



VILLAGE OF HAZELTON

POLICY: USE OF COUNCIL CHAMBERS “Riverboat Building”

ADOPTED: March 13, 2018

PURPOSE:

To provide for the use of the Council Chambers in the Riverboat Building located at 4265 Government Street by outside parties and to a fee for that use.

POLICY:

Availability and Access:

1. The Council Chambers (Riverboat) may be available for use by other local governments or agencies for meetings, presentations, etc. at the discretion of the CAO.
2. An approved user may book the building on days that the Village Office is open (Monday to Friday except statutory holidays) between the hours of 8:30 am to 4:30 pm only. The building must be opened, closed and secured by a Village staff member or at the discretion of the CAO, another person designated by the CAO.
3. Approved users may have access to the servery (kitchen) area if approved in advance. Users will be responsible for cleaning dishes and appliances used and leaving the servery clean and tidy. Garbage and recyclables must be placed in the provided containers and left by the front door (inside).
4. The maximum meeting capacity is 20 people.

Fees:

A deposit of \$100 is required when the Riverboat is booked.

1. A \$50 fee per day for the use of the building will be charged.
2. Any extraordinary janitorial costs will be deducted from the remainder of the deposit.

Cancellations:

1. The Village reserves the right to cancel any booked meeting at any time.
2. The user must notify the Village if they wish to cancel a minimum of 24 hours prior to the scheduled meeting or forfeit the entire deposit.

Furniture and Room Set-up:

1. The user may use tables and chairs in the chamber configuration or move the furniture to suit the users’ needs. However, the room must be returned to the original condition.
2. Use of audio visual equipment is available at the discretion of the CAO.
3. Servery dishes must be cleaned and put away in the corresponding spots marked by labels.



Village of Hazelton

Phone: 250 842-5991 Fax: 250 842-5152 Box 40, 4310 Field Street, Hazelton, BC V0J 1Y0
Email: info@hazelton.ca Website: www.hazelton.ca

Riverboat Use Application

Company Name: _____

Contact Name: _____

Address: _____

Contact Phone #: _____

Purpose of Meeting: _____

Number to Attend: _____

Meeting Date(s): _____

Time: _____

Audio-Visual Equipment Requested:

- Flipchart
- Overhead Projector
- Other