

Request for Decision United Townships of Head, Clara & Maria Council

| Type of Decision | | | | | | | | | |
|--|-----------------------------------|-------------------------|--|-----------|------------------------|-----------------------------------|-------------|--|---------------|
| Meeting Date | Thursday, October 17, 2019 | | | | Report Date | Wednesday, October 9, 2019 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | X | Information Only | | | Type of Meeting | X | Open | | Closed |
| Report #17/10/19/1102- Draft Hall Rental Policy and Fee Schedule | | | | | | | | | |

SUBJECT: Review of Draft Hall Rental Policy and Fee Schedule

RECOMMENDATION:

That Council receive the Draft Hall Rental Policy and Fee Schedule for information only at this time.

BACKGROUND/EXECUTIVE SUMMARY:

With increasing hall rentals, Staff has created a Draft Policy to provide more definitive guidelines for all parties, to be used in conjunction with the Hall Rental Agreement.

Council needs to consider the following in order to have the Policy finalized:

- Will lessee's be required to provide their own liability insurance, or does Council think it is feasible to include event liability under the municipality's policy and cover the additional cost by increasing the price of hall rentals? The cost of a lessee obtaining their own liability insurance would cost approximately \$150-200 per event, and may discourage some people or organizations from renting the hall. The municipal insurer stated that Council may be able to acquire the same coverage through their policy at a lower rate than individuals and recoup the cost through increasing hall rental fees (depending on cost of additional coverage and amount of hall rentals per year, which varies). Staff has requested a quote for event liability through the municipal insurer, but has not yet received the information at the time of writing this report.
- The current fee schedule gives an hourly rate up to a maximum dollar amount, but does not clearly define what the maximum rental period is. There have been instances where an individual has rented the hall for the maximum amount of \$200, for a five day period. Staff recommends that the rate be set "per day" with the option to access the hall for set up the afternoon prior, no earlier than 1:00 p.m., and clean up no later than 12:00 p.m. the following date. There may be exceptions for organizations who are renting the hall for fundraising purposes. The fees associated with facility rentals should be clearly defined in the Policy/ Fee Schedule to include time limitations.
- Staff recommends clearly defining the eligibility of receiving 50 per cent of bar proceeds to organizations/ non-profit organizations. There has been misunderstanding that individuals for private events are eligible to receive bar profits.
- Does Council want to increase the Fee Schedule? Below is a chart showing Hall Rental Fee comparisons of local and/or similar municipalities. The same should be considered for Deposit Fees.

| Deep River | Stone Mills | Mattawa | Head Clara and Maria |
|-----------------------------|------------------------------------|------------------------------|---|
| Pool Meeting Room | Non-profit organization | Hall Only | Private-Hall, Bar and Kitchen |
| \$23.60/hour | \$15 booking fee + \$30/ hour | \$250.00/day | \$25.00/ hour - max \$200.00 |
| Arena Community Hall | Individual/Private | \$35.00/hour | Fundraiser-Hall, Bar and Kitchen |
| \$48.06/hour up to 7 hours | \$50.00 | Kitchen | \$35.00/hour - max \$280.00 |
| \$313.00- per day | Liquor licenced events | \$100.00/day | Washrooms Only |
| \$200.00 Deposit | \$200.00 + \$100.00 Damage Deposit | Hall and Kitchen | \$50.00 |
| | Damage Deposit | \$350.00/day | Washrooms and Canteen |
| *includes HST | \$25.00 | Hall and Bar | \$75.00 |
| | Key Return Deposit | \$495.00/day | Small Meetings |
| | \$100.00 | Hall, Kitchen and Bar | \$50.00 |
| | * all prices are up to 9 hours | \$595.00/day | |
| | *doesn't include HST | Deposit - 50% of rental fee | \$75.00 Deposit |
| | | *includes HST | *includes HST |

Staff will provide recommendation on a Fee Schedule once we receive a quote for event liability from the insurer and direction from Council on whether they would like to provide event liability insurance.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT:

None at this time, the report is for information only.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer