

Hall Guidelines

1. The renter of the hall is financially responsible for any damage that may occur as a result of their use of the building, inside or outside. This is to include extraordinary cleanup or damage of any kind.
2. Renter of the hall is financially responsible for the cleanliness of the kitchen at event's end. If kitchen is not cleaned to hall management standards, Renter will be charged \$100.00 per hour for cleaning and will be deducted from the renter's damage deposit.
3. The hall is a non-smoking facility.
4. No decorations are to be attached to walls, doors and doorways. Wall decorations are only allowed on the decoration pads. All decorations must be removed at event's end.
5. Absolutely no confetti or table glitter is permitted.
6. Tapered candles are not permitted. Candles are only allowed only in a contained holder.
7. No duct tape allowed anywhere. (Leaves's residue) **ONLY USE PAINTE'S OR NON MARKING TAPES**
8. Nothing hanging from the ceiling without consulting Hall Management prior to event set up.
9. Last call is at 1:00 am. Consumption is permitted until 2:00 am. (ALCB regulations)
10. Renter is responsible for end of event to lock up when next day clean up has been booked.
11. If a renter or caterer requires entry prior to 9:00 am special arrangements have to be made at time of booking.
12. **Cleanup duties at the end of the evening are:**
 - **Wipe tables & put away in Storage Room**
 - **Stack chairs 12 high & put away in Storage Room**
 - **Sweep floors & mop major spills (leaving puddles will damage floors)**
 - **Empty all garbages, place garbage in dumpster outside back door**
 - **Wipe down pop dispenser and bar area.**
 - **Bathrooms empty garbages, sweep floors & wipe counters**
 - **Refrigerators - remove all unused food, wipe any spills, leave open**
 - **Coolers - remove all unused food, wipe any spills, leave open**



Kitchen Guidelines

1. **Renter of the hall is financially responsible** for the cleanliness of the kitchen at event's end. If Kitchen is not cleaned to hall management standards, **Renter will be charged \$100.00 per hour for cleaning** and will be deducted from the renter's damage deposit.
2. **All Kitchen items & Appliances** must be cleaned after use and left in the condition found. Clean all food spills from stove top burners, splash guards, interior of oven, oven racks and drip trays. **NO EXCEPTIONS.**
3. **Dishwasher** rinse all dishes, pots and pans thoroughly before being put through the dishwasher. **Never, under any circumstances, are the coffee baskets to be put through the dishwasher.**
4. **Silverware** is to be soaked in soapy water and put through the dishwasher twice.
5. **Coffee Makers** Please wash with warm soapy water, rinse then dry before putting away. **PLEASE KEEP ALL PIECES TOGETHER, NO TAPE** is to be used on the coffee pots.
6. **NO LOCKS** are to be attached to hall equipment. Management can lock the coolers if requested.
7. Return all items to their proper cabinets or shelves. **NO ITEMS** are to be removed from the hall.
8. **Counter Tops** in Kitchen & Bar area must be wiped cleaned when finished.
9. **Refridgartors/Coolers** remove all unused food, wipe any spills, leave open.
10. **Kitchen Floor** is to be swept and mopped when leaving
11. **Empty all Garbages** place garbage in dumpster outside back door.

Hall Management
780-349-8744

Bar Tending Guidelines

1. Post Liquor License and Insurance on Bulletin Board.
2. No Serving Minors.
3. No Home Made Liquor.
4. No serving Triple Drinks.
5. Bar Tenders cannot consume alcohol.
6. Bar Tenders to provide corkscrews, shot glasses etc.
 - Hall provides above with Corkage service.
7. Mop all spills around pop dispenser area throughout event.
8. Cover pop dispenser plate with ice.
9. Check drain pail in pop dispenser and empty as needed.
10. **Clean up duties at end of evening are:**
 - Wipe all counters, door fronts and sinks
 - Wipe cooler & Cooler racks inside & outside.
 - Wipe down pop dispenser & counter.
 - Wash & Dry all liquor dispensers, spouts & shot glasses then place back in drawer.
 - Empty all Garbages, place garbage in dumpster outside back door.

Note: Rules 1 through 5 are ALCB regulations. Must be followed.