Revised March 2022

***Guidelines for Bruce Mines Community Hall Rentals***

**NO OPEN FLAMES/CANDLES PERMITTED ON THE PREMISES**

**Smoke Free:** The Bruce Mines Community Hall is a “Smoke-Free” building.

Smoking is not permitted anywhere inside the building or within five (5) meters of any entrance of the building.

**Keys----**Key(s) will be signed out at the town office, for the area(s) that is being rented.

**Key Return**—For day time rentals, key(s) are to be returned to the municipal office. For after-hour rentals, key(s) are to be returned to the municipal office during business hours, within two business days after the event or they can be placed in the drop box located at the front of the municipal office (west entrance.)

**Definition of clean up for all rental areas** ---

∙ Floors swept

∙ Tables, must be wiped, folded and stacked.

∙ Chairs, must be wiped, stacked and stored.

∙ All garbage must be bagged (in clear bags provided) and deposited in the outside bin at the rear of the building.

∙ All lights turned off.

∙ All doors and windows closed and locked.

∙ Any damage must be reported to the office, in writing. If damage exceeds the deposit, an additional invoice will be issued. Care and control of the building will be the responsibility of the person signing the rental agreement.

**Kitchen:**

-The kitchen facilities must be clean and returned to their original condition.

-No food is to be left in the refrigerator on site.

-All garbage must be bagged (in clear bags provided) and removed to the bin at the rear of the building.

**Set-up and Clean-up:**

**-**is the responsibility of the renter; failure to do proper clean up may result in the forfeiture of your deposit

**Thank you for your cooperation!**

**BRUCE MINES COMMUNITY HALL RATES**

Main hall with kitchen (with meal): **$200.00 + $26.00 HST = $226.00** - i.e., Dinner/dance, Stag & Doe, wedding, etc.

Main hall - no kitchen (no meal): **$150.00 + $19.50 HST = $169.50** - i.e., Dance, Stag & Doe,

anniversary, etc.

Meetings: Half day: **$50.00 + $6.50 HST = $56.50**

Full day: **$100.00 + $13.00 HST = $113.00**

Kitchen: **$50 + $6.50 HST = $56.50**

Cleaning Fee: **$30 + $3.90 = $33.90**

Stage Rental: **$300.00 + $39.00 HST = $339.00**