

Guidelines for Hall Rentals & Uses
For all Sandycove Acres Community Halls and Property Usage
(The Hub, The Spoke and The Wheel)

These Guidelines are followed by each of the Community Halls (The Hub, The Spoke and The Wheel) for the enjoyment and sole use of Sandycove Acres residents. It is noted that although these Guidelines are primarily for the use of the main halls, the Community Committees for each building and its respective halls and meeting rooms are also responsible for areas outside and adjacent of the halls to which these Guidelines apply (*see Appendix A for those areas*).

Each Hall has a person assigned to do the bookings for all events and may apply their own specifics as to rentals and general use of the facilities beyond those described in these Guidelines. Renters or other users must work through the specific hall booking directors/coordinators. **For more information or to book one of the halls, please refer to the monthly newsletter for appropriate Hall Booking Director/Coordinator.

1. These Guidelines are primarily for the Sandycove Acres (SCA) groups/clubs. There is no rental fee for recognized groups/clubs. There are basically 2 types of groups/clubs and they are defined as:
 - a. A group/club that either **does not bring in or retain money** such as a card group that takes in a small amount to play and then disperses it at the end of the card playing. The group/club must have a primary contact.
 - b. A group/club that **brings in and retains a significant amount of money and/or charges an annual fee for membership** from any/all income sources and has scheduled events. In this case the group/club will have:
 - i. a structured committee consisting of Sandycove residents only
 - ii. a bank account in the group/club's name; bank co-signers must be a member of the group/club; both members of a couple cannot be co-signers
 - iii. an annual financial statement presented to the hall booking director and will attach to the hall rental agreement/ booking form at time of re-signing.

PLEASE NOTE: Parkbridge Lifestyle may from time to time book the Halls for their use for management meetings, resident promotions, announcements, training activities, etc. Periodically Town of Innisfil, Simcoe County, Provincial/Federal authorities may book the Halls for events such as community meetings, important announcements, survey forums, elections, etc. Bookings are still to be made through the respective hall booking director/coordinator.

The Hub, Spoke & Wheel may be:

2. Rented by Sandycove Acres (SCA) groups/clubs for their own functions (*not for outside groups or persons*) which may be concerts or fundraisers where the proceeds stay within the SCA community.
 - a. Rented by SCA groups/clubs but are **not to conflict with any other community hall event(s)**.

3. Rented by SCA groups/clubs for a fundraising event but where the proceeds go to a valid charity outside of the SCA community. In this instance, the valid criteria must be:
 - a. All participants must be current SCA residents,
 - b. a valid registered charity, and
 - c. everything associated with the event incurred is SCA volunteers or unpaid support from outside of SCA. Examples but not limited to: bingo, fashion show/clothing sale and annual craft show.
 4. Rented only by or for a current resident and solely for the following functions.
 - a. For a resident's personal event or family function, including their immediate family which is the resident's parents, children and grandchildren, for events such as birthdays, anniversaries and Christmas. Weddings and vow renewals may only be held for current residents. Events such as stags, Jack & Jill's, buck & does are not permitted (*see point 7- item a.*).
 - b. For a memorial service or celebration of life for a current resident only, not a past resident nor for a resident's family member.

Please note: Memorial services or Celebrations of Life take precedence over normal regular activities (*such as cards, dance instructions etc.*) provided the service has been scheduled within 3 months of the actual funeral or passing. If an event has been booked in which expenses have already been incurred, then the memorial service or celebration of life should be booked in another hall if available or changed to a later date when possible.
 - c. For an event where the primary focus is on instruction (ie. Yoga, Wine 'n' Sign, etc.) by either a resident or non-resident instructor. For a special sales event (Tupperware, Jewelry, etc.) only if the resident is the Sales Rep. The renter must be a resident in both instances. These events **MUST** be open to all current SCA residents and only attended by current SCA residents without exception. Events must abide by all private rental rules. These events are at the discretion of the Hall Committee and their frequency will be determined.
 5. A rental fee deposit of \$100.00 cash or cheque will be required for each booking (*except recognized groups or clubs*) including memorial services or celebration of life. If the hall is left in the condition it was found such as floors swept, carpets vacuumed, tables and chairs put back as found, \$75.00 will be returned to the resident renter after the hall has been inspected. **The full deposit will be returned in the case of the memorial service or celebration of life if conditions are met.**

