

SCHEDULE "B"
OSLER COMMUNITY HALL

Prices: *Resident is defined as "residing within the boundaries of the Town of Osler"
Annual 5% Rate Increase (rounded to the nearest \$5) becomes effective January 1, 2017
If you booked the hall prior to December 31st, 2016, you will pay the cost you were quoted at the 2016 rate.

	<u>Non-Resident</u>	<u>*Resident</u>
Dance and/or event with liquor permit (price per day or portion thereof) <i>(Additional costs may be imposed for cleaning of black scuff marks)</i>	\$635.00	\$480.00
Auction.....	\$635.00	\$480.00
All Day.....	\$510.00	\$445.00
½ Day- 9 am to 4:30 pm.....	\$350.00	\$270.00
or 5 pm to rest of evening.....	\$350.00	\$270.00
Registered Charity (with a Charitable #).....	\$250.00	\$215.00
Non Profit Organizations (not under Town umbrella)	No Reduction	Reduce to 33%
Funeral Service Only (no kitchen use)-4 hr max	\$125.00	\$ 95.00
Funeral Service with Cold Lunch-4 hr max	\$225.00	\$190.00
Funeral Service with Hot Lunch-4 hr max	\$350.00	\$305.00
Damage Deposit (refundable).....	\$260.00	\$260.00
Sound System..... (\$50 refundable deposit).....	\$ 25.00	\$ 25.00
Meetings (no kitchen use).....	\$100.00 ½ day or \$190.00 full day	
Recurrent use \$60.00 ea/4 th rental is free		
Weekend Package (6 pm Fri to 11 pm Sun)	\$955.00	\$900.00
****please note there is no cleaning done by our staff during a weekend rental		
Additional: For set up/decorating the evening prior	\$100 .00 from 6 pm	\$100.00
	\$160.00 from noon	\$160.00

Regulations:

Thank you for renting the Osler Community Hall. Please note and respect the following rules and keep our facility neat and clean.

Daytime Bookings:

Half an hour before clean-up is completed, please call the janitor for inspection.

Late Night Bookings:

The janitor will inspect early the following morning.

- KITCHEN:** Please leave the kitchen in the order that you found it. Broken dishes must be replaced; please leave the pieces on the cupboard so the staff are aware.
- TABLES & CHAIRS:** Please do not drag tables and chairs, use wheeler to transport. Chairs should be stacked 10 high. Tables should be cleaned with a disinfectant solution provided in a spray bottle prior to being folded and put away. Both should be put back to their respective places.
- FLOORS:** **DO NOT** wash the floor. Dry mop (sweep) the floor only.
- WASHROOMS:** Make sure all toilets are flushed and garbage removed. Please leave washrooms clean and tidy. Garbage or paper towel should never be flushed down the toilets.
- GARBAGE:** All garbage should be bagged and placed into the Loraas garbage bin just outside the hall.
- Hall Includes:**
- | | |
|-----------------------|----------------------------------------|
| 5 tables (24" x 48") | Some serving dishes/bowls |
| 250 chairs | 250 place settings (including cutlery) |
| 35 tables (30" x 96") | 2 stoves/ovens |
| 2 serving tables | |

If more cutlery, dishes, etc. are needed for your event it is the responsibility of the kitchen staff/caterers/renters.

Janitor Costs (If renters are not wanting to clean-up)

Complete Clean-Up	\$250.00
Sweep	\$ 70.00
Set up & take down of chairs/tables	\$120.00

In case of problems during your evening or weekend event, please contact (In this order):

- 1. Office on-call # 321-6263 or
- 3. Maintenance on-call # 281-2832 or

During regular office hours please call the Town Office at 239-2155