

GUIDELINES FOR RENTING FACILITIES IN KING TOWNSHIP

***Laskay Hall *Nobleton Community Hall**

*** Kettleby Pottageville Lions Hall *Pottageville Pavilion**

***Cold Creek Conservation Area: Education Centre, Visitor's Centre,
Picnic Shelter, and High Ropes/Rock Wall Climbing Course**

BOOKING A LOCATION & TIMESLOT

The facilities are only to be used on the date(s) and time(s) specified in the contract, and only for the purpose named.

- Access to the building is determined at the time the contract is negotiated and should include adequate time for setup and takedown.
- Changes may be possible later if availability permits.
- A booking is not secure until facility booking staff receives a signed copy of the contract and full payment.
- Cold Creek Conservation Area, Laskay Hall, the Lions Hall and the Pavilion are on well systems. Please limit water use.
- **The facility is not staffed during the rental period. A number to call in the case of emergency is posted in each building and is printed on the contract.**

Key Pick-up & Drop Off

- **Pick-up location:** Parks, Recreation & Culture offices located inside Nobleton Arena, 15 Old King Road in Nobleton between the hours of 8:30 am and 4:30 pm.
- **Pick-up times:** the weekdays prior to your event. Wednesday or Thursday from 8:30 to 4:30 pm or Friday from 8:30 to 1 pm.
- **Key return:** to the Parks, Recreation & Culture offices on the following Monday or Tuesday between the hours of 8:30 and 4:30.

Rental Etiquette

- All activities shall be conducted in a manner so as not to interfere with other events or activities on or near the facility and may not interrupt or interfere with the quiet enjoyment of others, including residential neighbours of the facility.
- Festivals, carnivals, outdoor concerts or other potentially loud events must be fully disclosed when booking the event.
- Smoking is prohibited in all Township of King buildings.
- Propane barbecues are acceptable outside but are not supplied by the Township.

SET-UP/CLEAN-UP & KITCHEN USE

The rental customer is responsible for the setup and take-down of the event. The facilities must be returned to the original condition in which they were rented.

- All **tables and chairs** must be wiped down after use and returned to the proper storage area from which they were borrowed; please lift them to avoid marking up the floor.
- Kitchen, stove, refrigerator, counters and sinks must be wiped clean.
- All grease laden cooking requires the use of hood vent.
- Remove all food, beverages and decorations.

Garbage bags are supplied. When full they are to be removed to the dumpster/garbage bin located outside.

- Cold Creek Visitor Centre & Pavilion: Dumpster in gravel parking lot
- Cold Creek Education Centre: Garbage to be placed in the wooden cage next to the garden.
- Lions Hall & Pavilion: Dumpster near property entrance
- Laskay Hall: green box at property entrance
- Nobleton community Hall: The dumpster is next door, behind the EMS station

Fire Safety: Make a note of all exits. Do not block exits with tables or any other objects. Make a note of where the fire extinguishers are located. Do not use fire extinguishers to hold open doors.

DECORATIONS

- **Nails, screws, staples, or tacks**, should not be used on the doors, windows, walls or ceilings of the facilities.
- **Masking tape or sticky tack** is allowed but must be removed at the end of the event.
- Use of **ladders** more than three steps high for placing decorations is strictly prohibited.
- **Candles** are permitted if they are used on a birthday cake or fully enclosed in a non-flammable container.
- **Helium balloons** are permitted provided they are securely anchored.
- **Confetti** is not permitted for indoor or outdoor use.

ALCOHOL

- Wine, beer, or alcoholic spirits cannot be served or consumed unless the required paperwork has been submitted to the booking clerk; **Special Occasion Permit**, a signed copy of the **Township of King Alcohol Management Policy**, a **list of smart-serve bartender(s)** with their certification numbers and a **Certificate of Insurance** in the minimum amount of \$2,000,000.00.
- Alcohol is only permitted inside the facility that has been approved and is not to be taken outside without special permitting, fencing, etc.