

## ATTENTION RENTERS

It is the renter's responsibility to contact our caretaker Sheldon Morgan (403-854-8782) for a walk through of the facility before your large event. This will help the renter be more familiar with the facility and answer any questions before their event, as well as, possibly save extra cleanup charges that may occur. This also applies to regular yearly recurring events; things change from year to year. Please note, when you attend the walk through, make sure that you have a couple of members of your cleanup crew present. This is very important in the case of a wedding or large function. Please pick up a key for your event at the Town of Hanna Office at 302-2 Avenue West, Hanna during normal weekday working hours.

The Town of Hanna adopted the Community Services Facilities & Program Rates Policy, which confirmed the requirement for renters to obtain insurance coverage for events in Town facilities that are being rented to the public and where alcohol is served.

- ❑ For a wedding function, it has come to our attention that the renter may have the liability extended to this function from their homeowner or tenants policy. Confirmation is required.
- ❑ Legal entity companies do require the extra insurance as they should be covered under their own liability insurance. Confirmation is required.
- ❑ Coverage required - Commercial General Liability Coverage minimum of \$2 million dollars. Proof of insurance must be provided to the Town of Hanna office before keys will be issued for your function. *The Town of Hanna must be named as an additional insured on your form.*
- ❑ If the above coverage cannot be obtained from any other source please contact the Town of Hanna office two months prior to the event.
- ❑ **You must also apply for a liquor license at <https://aglc.ca/liquor> and follow all their rules.**

***UPON ENTERING THE FACILITY before your event, IF YOU FEEL THINGS ARE UNSATISFACTORY, PLEASE DO NOT HESITATE TO CONTACT OUR CARETAKER,***

***Sheldon Morgan (403-854-8782)***

***or contact the Town of Hanna office at 854-4433 during normal working hours.***

***If, during your event, you find something mechanically not working or the temperature of the Hall is extreme, call immediately to our caretaker at the above numbers.***

The Hanna Community Centre is a *non smoking facility*. We thank you for your cooperation.



**Please stick with the time you have scheduled to rent the facility. Other bookings have been made around what you have communicated to the scheduler.**





## General Information

- Renters must pay \$200 reservation fee to secure their date(s) due upon application and booking of the facility.
- The Town of Hanna may, at its discretion, refuse a booking or cancel a booking as may be deemed necessary due to extenuating circumstances.
- Events booked on a Saturday have use of the facility all day Saturday through Sunday until Noon (if available). Weekend bookings have the option of: a) reserving the facility for Friday setup starting at 5:00 p.m. for a fee of \$115.00 plus GST. Friday night reservations must be made when the initial booking is made. b) using the facility on the Sunday until 3:00 pm for a fee of \$115.00 plus GST. Sunday afternoon reservations must be made when the initial booking is made. We now have a wedding rate of Friday 12 noon to Sunday 3:00 pm of \$1250.00 plus GST.
- Parties booking the Centre require the facility to be cleaned as per the enclosed "Clean Up Rules" by Sunday at noon or 3:00 pm, whichever applies. **Please make sure you discuss the kitchen cleanup with your caterer. Failure to comply with the rules will result in a \$60.00 per man per hour + GST cleanup charge that will be added to your billing.**
- Cloakroom facilities may be used as required and will be the responsibility of the renters as to conduct and staffing. The Town of Hanna shall not be responsible for any loss from items left in the facility.
- The Town of Hanna shall not be responsible for loss or damage to any equipment or supplies brought to the Centre by or on behalf of the renter.
- Any damage incurred to the premises and/or contents shall be the responsibility of the renter. No nails, staples, tacks or tape on the walls (sticky tack may be used). Hooks are provided around the entire hall on the wooden border for your decorating use.
- The renter will be responsible for any costs or damages incurred by any person or persons employed by the renter. (i.e. caterers, dishwashers, bands, etc.)
- **ABSOLUTELY NO THROWING OF RICE OR CONFETTI** allowed in the building. This also includes **NO GLITTER DECORATIONS or rose petal decorations of any kind.** Thank you for your cooperation.
- Renters will be allowed access to rented areas of the facility only. Use of additional areas will result in the full rental charge for these areas. Failure to comply with these rules will result in a \$60.00 / hr. plus GST clean-up charge.
- The pianos are not to be moved on or off the stage unless prior arrangements have been made with our caretaker. A \$60.00 fee plus GST will be charged if any piano is moved without prior arrangements.

