



HAMMOND HALL

Rental Information

GENERAL INFORMATION

Hammond Hall, located at **20601 Westfield Avenue**, will accommodate 140 people and is appropriate for a variety of special events and meetings. The additional rental of the kitchen is required where food and beverage are served. The hall is approximately 2691 square feet with a wooden floor. It is wheelchair accessible.

INSURANCE

Insurance requirements will be determined at the time an application is made and must be obtained before final approvals are given for use. \$5 million third party liability insurance is required for any events where alcohol is served or consumed. Insurance can be purchased through The City of Maple Ridge or can be purchased from an insurance agent. The City of Maple Ridge requires a copy of your liability insurance policy, naming the City of Maple Ridge and School District #42 as additional insureds.

DAMAGE DEPOSIT

A damage deposit must be paid at the time of the original booking to confirm reservation. The deposit will be eligible to be refunded approximately 14 business days after the event; provided the facility is left in the original condition. The following occurrences may result in the loss of your damage deposit and a restriction against future rental of facilities:

- The event was in violation of the Noise Control By-Law Bylaw #2138
- The event continued past 1:00 am
- There is any damage or loss to the building, surrounding area and/or equipment
- The cleaning was not done to the level required or expected ; see clean up section
- The event exceeded the occupancy limit
- The event was found to permit underage drinking and/or drinking without the proper licenses or the use of illegal substances



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SOCAN/RESOUND FEES

Events with music are required to pay a fee to the Society of Composers, Authors and Music Publishers of Canada . This fee will be incorporated into your Rental Agreement.

APPLICATION FOR USE OF THE KITCHEN

Application for Kitchen Use must be completed where the event organizer will be selling food to the general public. This application is not required for private events such as weddings and anniversary parties. The form must be faxed to the Fraser Health Authority no less than two weeks prior to your event.

Signed forms or permits must be submitted to the Facility Bookings office at least two weeks prior to your event.

Forms can be picked up at the Simon Fraser Health Unit, 400 – 22470 Dewdney Trunk Road, Maple Ridge, BC V2X 5Z6 Phone: 604-476-7000. Forms are also available through the Facility Bookings Office at the Maple Ridge Leisure Centre.

LIQUOR

Users must apply for a Special Event Liquor Permit from the Liquor Control Board (local liquor store) and produce their "Serving it Right" card for all Public and Private Group Functions. Permit applications can be submitted on line at <http://www.pssg.gov.bc.ca/lclb/apply/special>.

"Serving it Right" is required. All Private Family Functions require liquor permits only. Users must take the permit to the RCMP for approval before purchasing product at the Liquor Store. A copy of your permit must be submitted to the Facility Bookings Office at least 14 business days prior to your event. Permits must be visible on the wall of the rented facility during your event. Please retain this permit, as the Liquor Store may request it for product returned.

EQUIPMENT

90 black plastic chairs , 100 white plastic chairs, twenty-one 8 foot tables, and the kitchen includes: a fridge, freezer, microwave and 6 burner stove with oven.



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GAMING

If the purpose of the rental is a fundraiser, users must apply for a Gaming License from the Gaming Policy and Enforcement Branch . A copy of your permit must be submitted to Facility Bookings at least 14 business days prior to your event. The permit must be visible on the wall of the rented facility during your event. For information regarding gaming licenses, please visit www.hsd.gov.bc.ca.

DESIGNATED DRIVERS

The City of Maple Ridge encourage responsible attitudes towards drinking and driving, and invite event organizers to implement a "designated driver" program during events. A Designated Driver Program is intended to educate the public to plan alternate means of transportation after drinking alcohol. ICBC has provided a package of materials at the venue to help facilitate this for your event. Further information and resources can be found at www.icbc.com.

GUIDELINES

To benefit and encourage attendees to use alternate transportation:

1. If possible, a Designated Driver announcement made to assembled guests, encouraging the use of a designated driver or alternate transportation for the event.
2. Designated Driver information posted prominently at each station where alcohol is served.
3. Designated Driver reminders at each table where guests are seated.

ACCESSING THE HALL

A caretaker will be onsite to open the doors and lock up when you have finished your event. Contact the Facility Bookings team for updated caretaker information.

NOISE BYLAW

Patio doors must be closed by 10:00pm in consideration of neighbours and Noise Control Bylaw #2138.

SMOKING REGULATION

Bylaw 1771 prohibits smoking in any municipally-owned buildings.



DECORATING GUIDELINES

Restrictions include (but are not limited to);

- Paint, confetti, sparklers, fake petals, hay, foil and the like are not permitted. Real flower petals are permitted.
- The use of nails, staples, tape, glue, or any similar materials are not allowed on any building surfaces. Wire and rope are not permitted on surrounding outdoor areas; including flower beds, trees and shrubs.
- Shrubs, flowers and trees cannot be decorated. Stakes or signage can not be inserted into flower beds; lights and wire products are not permitted to be used on any shrubs, flowers or trees.
- Please avoid standing in flower beds.
- Candles are permitted when placed inside holders that cover the flame fully.
- Helium balloons are not permitted.

Decorating and decoration clean-up is the responsibility of the function organizer.
The City of Maple Ridge is not responsible for any items left by the renter or their guests.

CLEAN UP

- Music must be turned off at midnight – the building vacated by 1:00 am
- Bag all garbage in bags provided by the caretaker
- Take all decorations down
- Wipe down tables and chairs and put away- all chairs must be stacked and tables must be returned to their original location
- Wipe down counters and spills on cupboards
- Clear out sinks and wipe down
- Fridge/ freezer must be cleared out, and wiped of spills
- Floors must be swept
- Please remove garbage from floor and all litter from outside grounds
- Any personal equipment should be removed from the hall that evening before closing time

CONTACT THE FACILITY BOOKINGS TEAM

Maple Ridge Leisure Centre - 11925 Haney Place

604-467-7357

facilitybookings@mapleridge.ca

www.mapleridge.ca/1494/Facility-Bookings

