Glenboro Kinsmen Community Hall

Hall Guidelines

*** Our Community Hall is under new management. Please review the following guidelines for use. At the time of booking, you will be given updated instructions if any changes have been made to these guidelines.**

Any questions about care of the Hall, call or text Eric Gott at 431-299-0127 after 5pm or the person indicated on the call list:

On Call List (If you cannot get a hold of Eric Gott):

January - March
Jade Ming: 204-998-2399

April - June
Deedra Coleman: 204-723-0267

July - September
Kyla Coleman: 204-526-7039

October - December
Andrea Hamilton: 204-526-5075

Use and Care of the Glenboro Kinsmen Community Hall for Any Booking for Permitted Use:

- Instructions on how many tables and chairs you require must be given to the Hall Committee a week in advance, including a layout plan, if applicable. We will endeavor to arrange the tables and chairs to your specifications but you may need to move them yourself when you set up for use. Please do not drag tables when moving them, to reduce the likelihood of damage to the floors. **Do not move tables or chairs in front of exits or the hallway that leads to the bathrooms. In case of emergency, chairs should not be so close to the southeast exit that when people stand they might push them in front of the exit.**

- Renter is responsible for cleaning plates and cutlery if they wish to use them. It is recommended to clean them before use as well as after use.

- The Hall will have been generally cleaned prior to the commencement of your Rental Agreement, however any specific requirements for cleaning is the responsibility of the Renter. You may request extra time prior to your event/function for an additional $50 fee per day.

- Please do not create holes when decorating , you may use tape or blue tack. Please remove tack and tape when you are taking down your decorations. Any other signs must have stands or be attached to tables or chairs with tape/blue tack that will not leave a residue.

- When using tape on the floors (for flu/vaccine clinics), it must be removed directly after use of the Hall is complete. Even if the tape is designed to be residue-free, no one can guarantee this and we want to

avoid damaging the finish on the floors with prolonged contact. If you must use tape on the dance floor, please place only small pieces lightly - that area of the floor is more likely to be damaged.

- Major spills must be cleaned up promptly with dry wet mop. **Do not use any cleaners or leave any water puddles on the dance floor.** Any use of other cleaners, wax, cornmeal, etc. is prohibited.

*** Please be courteous and respectful when you are using the Hall**

Checklist for After Permitted Use:

All Events

❑ ALL GARBAGE must be bagged and placed in the trash bin. Please do not leave any garbage in the Hall overnight. This includes kitchen, bar and main area. This also includes liquor and empties (see Permitted Use which Involves Liquor instructions on Page 3)

❑ Recycling must also be removed from the building, not left in the Hall overnight

Large Events

❑ Clean tables - wipe down with soap and water

❑ If there are any obvious spills on chairs, wipe with soap and water.

Use of Kitchen

❑ Wipe down kitchen counters and stove of any visible food

❑ Rinse out the kitchen sinks

Use of Bar Area

❑ Wipe down counters

Small Events/Classes Using Small Area

❑ Follow any instructions that are applicable above in terms of wiping things down

Additional Instructions for Permitted Use which Involves Liquor:

You are required, of course, to apply for an Occasional Permit. The hours you set for the Occasional Permit must be adhered to, they may not be altered after you have finalized your Occasional Permit. The following are additional guidelines.

You are responsible for hiring two bar operators.They must have the proper up-to-date certification for serving liquor (Smart Choices Responsible Service Certification).

When you connect with a Hall representative to acquire the keys, please give them the names and contact information of the bar operators you have chosen.

Liquor ticket sales cease no later than 1:45 am
Bar closes no later than 2:00 am
Drinks must be off the tables by 3:00 am

- Ensure that there are no minors consuming alcohol

- Ensure that the entrance and exits are not being used unnecessarily or are not blocked.
(i.e. letting in individuals without tickets, drinks leaving or entering the hall, etc.)

- Ensure guests/attendees are not drinking on the dance floor (spills are much more hazardous and harder to clean up)

- Ensure there is no drunken/disorderly conduct - see Rental Agreement (14)

- Clean the tables of empty glasses, beer cans, bottles, etc. two or three times through the evening. All liquor and empties must be removed from the Hall by the end of the evening