There is now a projector that is mounted off the ceiling (non-moveable) and you must ask the booking agent to have the control and cables case available to you when you pick up the facility key at the Town Office.

Make sure that all doors including the stage door, and main door are closed. You need to exert force outside to check all doors to make sure they are closed for security reasons.





The Town of Hanna Bylaw # 944-2008 regarding Noise & Special Events reflects that a Special Events Permit may have to be applied for regarding your event particularly where the type, source or location of such noise may annoy or disturb persons working or living in places affected by such noise or you are hosting a "Special Event" that does not normally occur within the Town and, as such, may require special permits and/or authorizations to lawfully take place pursuant to the provisions of this Bylaw. Please contact the Town Office if you are unsure if your event would fall into this category.

The maximum permissible **occupant load** for the Hanna Community Centre is as follows:  
Standing Space, Space with non-fixed seats **640 people**  
Space with non-fixed seats and tables **433 people**  
(This 433 rate is also used for an alcoholic event maximum)

These limits are the total occupancy of the building including caterers, bartenders, etc. Anytime that the renter wants to exceed the occupant limit they are required to apply for a **SPECIAL EVENTS PERMIT**. The steps for this are write a letter explaining what your event is and how many people you want to have in the building, then turn it into the Town of Hanna office 302-2 Avenue West. The Fire Chief will follow up with you.

***\*\*Under no circumstances can any fire exit be blocked temporarily or permanently by any means.***

### Miscellaneous Information

- 44 round tables are available that seat 8 people comfortably per table (352). The round tables are 60" (tablecloths are available to rent through Medi-Plus and must be ordered well before the event).
- 550 chairs available at the Community Centre (**please do not take these chairs outside**). More folding chairs can be rented from the Town at a cost of \$1.50 per chair and used if needed outside (**prior arrangements must be made to obtain these**).  
10 rectangular tables (30" X 86") stored under the stage (sometimes used for head tables) if you need more they can be rented from the Town and the money is turned over to the Elks Club. Current rates are Individuals, Community Groups and Service Groups \$5 per table for the length of the event, arrangements to book tables or chairs please phone the Town Office at 403-854-4433; for pickup contact the recreation crew.
- Two smaller tables are available for guest books at the front door area.
- Dressing Rooms are available upon request or some functions use the Craft Room to gather in the instance of a wedding party.
- The Community Centre has some jiggers available to you if needed. Check with your bartending group, they may have their own they wish to use.
- There is a standup podium or a tabletop podium for speeches. Also there is either a cordless microphone or a couple of the normal corded microphones that can be attached





to the podiums. (You must prearrange with the caretakers for any of the microphones to be left out.)

- A set of stairs is available to you if you wish to put them coming off the middle of the stage. Please ask the caretaker for these when you do your facility walk through.
- Arrangements can be made to take a look at the facility by contacting the Town and picking up a key as long as the facility is not booked out to another group if you are uncertain of the layout.
- We have internet access. Users can use their Wi-Fi and access free for 4 hours. The timer starts as soon as they log in and cuts off 240 minutes later, even if you use only 10 minutes of time. Additional time can be purchased at the Town Office **prior** to your event. Prices are: free for 4 hours every 24 hours or \$10 for 24 hours of service or \$60 for 30 days of service.
- Wineglasses are available- they are not all from the same manufacturer. There is 100 on a rolling cart housed in the bar and another 100 must be gotten from the caretaker during your walkthrough, if wanted.

### Food Preparation Items

Please do not remove any food preparation items (includes roasters, pots, pans, bowls etc.) from the Centre. Please prepare yourself to take your food items home by bringing empty ice cream pails. We thank you very kindly for respecting these wishes.

