

Hall Rental Rates Effective July 1, 2018

	Non-Profit Group Rates (registered non-profit organizations)	Regular Rates (other than non-profit organizations)
Day (before 6:00 p.m.)	\$54.38/hour	\$72.48/hour
Evening (after 6:00 p.m.)	\$72.47/hour	\$95.80/hour
Flat Rate	\$360.53	\$573.05

ST. JAMES COMMUNITY SQUARE HALL RENTAL INFORMATION

Booking The Hall:

Confirmed Booking: We require a signed contract and 50% of the Hall Rental Fee to confirm a booking. The remaining 50% is due 30 days before your event. \$400.00 Security Deposit is due a minimum of 14 days before your event. Please make an appointment with our office to come in one week prior to your event to pick up keys, codes & have an orientation to the Hall.

Rental Fee Includes: Access to Hall 30 minutes prior for set-up & 30 minutes after for take down. *Seating:* 230 burgundy upholstered chairs, 6 stationary pews at the back of the Hall seat 48; there is additional seating in the Hall balcony for about 45 people; *tables:* 6 tables/2 x 4 ft - seats 4 (these can be put together to seat 8 or set end to end for a longer surface), 5 tables / 2.5 x 6 ft - seats 6. There is a curtain midway to the back of the stage that will provide a “backstage” area and a backdrop for presenters/performers, 2 projection screens are available for use, and a piano (piano rental fee below). There is a basic sound system which includes 1 mic, sound board and 2 speakers that is included in your rental. **As well we have a new Sprung Floor in the Hall – excellent for dancing!**

Event Supervisor: Recommended for all first-time tenants to oversee the set up, operation and clean up of events to ensure all the St. James Community Square contractual requirements and guidelines are met and reduce the likelihood that deductions will be made from the tenant's refundable security deposit. The Tenant Supervisor is required for weddings and all-ages youth events.

Fees: **\$140** for a 4-hour booking (including half an hour before and half an hour after the tenant's contracted times.)

\$175 for a 6-hour booking (including half an hour before and half an hour after the tenant's contracted times.)

\$220 for an 8-hour booking (including half an hour before and half an hour after the tenant's contracted times.)

If more time is required to cover the tenant set up and clean up, the fee will increase by \$25 per hour.

Administration Fee: There is a **\$25 administration fee for date changes and or cancellations.**

Time Limitations and Occupancy Load:

Audience must leave venue by 11:00 p.m. on weekday evenings & 11:30 p.m. on Fridays & Saturdays.

The Hall is 4000 sq. ft. including balcony & foyer. The occupancy load for a licensed event is 227 people & 364 for an unlicensed event. Occupancy load is total # of people including audience members, volunteers, staff & performers. The number of people that can be comfortably accommodated in the Hall may be less depending on whether or not tables are used and what sort of activities are planned. Our staff can help with this type of planning.

Additional Fees:

Piano Fee: \$15.00 for use of Mason Risch Baby Grand Piano. We have the piano tuned twice/year. If you require that the piano be tuned for your booking we will be happy to arrange this & add the additional tuning cost to your fee.

Round Tables: \$10.00 for the use of 6 tables for your booking. The tables are 5 feet in diameter and seat 8-10 people.

SOCAN Licensing: Any use of live or recorded music is subject to a copyright fee of \$10 payable through St. James Community Square unless the renter has a SOCAN account and remits directly, in which case we will require your SOCAN account number.

Cancellation Policy: Full refund less \$25 administration fee if you cancel at least 30 days before your event.

50% refund less \$20 administration fee if you cancel 15 to 30 days prior to your event. No refund if you cancel less than 15 days before the event.

Advance Planning:

Parking: Parking is available behind the building and also at the west end of the building after 6:00p.m. and on weekends (accessed from the back lane-slide the gate open). Most of the nearby street parking is available to the general public. Additional pay parking is available behind the Canada Western Bank located on the corner of Broadway and Trutch, a half block from the front doors of the Hall.

Advertising & Promotion: We have bulletin boards in the building for posters.

Tenants are also welcome to submit a brief description of their event, to be posted on our Events Page of our website.

Submit your information, including links, phone numbers and logos and artwork in jpg format to our office at

info@sjcommunitysquare.org