

APPENDIX A – Rules and Regulations of the Use of the Church & Hall



1. 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 fire evacuation plan located at each entrance/exit and in the kitchen.
2. Proof of insurance certificate and liquor license must be received by the corporation prior to the event before the applicant can use the facility and **MUST** be displayed during the event.
3. No scotch tape or masking tape shall be used on the walls. Painters tape to be used **ONLY**. No nails or screws of any kind may be used on walls, pews, wainscoting etc.
4. Candles with open flames are prohibited. **ONLY** battery operated, flameless candles can be used on the Hall and Church premises.
5. If a key to the premises which has been given to the renter by a 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.
6. 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.
7. 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.
8. 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.
9. Before you leave, the Hall and Church must be left clean and tidy and all windows and doors locked. **ALL** garbage, recycling etc., **MUST** be removed from the Hall, kitchen, bathrooms and the Church after the event.
10. **NO** items, including kitchen dishes or utensils may be removed or borrowed from the Hall.

11. 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.
12. Confetti, bird seed and rose petals are strictly prohibited.
13. All decorations must be removed directly following the ceremony.