non-profit groups with members in The Nation ex. Cancer society, PRSAC	\$202.54+ HST	\$101.28 + HST
Provincial Members of Parliament & Federal Deputies for non partisan activities such as public information sessions & recognition of volunteers – (max. 3 times per year)	No charge	No charge

****Non-profit organizations should meet the following criteria to be eligible for The Nation non-profit group rental rates:**

1. Provide evidence that there is an active Board of Directors and willing to provide a copy of the constitution/terms of reference for the organization.

2. The non-profit group must be based in The Nation Municipality.
3. The activities organized by the group must be accessible and inclusive and should benefit municipal residents not only the organization's members.
4. The organization may be asked to provide audited financial statements and a copy of their incorporation, charter documents and/or charitable number.
5. The non-profit group must be able to clearly demonstrate how their organization gives back to their community – either through financial funding, volunteer work etc.

To encourage and support these local groups, approved non-profit groups will be allowed to hold monthly meetings in their local community centres at no charge. Insurance will be covered by The Nation.

Definition & time frame of a meeting: A meeting will be defined as a gathering of members and restricted to under 20 people in attendance and a maximum of 3 hours. All meetings must be held in the small hall or conference room and reserved through The Nation Municipality reservation system.

Frequency: Each local non-profit group will qualify for 1 meeting per month for free. Two additional free meetings may be requested & approved within the calendar year for special activities.

Keys & Access: Two designated members from each approved non-profit group will be given a key & security code for the alarm system to the community centre. Only these members may use the security code & key to enter the building and at no time may the key or code be lent to any other person or used for any other access rather than for a meeting.

Fees: A one-time (non-refundable) fee of \$50 + HST will be charged to the non-profit group for the keys & the codes. Should a key be lost then the member will be charged an additional fee of \$20 + HST & also be given a new security code.

Responsibilities: The designated members will be responsible for opening and closing the building after the meetings and ensuring that the building is locked, and the security system armed. The group is responsible for the placement of their own tables and chairs and ensuring that the meeting room is left clean and in the same condition that it was found or a \$25 + HST cleaning charge will be applied. Should staff members be required to make the setup of tables & chairs prior to the meeting then regular rental fees will be charged.

Restrictions: It is strictly prohibited to bring or serve any alcohol at a meeting. The Nation Municipality reserves the right to remove keys from members or approved groups should the above noted rules not be respected.

Storage Option: Should the community centre have the capacity for storage and the group would like to rent a storage space then an additional charge of \$150 + HST per year will be charged for storage.

Exception: The associations of St-Isidore Minor Hockey, The St-Isidore Junior C and the Eastern Ontario Cobras will have a storage area in the St-Isidore arena at no charge.

Seniors & other groups who sign leases for yearly rents in halls will continue to do so and not be affected by this policy. They will continue to have unlimited access to their locals or in the case of the Fournier Hall, St-Bernardin Hall and Limoges Annexe, limited access but first priority for their activities.

4. INSURANCE

The Nation Municipality requires all Clients (business owners, leagues, associations, clubs, individuals) to carry appropriate liability insurance. The Nation offers user insurance to the Lessee and the cost of insurance will be added onto the rental fee at the time of reservation. If the client has their own insurance and do not wish to use the insurance provided by the Nation, the Lessee must provide proof of insurance with a minimum of 2 million dollars of liability coverage to The Nation no later than seven (7) days after the invoice has been submitted to the Client. For rentals within 7 days, insurance must be provided the day before the rental.

5. PAYMENT

- a) For ice rentals, a damage deposit of \$500.00 may be requested upon signing the rental agreement. If there is no damage to the dressing rooms, washrooms, or any other area of the arena, it will be refunded at the end of the season.
The deposit shall be kept if there is any sort of damage caused by the renter.
- b) In the case of minor hockey associations that have rental contracts for the season, postdated monthly cheques must be received before the start of the rentals.
- c) In the case of adult leagues that have rental contracts for the season, the September – December payment must be received by October 31st and the final payment for January till March must be received by December 31st.
- d) Full payment is due 30 days after the invoice has been issued by the Recreation Department to guarantee an upcoming reservation. For rentals within 30 days, full payment is required the day before the rental.
- e) Drop in rentals must be paid by cash or debit before the client will be allowed on the ice.

