

**FANNY BAY COMMUNITY ASSOCIATION  
RENTAL RATE SHEET**

DAILY RENTAL RATES	Calculations & Comments
<b>Main Hall</b> \$25 per hour Minimum 2 hrs; maximum \$250	
<b>Dining Room</b> \$12 per hour Minimum 2 hrs; maximum \$120	
<b>Kitchen</b> \$15 per hour Minimum 2 hrs; maximum \$150	
<b>Main Hall &amp; Dining Room</b> \$37/hr. Minimum 2 hrs; maximum \$370	
<b>Dining Room &amp; Kitchen</b> \$27/hr. Minimum 2 hrs; maximum \$250	
<b>Main Hall &amp; Dining Room &amp; Kitchen</b> \$50/hr. Min. 2 hrs; max. \$400	
<b>Studio</b> \$7.50 per hour Minimum 2 hrs; maximum \$75	
Hall Access for Clean-up next day 9-noon \$35	
Memorial Services & Pre-approved Charity Fund-raisers: by Donation	
Standard Sound System included in daily fee	
Small Multimedia package \$50 per day (see details on page 2)	
Full Multimedia package \$175 per day (see details on page 2)	
<b>TOTAL EVENT / PROGRAM FEE</b>	

<b>PAYMENT RECORD</b>	Deposit to hold contracted date (25% of event fee)	
	Balance Owing	
	Date final payment due (30 days prior to event):	
	Date final payment received	

<b>DAMAGE DEPOSIT</b> (separate cheque) Minor events -\$100; Larger events, e.g. Weddings - \$250	
Date damage deposit returned	

Please refer to reverse for rental reminders.

-----For Association Use Only (if applicable)-----

**POST-EVENT CLEAN-UP**

No issues  Security deposit returned in full

Cleaning inadequate  Extra fee charged \_\_\_\_\_

Damage  Extra fee charged \_\_\_\_\_

Description of damage \_\_\_\_\_

All Keys Returned _____
Key(s) missing; charge levied _____

## **A/V EQUIPMENT RENTALS** *(See Daily Rental Rates listing on page 1 for rates)*

Much of our FBCA A/V equipment is expensive and so covered by insurance. As such, if any A/V equipment is damaged or goes missing during your event, the FBCA may have to provide your contact information to the police and/or FBCA's insurance company, as appropriate.

**Standard Sound System:** PA system with 2 speakers mounted by the stage; 14' x 7' drop-down screen, Samson wireless microphone, CD player, and cable to connect iPod-style devices

**Small Multimedia package:** This package must be set-up and taken down by a qualified FBCA A/V technician or sound mixer, and an adult must oversee it at all times during an event. It includes the standard sound system plus a wired Shure SM58 microphone and stand, a Mackie 8 channel mixer, 2 Turbo sound speakers on stands, and a high-quality projector with audio outputs to mixer.

**Full Multimedia package:** This package must be set-up, taken down, and attended by a qualified FBCA A/V technician or sound mixer at all times during an event, from load-in to load-out. It includes all items listed in other media packages, plus professional audio and lighting systems.

## **FBCA RENTAL REMINDERS**

### **DECORATIONS**

Use only painters' tape to adhere items to walls or floors. Do not use other tapes, tacks, or staples.

### **SECURITY**

Security of the building is your responsibility during your event. Appropriate keys will be provided to you as arranged with the FBCA Rental Agent. You will be charged a \$10 replacement fee for any lost key.

### **POST-EVENT CLEAN-UP**

As agreed, the FBCA hall, equipment, and grounds must be left clean, tidy, and in good repair.

Cleaning supplies and the trash dumpster key are located in the janitorial room in the northeast corner of the Main Hall, with appropriate cleaners also in the Kitchen.

Cleaning checklist (check off as applicable):

- CLEANING/DISINFECTING PER CURRENT FBCA PRACTICES**
- All Thermostats returned to posted temperature**
- All floors of all areas used swept and washed of any spillage
- All garbage placed in outside trash dumpster
- All recycling removed by renter for disposal off-site
- Refrigerator(s) cleaned of any spillage
- Oven/range turned off and cleaned of any spillage
- All toilets flushed
- All lights off
- All doors locked