

Ruskin Community Hall
28395 - 96th Avenue, Maple Ridge, BC V2W 1L3 (604)462-9739

THANK YOU FOR YOUR INTEREST IN BOOKING THE RUSKIN HALL

Please review the following Hall amenities and the Rental Agreement Terms.

To proceed with the rental, contact us at bookings@ruskinhall.com.

If you wish to proceed with the booking, we will send a Rental Agreement for your signature and Booking Deposit information which are required to confirm your booking. The remainder of the payment and additional rental requirements are due a week before your event.

Rental Capacity

- 100 seating capacity with tables and chairs
- 150 for theatre seating

Rental Fees

- Daily rental rate - \$400: For events over 4 hours with the availability starting at 9am until night.
- Weekend rental rate - \$650: Span 2 and 1/2 days (typically from Friday 9am-Sunday noon)
- Hourly rate (for events 4 hours or less): \$60 for 1st hour, then \$40 for each additional hour (Please note: Half hour rental increments are not possible.)
- Required Custodial Fee: \$50

Rental Requirements (due one week prior to event)

- Rental Payment
- Cleaning Fee Payment
- Event Insurance
- Liquor Permit (if applicable)
- Gaming Permit (if applicable)

Tables and Chairs

Tables and chairs are included:

- 23 rectangle tables (6 feet long); fits 6-8 people
- 10 round tables (5 feet wide); fits 6-7 people
- 110 chairs
- We do not supply chair covers and tablecloths

Kitchen Facilities

The Hall has a warming kitchen, meaning you cannot prepare any uncooked food on site. This restriction against using the kitchen to cook is from Fraser Health. All food must be precooked and can only be warmed. For example the following is not possible; cooking rice in a rice cooker, roasting meat in the oven, making pancakes etc...

The water at the hall is not potable, so all food must be prepared off site. You can use the hall's kitchen for warming up food only. We have two ovens, a microwave, and a fridge.

Parking

There is limited parking for about 25 vehicles. You can park on the side of the road as long as you do not block any driveways.

Event insurance

Event Insurance with 2 million liability is required for ALL events, regardless of size for the full duration of the event. You can obtain insurance anywhere that sells insurance – London Drugs, Kirby, Westland, etc. Online companies such as PAL ([Home \(palcanada.com\)](http://Home(palcanada.com))) and Front Row (<https://www.frontrowinsurance.com/event-insurance-bc>) have been reported as most affordable.

Liquor Permit Requirements

ALL events where alcohol is being served MUST get a liquor permit: [Apply for a liquor license or permit - Province of British Columbia \(gov.bc.ca\)](#).

Guests cannot bring their own alcohol.

Sound System

There is a portable speaker with microphone (Bluetooth).

Hall Access

Once all of the rental requirements are met, you will receive an email with instructions a few days before your event with an access code that will unlock the door and disarm the alarm as well as Hall instructions (location of lights, etc).

Custodial

You must leave the Hall as you found it – the tables and chairs put away and the floor swept. You are responsible for removing ALL your garbage and recycling from inside and outside the Hall.

You are required to pay our Cleaner \$50 to have the Hall cleaned after your event. This is a separate fee and must be paid directly to the cleaner by etransfer to atilt@shaw.ca.

Wifi

There is no wifi service at the Hall.

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RENTAL AGREEMENT TERMS

PLEASE BE ADVISED THAT HEALTH PROTOCOLS ARE SUBJECT TO CHANGE AT ANY TIME AND WITHOUT NOTICE, ACCORDING TO PUBLIC HEALTH ORDERS.

Hall Capacity

The Renter must ensure that the maximum capacity for the Hall (100 seating capacity with tables and chairs or 150 for theatre seating) stated by the Fire Marshall is not exceeded.

Rental Fees

The Renter must pay the balance of rental fees 1 week prior to Event in order to have access to the Hall.

- 1) Daily rentals (over 4 hours): \$400/day
- 2) Weekend rental (Friday 9am-Sunday noon): \$650/weekend
- 3) Hourly rate (for events 4 hours or less): \$60 for 1st hour, then \$40 for each additional hour
(Please note: The hourly time span must include the set up and takedown time)

To secure the requested date a booking deposit of \$150 or half of the hourly fee in addition to the completed Rental Agreement with signature is required.

Booking Deposit (\$150) is forfeited if event is cancelled less than 4 weeks prior to Event date.

Damage Deposit

There is a \$200.00 refundable Cash Damage Deposit; renters agree to pay the Ruskin Hall for any damages that exceed the \$200.00.

The Damage Deposit will be returned to the Renter after the Event MINUS COSTS for:

- 1) Necessary repairs including facility damage;
- 2) Necessary **extra** cleaning (\$50/hr);
- 3) THE FULL DEPOSIT for when there is a serious neighbourhood disturbance as evidenced by neighbour complaints and/or police calls;

The full Damage Deposit will be returned to Renter (within 30 days) if there are no damages.

Custodial Fee

The Renter agrees to:

- Pay a \$50 Cleaning Fee to our Cleaner by etransfer atilt@shaw.ca
- Remove all the garbage & recyclables generated by the Event
- Wipe down tables & chairs and return them to their storage areas
- Clean up outside of the Hall (cigarette butts, garbage, bottles, cans, etc.)

Event Insurance

THE RENTER MUST OBTAIN EVENT INSURANCE for the full duration of the rental and provide this insurance to the booking agent no later than one week prior to the Event.

The RHCA Board of Directors, volunteers, and community members shall not be held liable or responsible for any loss, damage or injury including loss of life to Renter or Attendees (including pets or animals) of stated Event, any equipment used, or vehicles in the parking lot.

Liquor Permit

THE RENTER MUST OBTAIN A PERMIT FOR TO SERVE ALCOHOL and produce the permit to the Booking Agent one week prior to the Event. Guests are not allowed to bring their own alcohol to the event. The PERMIT MUST BE DISPLAYED on the entrance door to the hall DURING THE EVENT.

Event Insurance (all events) and **Liquor License** (if serving alcohol) need to be obtained at Renter's expense. Please email documentation to bookings@ruskinhall.com.

Security

The Renter will:

- 1) Be given a code to access the Hall
- 2) Ensure all doors to the Hall are secured and the alarms are set
- 3) Not pass on the access code to any other person

Conditions

The Renter ensures that:

- 1) Smoking is prohibited inside or within 10 feet of the hall
- 2) Decorations are to be attached to wood only with masking tape – no pins or staples
- 3) Nothing is to be pinned, stapled or taped on drywall surfaces
- 4) No confetti, rice, glitter or table sprinkles are to be used anywhere
- 5) No straw or hay bales allowed inside of the Hall
- 6) All decorations must be removed prior to leaving the Hall
- 7) Indoor hall chairs can be used in the outside grass field but they MUST be wiped down prior to being brought back inside the Hall
- 8) No candles in/outside the Hall
- 9) The Hall must be left as it was prior to your event
- 10) The water in the Hall is NOT to be used for drinking or food preparation and is for sanitizing purposes only

Good Neighbour Policy

The Renter is responsible for:

- 1) Nothing is left in the Hall except by prior arrangement
- 2) Neighbours are not disturbed by loud music, loud cars, etc
- 3) Music is stopped by 12 a.m.; Hall to be vacated by 12:45 a.m.
- 4) The event stays orderly so that neighbours do not have to call police. If police are called to your event the RCHA reserves the right not to rent to you again and forfeit your damage deposit