6. CANCELLATIONS AND CHANGES

The Nation Municipality has the right to cancel a rental time on short notice for certain purposes, including, but not limited to, special events, conflicting bookings, or unsafe conditions. All attempts will be made to contact the Client as soon as possible. Credit or reimbursement will be issued if an agreeable alternate rental time cannot be provided.

Listed below are other reasons why The Nation may cancel the permit.

1. If secured by misrepresentation
2. For improper conduct of users, or spectators
3. For any period owing to unfavourable weather, conditions of grounds and buildings, etc.

The Nation has the right to change the rental at any time.

Should the Client wish to cancel the event a \$50 administrative fee may be retained by The Nation Municipality.

7. BAR SERVICE FEE

- Should the renter wish to have the bar open during an activity a bar service fee of \$100 + HST will be charged for the first 6 hours. An additional charge of \$25 + HST will be charged per hour for each hour after the 6 hours.
- The Nation & regional non-profit groups recognized by the municipality will be reimbursed the bar service fee if gross sales for the bar and restaurant exceed \$500 for the activity. The group will also be reimbursed 50% of the additional charge if gross sales for the bar and restaurant exceed \$1000 for the activity.
- All hall bars will close at 1 am and guests must have vacated the premises within 45 minutes of the bar closure; an exception will be made on New Year's Eve when the bars will remain open till 2 am.
- The renter may request that an exception be made to close the bar at 2 am. A written request specifying that a light lunch will be served before midnight must be submitted for approval at least one month prior to the event.
- The Municipality reserves the right that the manager of the hall may close the bar at any time during the event should the situation merit it.

8. STATUTORY HOLIDAYS

- The rental rate for all community centres will be increased by 25% on all statutory holidays. The purpose of this increase is to help offset the higher costs of staffing these days.

9. SENIOR GROUPS & CORDE A LINGE

- The Nation Seniors Groups shall be charged \$500.00 per year + HST + yearly cost of living for the rental of their halls (St-Albert, St-Bernardin, Fournier, St-Isidore, Nation Area Seniors, Limoges). The annual rental for the year 2005 will be \$500.00 plus cost of living, plus GST. Thereafter, the annual rental shall be established as the rental of the preceding year increased by the cost of living plus HST. The rental rate for 2023 be 705.37 plus HST.

Corde à Linge- St-Albert Community Centre

- Contract for one year. The rental fee for 2008 was \$250.00 plus GST. The annual rental fee will be established as follows: the rental fee from the previous year plus the cost of living, plus HST. The rent for 2023 will be \$347.26 + HST.
- Access to the building 24 hrs/7 days a week.
- The renter is responsible for the cleaning of their premises.

10. WINE SERVING POLICY

All wine must be purchased from the centre

- Should the renter wish to serve wine during a meal to their guests it will be sold at cost plus 25% to the renter.
- The choice of wine must be provided to the manager at least three weeks before the activity.
- A deposit for the wine equivalent to \$3 per person is payable at least 30 days before the activity and the balance of the invoice payable the day of the activity. The renter will be issued a cheque within two weeks should the actual invoice for the wine be lower than the original deposit.
- The hall manager shall control the service of the wine. The renter may ask the caterer to put the wine bottles on the table or the staff from the centre will do it.
- The wine shall be limited to one bottle per three (3) people.

11. "OPEN BAR" POLICY

- Should the renter wish to offer an "open bar" to their guests or some free drinks, all beverages (alcoholic or other) will be purchased at the normal cost of the centre per alcoholic beverage.
- The renter should advise the manager at least 7 days in advance of the activity. The hours that the bar is to be "open" should be specified by the renter as well as any limit that the renter wishes to spend.
- All alcoholic beverages must be purchased by the centre – no alcoholic beverages may be given out as samples nor provided by an independent manufacturer at a reduced cost to the renter.

