

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

THANK YOU FOR YOUR INTEREST IN BOOKING THE RUSKIN HALL

If you wish to proceed with booking or to inquire about a date, please submit a Book Your Event request or contact us at bookings@ruskinhall.com.

Once a date is chosen, we will send a Rental Agreement and Booking Deposit payment information. The Booking Deposit is \$150 or half of the hourly fee.

The completed Rental Agreement with signature and Booking Deposit are required to confirm bookings. The remainder of the payment and additional rental requirements are due a week before the event.

The following lists Hall amenities and rental terms for events:

Rental Capacity

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

Rental Fees

- Weekend rental rate: \$800
Time span of 2 and 1/2 days (typically from Friday 9am-Sunday noon)
- Daily rental rate: \$475
Time span from 9am until midnight
For events 5 hours and more
- Hourly rate: \$65 for 1st hour, then \$45 for each additional hour
For events 4 hours or less
Half hour rental increments are not possible
Hourly rental time span includes the take down and set up time

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

Rental Requirements:

Due one week prior to event

- Rental Payment
- Cleaning Fee (paid directly to cleaner)
- Event Insurance
- Liquor Permit (if applicable)
- Gaming Permit (if applicable)

Tables and Chairs available

- 23 rectangle tables (6 feet long); fits 6-8 people
- 10 round tables (5 feet wide); fits 6-7 people
- 110 chairs

Chair covers and tablecloths not provided.

Kitchen & Facilities

There are two bathrooms, a bar area and a stage.

The Hall has a warming kitchen with two ovens, a microwave, coffee/tea service supplies, water dispenser (water bottles not provided) and a fridge.

Please note, it is **warming kitchen**, meaning uncooked food cannot be prepared on site. The water at the hall is not potable (drinkable), so all food must be prepared off site. This restriction against using the kitchen to cook is from Fraser Health.

The upstairs mezzanine of the Hall is closed to renter use.

Parking

There is parking for about 25 vehicles. There is also parking along the side of the road as long as driveways are not being blocked. Parking vehicles at the Hall outside of the rental time is not permitted.

Event insurance

Event Insurance with 2 million liability is required for ALL events, regardless of size for the full duration of the event. This can be obtained anywhere that sells insurance – London Drugs, Kirby, Westland, etc. Or online companies such as PAL and Front Row insurance.

Liquor Permit Requirements

ALL events where alcohol is being served MUST have a Province of British Columbia Special Events liquor permit.

Guests cannot bring their own alcohol.

Sound System

There is a large portable speaker with microphone (Bluetooth).

Hall Access

Once all of the rental requirements are met, renters will receive an email with instructions just prior to the event with an access code that will unlock the door and disarm the alarm as well as Hall instructions (location of lights, etc).

Custodial

After the event, the Hall must be left as it was found – the tables and chairs put away and the floor swept. Renters are responsible for removing ALL their garbage and recycling from inside and outside the Hall.

Renters must pay a separate fee directly to the cleaner by e-transfer for cleaning service. The cost is \$50 for Daily & Hourly rentals and \$100 for Weekend rentals.

Wi-Fi

There is no Wi-Fi service at the Hall.