### Community Centre – Temperature Controls

The air conditioning is pre-set to stay at 65°F in the summer. The controls for the air conditioner are located in a locked room. *If you arrive at the Community Centre and the temperature is not adequate please contact our caretaker Sheldon Morgan at (403-854-8782)*

The thermostats that control the heat are located in 4 places throughout the building, see attached map. The thermostats are located on the stage, in the large meeting room, in the craft room, and on the common wall between the kitchen and auditorium. (see diagram for details)

### Outside Building Electrical Plug Ins

Please note that if you have a holiday trailer at the Community Centre, you are not permitted to use the outside electrical plug-ins. Thank you for your cooperation.





## Hanna & District Community Centre CLEAN UP RULES

### Main Area

- Chairs – to be washed and stacked in stacks of 8 and placed 12” from the east wall in the Auditorium facing west
- Tables to be washed and stacked under the stage on the dollies only 4 tables high
- Remove all decorations
- Ensure all garbage and debris is picked up off floor.
- In case of a major spill, the mop, pail, broom/dust pan, spot cleaner is located in the kitchen at the back door.
- Please refer to the enclosed map for location of the vacuum if you need it.

*Kitchen* *(it is the responsibility of the renter to ensure this area is cleaned either by the renter or by the caterer) Failure to comply with the rules will result in a \$60.00 per man per hour + GST cleanup charge that will be added to your billing.*

- Caterers, if you are putting food in the cooler early for your event, you must phone 403-854-8782
- If you use the salt and pepper shakers, please clean after use
- Sugar bowls, if used, must be cleaned out after every event and if excess loose sugar, please put this in the Tupperware container provided
- All sinks and countertops to be wiped clean (cleaner under sink)
- All dishes to be washed and put away
- Top of grill to be completely cleaned as per posted instructions
- All spills in microwaves to be wiped out
- All garbage to be taken out to the garbage bin located on the south side of the building
- Coffee urns to be cleaned and put away
- All food to be removed from the cooler
- All used towels to be placed in container under main counters
- Major oven / grill spills should be attempted to be cleaned up or you will be charged for the clean up
- Sweep the floor well after the event then please mop it
- Kitchen cleanup rags are in the kitchen
- Make sure fronts of counters and shelf under pots and pan areas are clean

### Bar

- All countertops and sinks to be wiped clean (cleaner under counter)
- Please spot wash floor in front of bar area
- All garbage to be taken to the outside garbage bin on the south side of the Centre.
- All liquor and recyclable bottles to be removed from the building.

