**Dovercourt Community Hall Rental Information**

1. The hall is rented to Dovercourt Community League residents only with a Dovercourt Membership
2. The hall may be rented for the following functions:
	1. Wedding for member or immediate family\*[[1]](#footnote-1)
	2. Anniversary for member or immediate family\*1
	3. Family reunions/Gatherings
	4. Birthday parties for member or immediate family\*1
	5. Funeral/Memorial events for member or immediate family\*1
	6. Fundraising events are available for Dovercourt Community League sponsored activities only and exceptions for non-profit organizations with Executive Approval
	7. Any other request is to be in writing (email) to the Hall Director to be approved by Executive
3. Dovercourt Bucks may be used to pay the rental fee only, not the damage deposit
4. It is expected that the hall renters will leave the premises as clean as they found it
5. Dovercourt hall is a non-smoking facility as per bylaw 13333
6. Smoking is not permitted within five meters (15 feet) of any entrance
7. The hall is NOT open for rentals to non-members and/or organizations for commercial use
8. Hall rentals do not include the use of the outdoor sign
9. Hall rentals do not include use of any sound system/television
10. Booking will not be taken more than six months in advance except for weddings and community events
11. Hall Rental Fees:

*Sunday – Friday:*

Full day rentals (12 hours) - $200.00

½ day rentals (6 hours) - $100.00

Additional Hourly rental - $25.00/hour

*Saturday:*

Full day rentals (12 hours) - $300.00

½ day rentals (6 hours) - $150.00

Additional Hourly rental - $45.00/hour

*Wedding Rentals:*

Full weekend (Friday (9 am) – Sunday (2:00 pm)) - $500.00

Full weekend Damage Deposit - $500.00 CASH only

Additional Hourly rental - $45.00/hour

*Meeting Room* (no kitchen access):

Sunday – Sunday: $25.00/hour

*Funerals*

Sunday – Sunday: Rental Fee (up to 12 hours) - $100.00

*Lifetime Volunteers*

Sunday – Sunday: Rental Fee (up to 12 hours) - $100.00

1. The rental fee must be paid at time of booking to secure the rental. For weddings, a minimum of 50% of rental fee is due at time of booking with balance due 6 months prior to event. All rental fees can be paid by cash, cheque or Dovercourt Bucks. Cheques are to be made payable to Dovercourt Community League. A ***Cash only*** damage deposit of $300.00 is required when keys/agreement are picked up/signed. For weddings, the damage deposit is $500.00.
2. Damage deposits will be returned after the hall has been inspected and the keys returned. Should there be a problem, either the renter will be charged a fee or called back to return the premises to acceptable standard
3. A full rental refund will be given if cancelled two (2) months before the event is to take place. Refund claims of less than two (2) months will be decided by the Executive.
4. Membership is defined as “Members in good standing” which requires membership the previous year as well as the current year and to have had a positive relationship with community in times prior
5. Hall rental includes use of:
	1. Main entrance, cloakroom, main hall area, bar area, stage, main lavatories, lavatory with baby change table, janitor room
	2. Tables and chairs
	3. Projections screen only
	4. Shaw go Wi-Fi
	5. Bar Fridge
	6. Ice machine
	7. Coffee maker
	8. Microwave oven
	9. Stove
	10. Warming oven
	11. Fridge
	12. Walk-in cooler
	13. Dishwasher
	14. Dishes, cups, glasses and cutlery
	15. Garbage bin with key
6. All hall rental functions that serve liquor must have a liquor license and host liquor liability insurance coverage which names Dovercourt Community League as “Additional Insured”. This insurance is from PAL Insurance Brokers Canada Ltd and can be purchased through your own insurance broker or visit [www.palcanada.com](http://www.palcanada.com) or email alberta@palcanada.com. A liquor license may be obtained from retail liquor stores or online at AGLC.
7. A copy of the Liquor license and liability insurance as well as the cash damage deposit must be provided to the Hall Director when keys are picked up.
1. \* (sons, daughters, brothers, sisters, or parents of the member) [↑](#footnote-ref-1)