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

Type of Decision								
Meeting Date	**Thursday, November 21, 2019**				**Report Date**	**Wednesday, November 6, 2019**		
Decision Required	X	**Yes**		**No**	**Priority**	X	**High**	**Low**
Direction	X	**Information Only**			**Type of Meeting**	X	**Open**	**Closed**

Report #21/11/19/1001- Hall Rental Fee Schedule

SUBJECT: Review of Hall Rental Fee Schedule

RECOMMENDATION:
That Council purchase event liability insurance under the municipal policy and increase hall rental fees in order to absorb some of the cost associated.

BACKGROUND/EXECUTIVE SUMMARY:
As per Report #17/10/19/1102 provided October 17th, 2019:

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 if lessee's be required to provide their own liability insurance, or if it is feasible to include event liability under the municipality's policy and absorb 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. **Staff has received a quote from the insurance provider for Event Liability Insurance at a cost of $1,250 annually (plus a $50 policy fee and applicable taxes), which has been included with this report.**

Based on the quote received, Staff recommends purchasing the additional insurance and recouping that cost, or partial costs, through increased hall rental fees.
In 2019, there were 11 paid hall rentals; six of which were the maximum rental, five of which were not. If Council approves the proposed rental fee schedule, based on the annual rental figures above, an additional $710 of revenue would be generated to help offset the cost of the event liability insurance. Going forward, the degree in which the costs of the additional coverage will be offset will ultimately depend on the number and type of hall rentals.

Head Clara and Maria - current	Head Clara and Maria - proposed
Private-Hall, Bar and Kitchen	**Private-Hall, Bar and Kitchen**
$25.00/ hour - max $200.00	$35.00/ hour - max $300.00
Fundraiser-Hall, Bar and Kitchen	**Fundraiser-Hall, Bar and Kitchen**
$35.00/hour - max $280.00	$45.00/hour - max $400.00
Washrooms Only	~~**Washrooms Only**~~
$50.00	~~$50.00~~
Washrooms and Canteen	~~**Washrooms and Canteen**~~
$75.00	~~$75.00~~
Small Meetings	**Small Meetings (less than 30 people) and Funeral Services**

$50.00	$50.00

The proposal excludes Washroom Only and Washrooms and Canteen in order to simply the fee schedule.

Regardless of whether Council purchases the event liability insurance or not, increasing the rental fees will better align our rates to comparable facilities. The Hall Rental Policy will be updated based on Council's decision and brought to the December meeting of Council for final approval.

OPTIONS:

Council may:

Approve the event liability insurance coverage under the municipal policy and 1) increase the rate of hall rentals in order to attempt to recover some of the additional costs or 2) leave the hall rental rates as they are currently;

Do not purchase the event liability insurance coverage under the municipal policy and 1) require that lessee's provide their own liability insurance for rentals or 2) do not require that lessee's provide liability insurance as it is current practise; or

Increase the hall rental fee schedule regardless of purchase of event liability insurance.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT:

The cost of adding event liability insurance to the municipal policy would be $1,300 plus tax. Increasing the hall rental fee schedule will attempt to recover some of these costs, but will depend on the amount of annual hall rental numbers and types.

Approved and Recommended by the Clerk
Crystal Fischer, Clerk-Treasurer