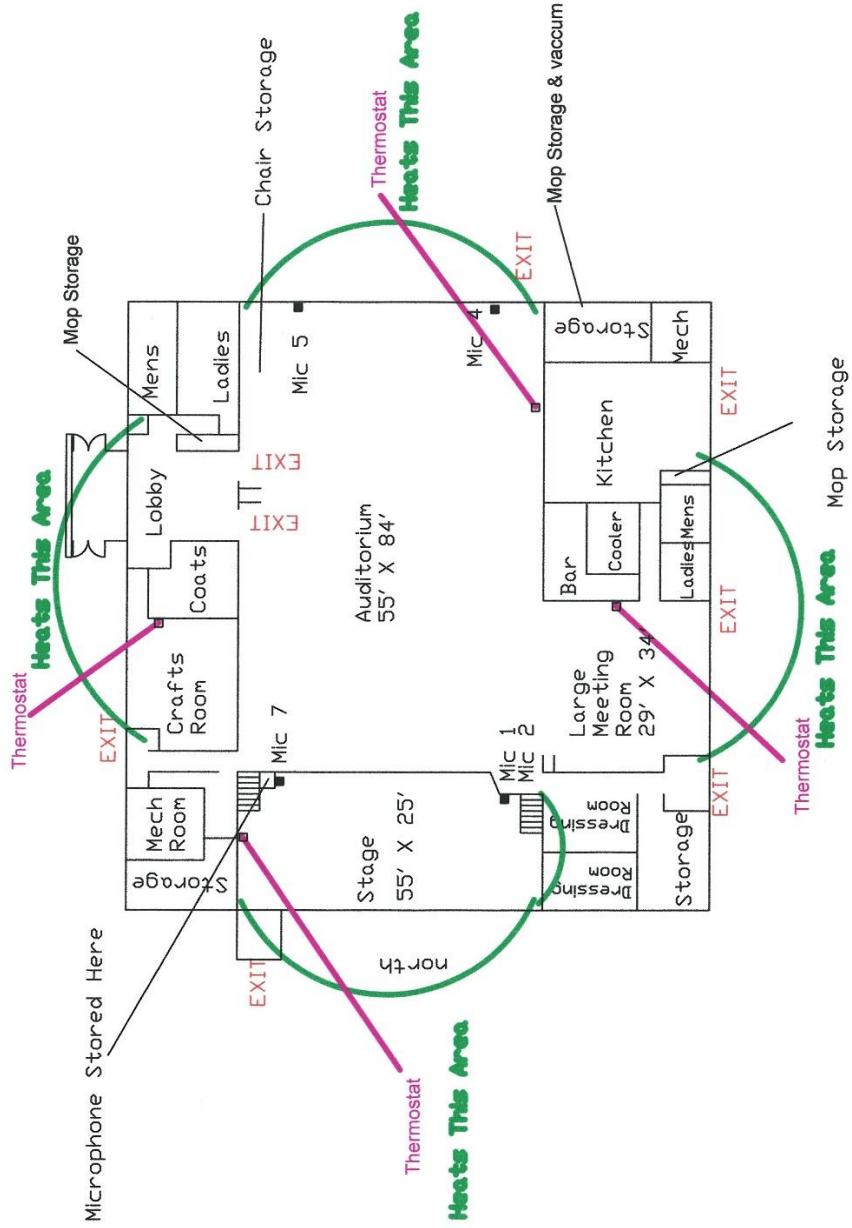
### Stage

- *Please ensure that the doors on the northeast side of the Centre are fully locked. Push on the door hard otherwise it will not be locked properly. (Your band will probably use this entrance)*





# Hanna Community Centre





## COMMUNITY CENTRE

2021

Entire Facility		\$655.00 / Day + GST
Entire Facility – Wedding	<i>(Friday at 12:00 noon to Sunday at 3:00 pm)</i>	\$1250.00 + GST
Auditorium	\$75.00 / Hour + GST	\$500.00/ Day + GST
Stage	\$25.00 / Hour + GST	\$70.00 / Day + GST
Large Meeting Room	\$40.00 / Hour + GST	\$160.00 / Day + GST
Crafts Room	\$25.00 / Hour + GST	\$70.00 / Day + GST
Bar		\$70.00 / Day + GST
Kitchen	\$55.00 / Hour + GST	\$150.00 / Day + GST
Barbeque		\$75.00 / Use + GST

\* Weekend bookings include use of the facility until 12:00 Noon on Sunday, if available.

\* Facility rentals where alcohol is served are required to provide commercial general liability insurance in the minimum amount of 2 million dollars coverage for their event. **The Town of Hanna must be named** as an additional insured on the document.

Optional Additional Charges for bookings:

- Pre-Event Prep Fee (After 5:00 PM night before booking)	\$115.00 + GST
- Post-Event Cleanup Fee (Up to 3:00 PM the day after booking)	\$115.00 + GST
- Holding Fee (To retain facility for a major event)	\$115.00 + GST
- Extra Cleanup Charge	\$60.00 / Hour + GST
- Reservation Fee (Applied to rental charges)	\$200.00

### REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the rental.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*



