

	Town of Qualicum Beach	Policy Manual
	Subject: Buildings and Grounds - Community Hall and Civic Centre Rental Rates	
	Policy Number: 4004-1	

Purpose This policy is to establish controls, fees and a clear process for application to use the Community Hall and Qualicum Beach Civic Centre.

Policy Applicants will apply to the Qualicum Beach Civic Centre for the use of the Community Hall and Qualicum Beach Civic Centre.

Rentals will be processed by staff with the fees applied as set out in Policy No. 4004-1.

Council will review the fees set out in Policy No. 4004-1 on a regular basis.

Procedure

Classifications

Commercial
All bookings and meetings that charge an admission or sell a product.

Private
Religious, labour, political, business groups and organizations. Individual renters, and non-profit group fundraising.

Non-Profit
Educational, non-profit societies, local sports groups, fitness groups, local cultural and theatre groups.

Special Status Groups/Subsidized Rentals
Those that have been approved and/or subsidized by the Town Council.

Examples of Types of Users

Commercial
Dances, trade shows, business meetings/conferences, craft sales.

Private
Weddings, church functions, union meetings, political rallie, parties/dances, or where a liquor licence is required.

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Non-Profit

Bridge clubs, dance clubs, carpet bowlers, residents associations, curling club, historical society, and fitness users.

Prime Time

Rentals during the hours between Friday, 5:00 p.m. and Sunday, 5:00 p.m.

Non-Prime Time

Rentals during the hours between Sunday, 5:00 p.m. and Friday, 5:00 p.m.

Day Rate

A day rate rental is a rental that exceeds a four-hour rental.

Kitchen Rates

Full use - to include all equipment and dishes.

Caterers - does not include use of any dishes and/or use of the dishwasher.

Service - use of the kitchen only to serve food; does not include use of any dishes and/or any kitchen equipment.

Rates

Schedule A – 2013 Rates Effective January 1st, 2013

Responsibility	Civic Centre Employees, Town Employees
References	Policy 4004-1a Community Hall and Civic Centre Rental Rates – Subsidized Rentals
Distribution	Council All Departments
Attachment	Community Hall and Civic Centre Rental Rates

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Dec 2012

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Effective January 1st, 2013
QUALICUM BEACH CIVIC CENTRE
Hourly Rates up to Four Hours

C= Commercial
P= Private
NP= Non-Profit

		C	P	NP
Pioneer Hall	Prime Time	\$125.00	\$85.00	\$59.00
	Non-Prime Time	\$82.00	\$59.00	\$40.00
Pioneer Hall West	Prime Time	\$82.00	\$54.00	\$41.00
	Non-Prime Time	\$60.00	\$49.00	\$26.00
Pioneer Hall East	Prime Time	\$70.00	\$48.00	\$30.00
	Non-Prime Time	\$46.00	\$34.00	\$24.00
Lions Room	Prime Time	\$57.00	\$42.00	\$26.00
	Non-Prime Time	\$33.00	\$26.00	\$21.00
Windsor/OAP Room	Prime Time	\$62.00	\$46.00	\$28.00
	Non-Prime Time	\$43.00	\$34.00	\$22.00
Windsor Room	Prime Time	\$57.00	\$42.00	\$26.00
	Non-Prime Time	\$33.00	\$26.00	\$21.00
OAP Room	Prime Time	\$34.00	\$28.00	\$19.00
	Non-Prime Time	\$23.00	\$20.00	\$17.00
Booth Room	Prime Time	\$34.00	\$28.00	\$19.00
	Non-Prime Time	\$23.00	\$20.00	\$17.00
Full Facility	Saturday	\$1,310.00		
	Weekday & Sunday	\$874.00		

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**Effective January 1st, 2013
QUALICUM BEACH CIVIC CENTRE
FLAT RATES**

C= Commercial
P= Private
NP= Non-Profit

		C	P	NP
Pioneer Hall	Prime Time	\$774.00	\$649.00	\$468.00
	Non-Prime Time	\$665.00	\$443.00	\$312.00
Pioneer Hall West	Prime Time	\$655.00	\$496.00	\$405.00
	Non-Prime Time	\$546.00	\$379.00	\$301.00
Pioneer Hall East	Prime Time	\$529.00	\$406.00	\$326.00
	Non-Prime Time	\$416.00	\$317.00	\$208.00
Lions Room	Prime Time	\$320.00	\$276.00	\$208.00
	Non-Prime Time	\$263.00	\$201.00	\$145.00
Windsor/OAP Room	Prime Time	\$400.00	\$318.00	\$228.00
	Non-Prime Time	\$296.00	\$216.00	\$149.00
Windsor Room	Prime Time	\$320.00	\$276.00	\$208.00
	Non-Prime Time	\$263.00	\$201.00	\$145.00
OAP Room	Prime Time	\$251.00	\$189.00	\$142.00
	Non-Prime Time	\$196.00	\$162.00	\$ 98.00
Booth Room	Prime Time	\$251.00	\$189.00	\$142.00
	Non-Prime Time	\$196.00	\$162.00	\$ 98.00
Full Facility	Saturday	\$1,310.00		
	Weekday & Sunday	\$874.00		

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**2013 RATES
MISCELLANEOUS CHARGES**

Portable Staging	\$104.00
Portable Stage Extensions	\$52.00
Risers	\$1,040.00
Ceiling Fabric Installation - Pioneer Hall	\$312.00
Ceiling Fabric Installation - Pioneer Hall East	\$208.00
Ceiling Lantern/balls installation - Pioneer Hall	\$312.00
Ceiling Lantern/balls installation - Pioneer Hall East	\$208.00
Band Stand enclosure - set-up & breakdown	\$156.00
LCD Projector	\$52.00
Sound System - up to four hours	\$33.00
Sound System - Flat Rate	\$67.00
Propane Patio Heaters including propane - daily	\$104.00
Event set-up / breakdown - all rooms	\$42.00 per hour/per attendant
Piano	Available Upon Request

***Required equipment will be charged in accordance with the 2009/2010 'Equipment Charge Out List' (eg., backhoe, street sweeper, etc.)

Kitchen

Kitchen for full use: to include all equipment and dishes \$208.00

Caterers' Rate: does not include use of any dishes and/or use of the dishwasher \$156.00

Service Kitchen: use of the kitchen only to serve food; does not include use of any dishes and/or any kitchen equipment \$78.00

Coffee Service:	up to 25 people	\$36.00
	25 - 50 people	\$59.00
	50 - 100 people	\$109.00
	100 - 150 people	\$161.00
	150 - 200 people	\$213.00

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**RATES EFFECTIVE January 1st, 2013
QUALICUM BEACH COMMUNITY HALL
Hourly Rates up to Four Hours**

C= Commercial
P= Private
NP= Non-Profit

		C	P	NP
Full Facility	Prime Time	\$52.00	\$40.00	\$28.00
	Non-Prime Time	\$38.00	\$26.00	\$22.00

**Over 4 Hour/Flat Rate
9 am - 2 am**

		C	P	NP
Full Facility	Prime Time	\$374.00	\$313.00	\$234.00
	Non-Prime Time	\$280.00	\$237.00	\$119.00

- Rates include the kitchen
- Rates do not include HST

Event set-up / breakdown \$42.00 per hour/per attendant

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