

## Rental F.A.Q.'s

### What does the room rental include?

- Room rental includes use of the rented room for the event stated in the rental agreement, and the use of banquet tables and chairs are included in the rental price. We have 60" round tables that seat 6-8 people as well as 8' and 5' rectangle tables, and 200 chairs available for use.
- Rental time must include set up and clean up; birthday party packages allow for 15 minutes set up and 15 minutes clean up.

### How Far In Advance Can I Make a Booking?

McKenzie Towne Council does not set limitations on booking ahead for residents, however if you have a date in mind it is best to book it as soon as possible. We will take bookings as far 18 months in advance and you could miss out simply because we already received a booking for that date. Non-Residents may only book the Hall 9 months in advance.

### Does the McKenzie Towne Facility have Caterers and/or Bartenders?

No; you are responsible for hiring your own caterer and/or bartender for your function. If you are serving alcohol during your function you need to have a valid liquor license (these can be purchased at most liquor stores).

### What are the available hours for room rentals?

Hours available for rental are 9am-9pm, Monday through Saturday, 10:30am-6pm Sunday. There is a possibility for extension of room rental hours until 1am, which must be pre-arranged and noted on your rental agreement. There is a security fee of \$20.00 per hour between 10pm and 1am.

### What Time Are We Required to Leave the Night of the Function?

Last call must be at 11:45pm, with the bar closed at midnight. The Hall is to be completely vacated and closed at 1:00am. As we are located in the centre of McKenzie Towne we have to respect our neighbors. **All rentals are to be cleared out of the Hall by 1:00am.**

### Do I Have to Pay for the Full Rental at the Time of Booking?

- We require a \$100 deposit to book a date which is 100% Non-Refundable. The deposit will be taken off the price of your rental. We require 50% of the base rental amount 6 months prior to your rental. The final balance for the rental is due 90 days in advance of the actual date of rental.
- If the total rental amount is less than \$100.00, the total amount is due at time of booking.

### How much is the Damage Deposit; what Insurance Coverage is Required?

- We require a \$500.00 damage deposit in the event damage is incurred at the time of booking. This is required one month before the function. We also require your home owner's insurance policy within 10 days of your rental date for any damages that may occur that exceed the \$500.00 damage deposit provided to us.
- If alcohol is being served it is mandatory that PAL (Party and Alcohol Liability) Insurance be in place and a copy of the policy provided to us within 10 days of your rental date.

### Does the McKenzie Towne Facility Have Dishes and/or Linens?

No; we do not have any Dishes, Table Cloths, Napkins, Chair Covers, Etc. available for rent at the Hall. Your caterer can help you with this or any event rental company.

### The event I'm planning is a birthday party; can I bring in something for the guests to play on or in, like a bouncy house or ball pit?

We require a copy of an insurance policy outlining additional liability insurance coverage for the equipment and any injury which may result from its use for the date of your function. Contact your home insurance provider for more information.

### Do we have to clean the room?

- Birthday parties and smaller functions are responsible for cleaning the room and leaving it in the same state it was at the beginning of the rentals (including removal of garbage, sweeping and mopping the floor, ensuring any tables and chairs used are cleaned prior to putting them back into storage, etc.).
- Tear down service for larger functions may be purchased for \$200.00.
- A cleaning checklist posted must be followed and will be used for the final walkthrough after the function.

### What is the cancellation policy?

- Written notice is required on all cancellations. You may e-mail your request to [info.mctowne@shaw.ca](mailto:info.mctowne@shaw.ca).
- If a rental is cancelled by customer three (3) to six (6) months prior to rental, 50% of the base room rental rate (including taxes) is not refundable.

- If a rental is cancelled by customer between three (3) months and the rental date, 100% of the base room rental rate
- (including taxes) is not refundable.

All prices are subject to change without notice