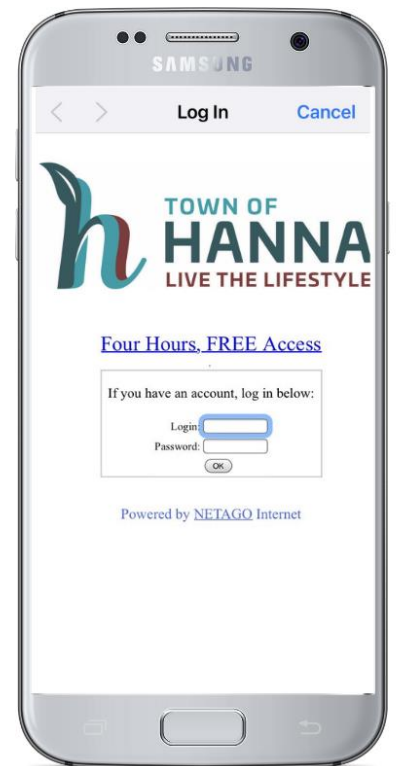
The Town of Hanna facilities that support public Wi-Fi include:

- Arena
- Centennial Place
- Community Centre
- Curling Rink
- Fox Lake Park
- Swimming Pool
- Town Office
- Parks Shop/Lions Hall

To access the internet at any Town of Hanna public facilities, simply open your web browser on your device and select the link that says **Four Hours, Free Access**. This provides 4 FREE hours of internet access for every 24 hours. If additional time is required for your event, please contact the Town Office during regular business hours, no less than 48 hours before your event.

Town of Hanna employees are not able to provide technical assistance and there is no guarantee that your device will be able to make a wireless connection.

Please visit [hanna.ca/wi-fi](http://hanna.ca/wi-fi) for assistance or to answer any questions regarding this free service.



*\*Note: Newer operating systems now mask your device's MAC address which may stop your device from connecting to public networks. You may need to turn off this feature in your settings.*





## Hanna Community Centre Video/Audio System

### Presentation Tips

Your presentation will present the best image if it is built in 16:9 aspect ratio. The projector will work with 4:3 but it may not fill the big screen.

#### Projector

Your computer will require either an HDMI or a VGA outlet in to connect your computer screen to the projector.



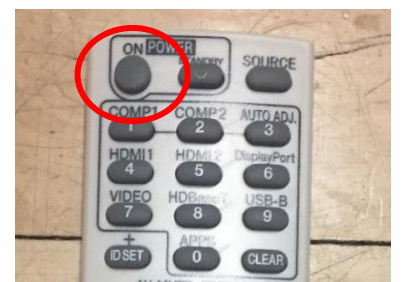
Using the appropriate cable, plug one end into your HDMI or VGA outlet on your computer. HDMI will also deliver sound to the sound system but if your computer does not have HDMI you will have to use the VGA cable and connect the attached AUX cable into the sound out jack on your computer.

Plug the other end of the cable into the wall jack. The wall jack is mounted on the right stage wall, facing the main hall. Typically where the podium sits.



Lower the screen.

Power on the projector by lightly pressing the Power button



## Audio System

### Power On Device

One button labelled Power Off/On. Hold for one second and all the components will begin to turn on, in the correct order. This will take a few seconds.



Once the readout screen is fully on it will say  
**User 1 Hanna.**

Next select the microphone (s) you want to use.

There are wired connection and wireless connections.

There are wall plates throughout the hall that are labelled Mic 1, Mic 2, and so on.



Mic 1 & 2 are stage left, directly behind the curtain.

Mic 3 & 4 are stage right on the south side of the wall at the front of the stage. Right behind where the podium usually sits.

Mic 5 & 6 are at the back of the hall.

Wireless HH1 is for the Wireless Handheld Microphone. This microphone runs on AA batteries. It is advisable to ensure you have extra batteries. To turn on the mic, press the red button on the bottom of the microphone until the screen on the microphone turns orange. As soon as it is turned on, you can check sound through the mic.

Volume is controlled using the Fader, which controls the Speakers closest to the stage. There must be some volume turned up for sound to come through the speakers. Once you hear sound, you can then turn up the rear speakers to the level you require. If the fader is NOT up, there is no signal to go to the rear speakers.



External Sound – to project sound through the speaker system, your external device needs to be connected via AUX cable or put a CD into the CD tray. The iPod dock has been damaged and does work. To cycle between the CD and the AUX, Shift + Source Select.

