

WELCOME TO COSTIN HALL

Costin Hall and the Heritage church are managed by the Seaside Community Society under contract to the District of Lantzville.

This brochure will help you make your event or program successful and protect your damage deposits. Please browse our website at [Costin Hall.com](http://CostinHall.com) for information and pictures

GENERAL CLEAN UP CHECKLIST

Equipment: A small carpet sweeper is available behind the bar unit **in the lounge** for the lounge carpet.

Large dust mop, dust pan, broom and mop and bucket for the hall floor are stored in the bar. Please only use water for mopping. Cost to repair any damage or to correct inadequate cleanup will be deducted from your damage deposit cheque.

HALL Remove all decorations

Stack and return tables and chairs to storage areas.

Sweep hall floor and mop up spills

Tidy lounge and sweep carpet.

Check washrooms are clean and tidy. Extra paper products are under the kitchen sink.

STAGE Check all renter's music equipment is removed and back stage curtains are tidy.

BAR Clean counters and sink, mop spills from floor, empty bar refrigerator.

Remove garbage to disposal area.

Empty refund cans and bottles for Girl Guides fundraising can be left in garbage bags in the bar. Must be emptied!

Upon leaving ensure the building is clean and tidy and check all windows are locked.

Return the key to the lock box and rotate the numbers. Immediately report any damage to the rental agent by email at costinhallrental@shaw.ca

Party rentals pick up on the morning after the event. An adult representing the renter must be there at 9am to account to company for the equipment. We accept no responsibility for rented equipment.

USEFUL INFORMATION

HALL CAPACITY: 200 DINING 260 THEATER.

HALL DIMENSIONS L 50 feet W 40 feet Plus stage.

INVENTORY: 000 oblong TABLES 8'X 00

000 Chairs **width** 18" height

Dinner and side plates, cups and saucers

Knives forks spoons. Assorted serving trays

Coffee urns, coffee maker, Kettles, teapots

Large cooking pots, Cooking utensils.

Glasses must be rented from rental suppliers.

LOUNGE CAPACITY 40

Access to kitchen and serving hatch

FOLDING CHAIRS 40 + ASSORTED folding TABLES

KITCHEN EQUIPMENT The kitchen is an

approved commercial kitchen. Stove with 4

hotplates 2 ovens and large griddle plus large

convection oven, Commercial dishwasher, large

commercial sink and 2 smaller sinks for rinsing

and hand washing. Large central island for prep

and serving, 2 refrigerators one with freezer

Serving hatch to lounge. 2 large serving carts.

RATES DAMAGE DEPOSITS

\$200 no alcohol + \$400 with alcohol

[BY POST DATED CHEQUES.]

RENTAL FEES VARY WITH EVENT.

GENERALLY: \$35 AN HOUR MINIMUM 3 HOURS

Use of kitchen or lounge varies with level of use. \$25-100 each.

Non-refundable booking fees are required and calculated depending on total fee.

WEDDINGS: base rate \$500 + damage deposits

\$200 **non-refundable** booking fee to secure a booking and date. [deducted from total fees]

Kitchen and bar are included [Extra for use of crockery cutlery, lounge, decorating time and garden with rented outdoor chairs]

Use of sound room \$50 includes SOCAN certification.

Special rates are available for Celebration of Life and youth activities.

CONDITIONS OF RENTAL

Rental Times are stated on the contract and include set up and clean up time.

Parking Lot between the hall and the church. Additional parking across Lantzville Road off Lantzville School Rd on the right. No parking at main entrance for events continuing after 10pm. No street parking.

ACCESS TO BUILDING: You will be sent your exclusive lock box code by email in good time for your contract start time.

Smoking No smoking inside the hall or in the garden. Smoking only outside the rear fire door on the deck overlooking the large car park. Renters must provide sand buckets for disposal of cigarette butts. Must be removed after event.

Noise Management Lantzville's noise by-law prohibits loud noise or disturbance after 11 pm. It is the responsibility of the renter to assign a responsible sober adult to manage noise. Excess noise may result in loss of damage deposit.

IMPORTANT Noise management procedure
After 11pm guests must enter and exit from the fire-doors facing Lantzville Road OR rear fire door down the corridor beside the stage. [You will need to block this fire-door door open as it cannot be opened from outside if it is locked]. Do not allow guests to gather or smoke at the front entrance.

Late night loading: Bring vehicles to the side fire exit facing Lantzville Road via the fire lane.

Serving Alcohol

A liquor licence must be acquired by the renter if liquor is to be served and a copy of the licence must be provided before the event. The bar manager must be Serving it Right Certified. Assistants require Special Occasion certificate. Last orders are called by 10-45pm and the bar closes at 11pm. We require proof of liquor licence. Check Liquor Board website for more information and allow 6 weeks for processing. Alcohol is restricted to the inside of the hall. Do not carry or consume alcohol outside the building, RCMP will charge.

OPERATING SYSTEMS:

Heating Cooling: The facility has heating system, air conditioning, ceiling fans and powerful extraction unit. All controls are labelled with instructions. If you require more heat in colder weather instructions for heating adjustments can be found beside the thermostat near the bar.

Lighting: The switches for hall lights, decor lighting, dimmer lights for mood lighting and the ceiling fans are all located in the entrance foyer and are numbered.

Power: Electrical panels are located in the front foyer, in the kitchen as you enter to the right and beside the exit door in the basement.

Sound: The sound room is located up the back stairs to the stage and immediately to your right. Instructions are posted on the

inside of the door the equipment is labelled.

KITCHEN USE:

Cupboards and drawers are labelled. Dishwasher Instructions posted near the unit.

FOOD SAFETY

Catering companies are familiar with kitchen clean up and will have a Food Safe certified supervisor. If you are self catering for a private function you are exempt from the requirement to have a food safe supervisor unless you are selling to the public or charging an entrance fee.

Kitchen Clean up/lock up Check List

- Empty dishwasher and return dishes and cutlery to appropriate cupboards.**
- Remove debris from dishwasher filter.**
- Turn off switch on dishwasher.**
- Clean up spills in fridges, ovens and on stove.**
- Clean countertops and wipe down with bleach solution. Clean sinks.**
- Turn off stoves and ovens. Unplug coffee pots.**
- Wipe spills/marks off cupboards.**
- Remove all items you have placed in refrigerators or freezers.**
- Put used linen in bucket provided for washing.**
- Take trash bags to the garbage container off the main car park under the side entrance to the kitchen. Instructions are found beside the kitchen door with the key to the skip.**
- Sweep and damp mop kitchen floor.**
- Close and lock all windows.**
- If you have entered from the kitchen door, lock kitchen door from the outside as you leave.**