12. SCHEDULE OF RECREATION FEES & RATES

12.1 Promotional & Advertising Opportunities

4 x 8' promotional wall space inside arena	\$176.99 + HST
4 x 8' space at outdoor skating rinks	\$132.74 + HST
Sponsorship of public skating	\$309.73 + HST

12.2 Bowling Hall Rates (St-Isidore Recreation Centre)

Public bowling	\$3.54 + HST
Tournament/player/game	\$2.65 + HST
Leagues	\$10.62 + HST
Shoe rentals	\$0.89 + HST

12.3 Special Food Cover Charge – Sports Bar (St-Isidore Recreation Centre)

A food cover charge of \$35.40 + HST is charged when pizza or food from a caterer is brought into the sports bar for consumption. Reservations must be made with the manager and the fee paid prior to the date.

12.4 Tablecloth & Other Fees (Caledonia Community Centre)

Round tablecloths	\$6.00 + HST
10' Rectangular tablecloths	\$10.00 + HST
White skirting	
8'	\$15.00 + HST
13'	\$18.00 + HST
15'	\$20.00 + HST
Stages (4x8' sections)	\$10.00 + HST
Wine glass	\$0.30 + HST
Cutlery & dishes (per place setting)	\$1.00 + HST

12.5 Park Fees

Ball Diamond fees: A flat rate maintenance fee of \$100 + HST will be charged per season to each organization/league that rents one night/day a week. Should the league/organization rent more than one night/day a week there will be an additional \$100 + HST charged for each additional nights/days used (ex, 2 nights a week = \$200 + HST). These funds will be used to pay for the powder for the lines, purchasing new bases and small repairs.

The team that reserves the field will be responsible for the grooming of the infield and doing the lines. Names & contact information of local people who do maintenance for the regular leagues are available at the time of reservation. The municipality is not responsible for any injuries related to the condition of the field or lack of maintenance thereof and this will be indicated in the contract.

Insurance: The Nation Municipality requires all Clients (business owners, leagues, associations, clubs, individuals) to carry appropriate liability insurance. The Nation offers user insurance to the Lessee and the cost of insurance will be added onto the rental fee at the time of reservation. If the client has their own insurance and do not wish to use the insurance provided by The Nation, the Lessee must provide proof of insurance with a minimum of 2 million dollars of liability coverage to The Nation no later than seven (7) days after the invoice has been submitted to the Client. For rentals within 7 days, insurance must be provided the day before the rental.

Ball Tournament fees:

One field: a charge of \$100 + HST be charged per day for a team/league to hold a tournament using one field.

Both fields: A charge of \$150.00 + HST will be charged per day for a team/league to hold a tournament using both fields.

The team is responsible for field maintenance but the chalk powder for the lines will be provided by the Municipality for the tournament. In the case of Rodolphe Latreille park should the restaurant building be used a special rental fee will apply per day also

Rental of the restaurant building park Rodolphe Latreille: The cost to rent the restaurant building is \$70 plus HST. In the case of a tournament, the building may be rented at a special price of \$50 + HST per day but the client is responsible for

opening, closing & cleaning the building each day of the tournament. Municipal staff will only clean after the last day of the tournament.

Use of park for private business: Exercise classes in the park organized by an individual/business that charge fees to their clients (or private lessons) – shall be charged \$50 plus taxes per month to have the right to operate on municipal property. The number of courses per week or month is not limited.

Use of hydro by a vendor: In the case of a festival/ activity where a private vendor wants to use hydro, there is a charge of \$25 plus taxes per day for the connection.

THIS POLICY SHALL REPEAL ALL RESOLUTIONS AND OTHER POLICIES PRIOR TO JANUARY 1ST 2024.