

*Request for Decision      United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, September 11, 2015				Report Date	Tuesday, September 8			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Hall Rental Fees - Report #11/09/15/1101									

**Subject:**

Determination of appropriate fee schedule and policy for renting the municipal community centre/hall.

**RECOMMENDATION:**

That Council consider the suggestions of the Recreation Committee and determine an appropriate fee schedule which meets the needs of the ratepayers of Head, Clara & Maria.

**WHEREAS** a sub-committee of the Recreation Committee met and provided staff with a list of options for setting hall rental fees and policy to submit to Council for approval;

**AND WHEREAS** local venues, costs and policies were compared;

**AND WHEREAS** it is recognized that Council wishes both to encourage hall useage and has recently obtained a permanent liquor license for the Community Centre with the intent of increasing revenues for the Recreation Committee as well as facilitating hall useage for individual users;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby adopt the schedule submitted as "HALL RENTAL SUMMARY – Staff Proposal" as amended at its meeting of Friday, September 11, 2015 as its "Hall Rental Fee Policy" to become effective immediately and directs staff to implement the required amendments and notifications as soon as possible.

**BACKGROUND/EXECUTIVE SUMMARY:**

This issue had been referred to the Recreation committee in early spring. The committee formed a smaller sub-committee who surveyed neighbours and other venues and came up with the following:

It is staff opinion that the committee was left not knowing how to proceed in areas which had no municipal precedent. Staff have therefore filled in some blanks and provided an amended summary below entitled HALL RENTAL SUMMARY – Staff Proposal.

## **HALL RENTAL SUMMARY – committee members**

<b>RENTAL/ USE OF</b>	<b>COST</b>	
Hall and/or Kitchen Owner bar For dances, fund-raisers, large meetings >30 people *See #1	\$25/hr (\$200 max) +75.00 refundable deposit *See #2	User Bar ???  \$200 +\$75.00 licence/insurance fees
Washrooms only (Ball Tournaments)	\$50/day +\$75.00 refundable deposit *See #2	
Small meetings <30 , Wakes, funerals	\$50/day +75.00 refundable deposit *See #2	
Charitable functions	*See #3	
Non-profit functions		

### **Notes\***

1. Owner Bar – HCM Council/Recreation Committee
2. Refundable deposit only if Hall, contents and adjacent municipal property is not damaged. If damage occurs the user is liable for these damages and forfeits the deposit.
3. Some or all of the above fees may be waived on application to and at the discretion of council and/or the recreation committee

The existing schedule for hall rental fees is as below:

<b>HALL RENTAL</b>	
Licensed function (use of bar and/or kitchen)	\$375.00 (includes \$75 refundable deposit)
Meeting – over 4 hours	\$50.00
Meeting – less than 4 hours	\$35.00
Wake	\$25.00 per day
Funeral meal	\$35.00
CWL Fund Raiser	\$25.00

The committee was not certain how to proceed in certain situations without more direction from Council. Since obtaining the permanent liquor license for the hall, did Council now wish to rent the hall and have users apply for Special Occasion Permits? Or does council

only wish to rent the hall licensed? Is making a profit from the sale of alcohol during hall rentals important?

This leads to questions about profits for fundraising events, having to hire or have volunteers to work all events and different costs for licensed events vs. non-licensed?

There are many options and many considerations including Council's precedent of allowing users free access for "community events" open to all. The liquor license complicates matters.

The decision might be simply that the hall is only rented licensed; obtaining SOPs is no longer allowed? Since users often relied on bar proceeds to offset costs, should they be allowed to profit share in bar proceeds? At a different price? Be given the hall for free with Council/Rec retaining all bar profits? What has council provided to users in the past years?

### Options/Discussion:

The following suggestion is based on the Recreation committee's recommendations but with some added detail based on staff knowledge/council precedent. Still open to discussion, modification and amendment.

Based on information received through the LCBO it is recommended that when alcohol service is required, the hall only be rented licensed, with HCM staff manning the bar. The facility is owned by HCM and is licensed to the Corporation.

### HALL RENTAL SUMMARY – Staff Proposal

RENTAL/USE OF	COST	When Used/Rental For
Hall with or w/o Kitchen No bar or Owner bar (HCM volunteer bartenders – paid through tips)  For dances, fund-raisers, large meetings >30 people *See #1	\$25/hr (\$200 max) +\$75.00 refundable deposit *See #2	<ul style="list-style-type: none"><li>Private event no bar.</li><li>Private event where a bar is required.</li></ul> Provides options for private events without the need for private SOPs, insurance and personal liability. Eg. Wedding, birthday party etc.
Hall with or w/o Kitchen & Owner bar (HCM volunteer bartenders – paid through tips)  For organization fund-raisers >30 people	\$35/hr (\$280 max) + \$75.00 refundable deposit +50% share of net bar proceeds	<ul style="list-style-type: none"><li>Public event by organization where purpose is fundraising.</li></ul> Provides options for organizations to hold

*See #1		licensed fundraisers and share in profit while not having to obtain SOP, insurance, workers etc. HCM maintains control of licensed venue. Eg. Missing Link Events
Washrooms only (Ball Tournaments)	\$50/day +\$75.00 refundable deposit *See #2	Minimal cleaning and utility costs.
Washrooms with Canteen (No kitchen)	\$75/day + \$75.00 refundable deposit *See #2	Minimal cleaning and utility costs - use of more than washrooms.
Small meetings <30 , Wakes, funerals	\$50/day +\$75.00 refundable deposit *See #2	Minimal cleaning and utility costs/community service.
Charitable, Non-profit or community functions – open to general public. Hall/Kitchen only.	Free +\$75.00 refundable deposit *See #2	Council encouragement for use of hall to develop sense of community. Eg. Community Christmas Party, Gospel Sing, Library Board Fundraiser
Charitable, Non-profit or community functions - open to general public - with bar. (HCM volunteer bartenders – paid through tips)	\$100/day +\$75.00 refundable deposit + 90% share of net bar proceeds *See #2	Council encouragement for use of hall to develop sense of community. \$100 to offset costs off license, stock/manage bar. Eg. Lair's Foundation Fundraiser
<b>Other Options for Consideration?</b>		
Hall with/w/o Kitchen User bar (Special Occasion Permit – user's own bartenders)  For dances, fund-raisers, large meetings >30 people *See #1	\$300 +\$75.00 insurance fees	Provides an option for users such as MLSC who use proceeds to offset costs and increase profits. Have resources to provide own bartenders.

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**Financial Considerations/Budget Impact:**

Various as detailed above.

**Policy Impact:**

As per policy.

**Others Consulted:**

HCM Recreation Committee – subcommittee members, staff. Noella LeBreton, Treasurer

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*