



APPENDIX A – Rules & Regulations of the Use of the Hockley Historic Community Hall & Church

1. The Hockley Community Hall and Church (HHCHC) facilities are operated by volunteers. It is expected that our volunteers be treated with kindness and respect. No abusive language or behaviour will be tolerated. The HHCHC Board of Directors reserves the right to cancel a rental at any time.
2. In case of fire, all exits must be kept clear of obstruction and doors unlocked when the Hall and Church are in use. Please observe the fire evacuation plan located at each entrance/exit and in the kitchen.
3. If liquor is being served or sold at your event, proof of party alcohol liability insurance certificate and AGCO Special Occasion's Permit must be received by the corporation prior to the event before the applicant can use the facility and MUST be displayed during the event.
4. No scotch tape or masking tape shall be used on the walls. Painters tape to be use ONLY. No nails, screws or push pins of any kind may be used on walls, pews, wainscoting etc.
5. Candles with open flames are strictly prohibited. ONLY battery operated, flameless candles can be used on the Hall and Church premises. This is a requirement of the Ontario Fire Code.
6. If a key to the premises, which has been given to the renter by a Hockley Historic Community Hall & Church (HHCHC) representative, it must remain solely with the renter for the duration of their event. It may NOT be loaned out to another individual or copied.
7. If deliveries are expected during your rental (i.e. florist, furniture, linens etc.), please be available to greet them. Hall volunteers will not be free to give them access to the buildings.
8. After the initial showing of the buildings, ONE additional showing of the Hall or Church is allowed prior to your event, to show caterers, party planners, family members, clergy etc. There will be a \$25 charge for any additional showings.
9. The Hall and Church must be vacated by 1:00 a.m. Please be respectful of our neighbours and keep noise to an acceptable level.
10. Before you leave, the Hall and Church must be left clean and tidy and all windows and doors locked. All garbage, recycling and organics MUST be removed from the Hall, kitchen, bathrooms and the Church, if used, after your event. Failure to do so will result in \$50 being deducted from your booking/security deposit.
11. NO items, including kitchen dishes or utensils may be removed or borrowed from the Hall or Church.

12. Due to the Church's historic nature, furniture or items located in the sanctuary may NOT be moved unless given permission from a HHCHC board member.
13. The use of confetti, bird seed and rose petals is strictly prohibited on the Church and Hall grounds.
14. All decorations must be removed from the Church directly following the ceremony.
15. There are NO washroom facilities in the Church. If washroom facilities are required during a Church rental, our Hall next door may be rented at the Hall's hourly rate for the duration of your rental.
16. Tents or any temporary structures are not permitted to be erected in the grass area between the Hall and Church.
17. If using the commercial dishwasher located in the Hall, please read and follow the instructions posted on the cupboard above. The dishwasher MUST be drained of water after your last load of dishes. Failure to drain or leaving food debris in the dishwasher will result in a \$50 charge which will be deducted from your booking/security deposit.
18. If you require tea towels at your function, please bring your own. Using the hall's tea towels will result in a \$20 laundry fee which will be deducted from your booking/security deposit.
19. There are 4 parking spaces in front of the community hall. All other parking is on the road. Please ensure your guests park safely and are mindful of other traffic and pedestrians.

**Revised 22/02/2024