NOTE: Please see Special Notes below.
 6. **FOOD Guidelines** - If food is to be sold or served to members of the general public (*that would be to anyone attending an event or club sale that has been advertised outside Sandycove Acres*), the food shall be cooked and handled in a kitchen or facility that has been inspected by the Simcoe Muskoka District Health Unit Department and meets all the criteria for facilities preparing food to be sold/served to the general public. The hall kitchens are deemed warming kitchens **ONLY** and no cooking may be done in them. All food prep within the Community Kitchens **MUST** be supervised by an official Food Handler Certified Person.

Please note that NO sandwiches, cookies, fudge, cakes or sweets, pies and any canned or bottled preserves can be sold or offered at events open to the general public or the community that have been cooked in private home kitchens.
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- a. Groups/clubs preparing food to be served at Community Hall events must adhere to SMDHU guidelines and regulations. For example: sandwich making, salad prep and buffet style foods – a Certified Food Handler **MUST** be present at all times during food preparation. No food being served in a Community Hall can be prepared in a home kitchen and served to Sandycove groups/clubs.

7. ALCOHOL Guidelines -

- a. **NO** alcohol sales are permitted at any event under any circumstances.
- b. For ticketed events where alcohol is included in the ticket price, it is necessary to obtain a Private Event Sale Special Occasion Permit (SOP). Cost as of today is \$150.00.
- c. For non-ticketed events where alcohol is supplied to the residents, a Private Event – No Sale SOP is required. Cost as of today is \$50.00.
- d. In both cases, these permits **MUST** be obtained online at agco.ca.
- e. In both cases, should the alcohol be served to the residents in lieu of it being put on the table for self-consumption, then it is also necessary to have a person present that has their Smart Serve certification.
- f. A copy of the SOP is to be provided to the booking director of the hall and our Parkbridge office.

8. SPECIAL NOTES:

- a. All hall rentals are subject to the posted hall capacity guidelines and it is the sole responsibility of the renter to ensure adherence.
- b. The renter must be in attendance at all times during the event.
- c. **NO** balloons and **NO** candles allowed in any of the halls. (**Note:** recent repair cost for damages which incurred from balloons wrapped around the ceiling fan was over \$700.00).
- d. It is the responsibility of the renter to ensure that the hall is left clean (ie floors swept, tables/chairs put back in the proper spots).
- e. Garbage and recycling **MUST** be taken out and put in the appropriate bins.
- f. Children are to be watched - children are NOT allowed on the stage or upstairs in any of the halls.
- g. Smoking is allowed only in designated smoking areas.
- h. Music, sound and/or video systems are not available to private rentals. A list of audio rental companies can be provided for private rentals.
- i. It is the responsibility of the renter to ensure that ALL lights are shut off, windows, doors are closed and locked up properly. Entrance doors must be closed tightly.
- j. Hall Rental bookings are not transferrable between renters, nor from one type of event to another – ie. Family to group event and vice versa, and **MUST** follow all guidelines.
- k. Please note Parkbridge does reserve the right to seek reimbursement for damages/repairs needed in excess of the \$100.00 deposit.
- l. Each hall reserves the right to **NOT** rent to a resident if any of the above are not met or resident and/or guests displays inappropriate behaviours.
- m. Each hall reserves the right to **REVOKE** any hall rental if guidelines are not met.

Appendix A – Areas covered by each Social Committee

THE WHEEL

- Main Hall Ballroom
- North Wing meeting rooms (*often divided into 2 rooms*)
- Meeting/Storage room adjacent to the Gym in the North Wing
- West parking lot
- laundry room
- Art Club upstairs storage
- all downstairs areas including: Billiards/snooker hall; shuffleboard areas; Table Tennis (*ping pong*) rooms; storage areas
- **NOT responsible for the gym area in the North Wing basement**
- **Note:** Centre Street between the Hub and the Wheel is common to both halls

THE HUB

- Dance Hall
- Downstairs Meeting/Games Room
- South side parking lot
- Library
- **Note:** Centre Street between the Hub and the Wheel is common to both halls

THE SPOKE

- Dance Hall
- Parking lot
- Unlocked Storage areas