

**OCEAN PARK COMMUNITY
ASSOCIATION**

HALL RENTER'S MANUAL

OCEAN PARK COMMUNITY HALL

1577 - 128TH STREET ,

SURREY, B.C.

V4A 3V1

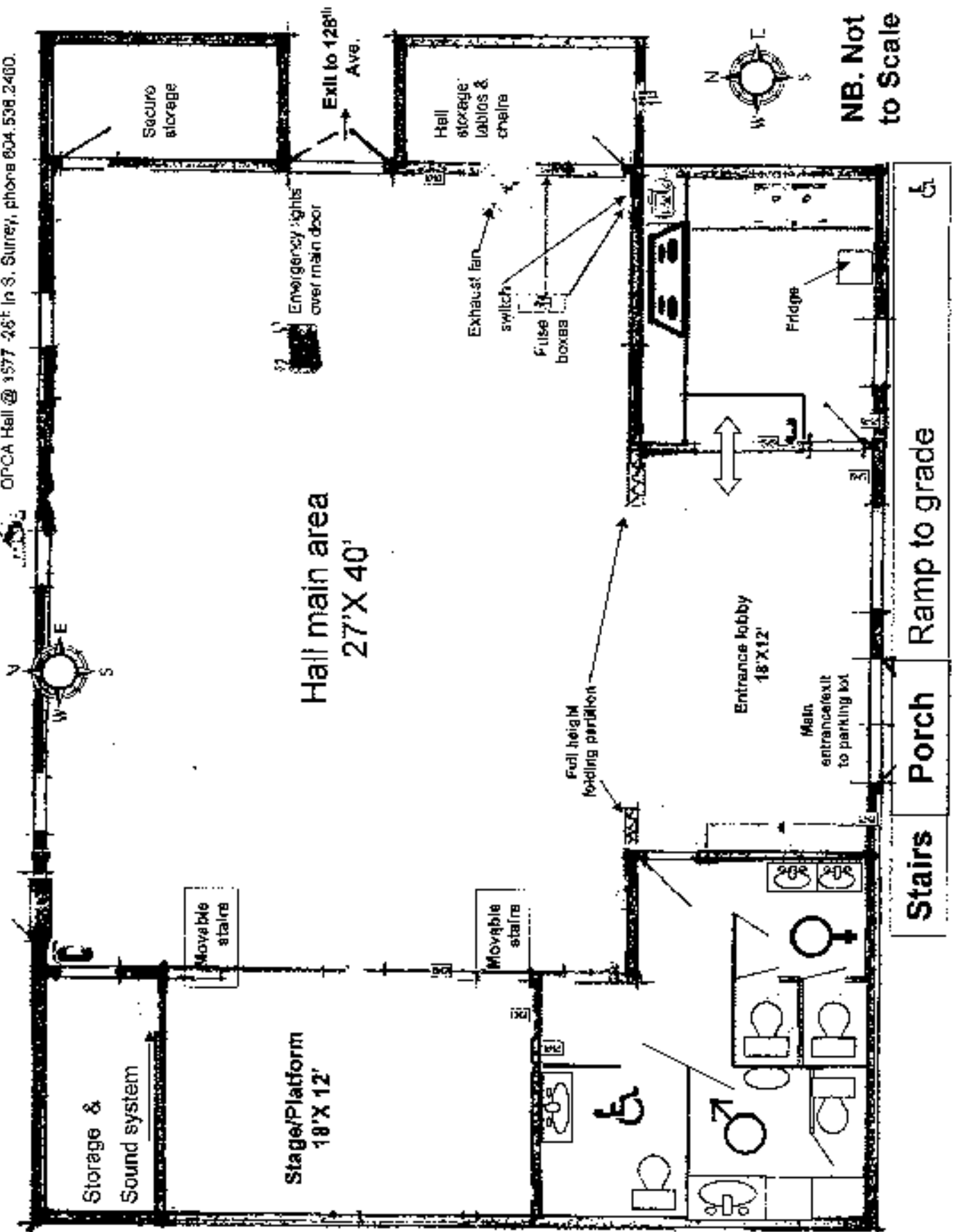
Tel 604-538-2460

www.oceanparkvillage.com

E-mail ophall@telus.net

WiFi Hayes#1968

OPCA Hall @ 1577 26th In S. Surrey, phone 604.538.2460.



NB. Not to Scale

HALL DIMENSIONS

body of hall 27 x 40 ft = 1080 sq ft
platform 18 x 12 ft = 216 sq ft
entry lobby 18 x 12 ft = 216 sq ft

CAPACITY

144 theatre seating
100 banquet style

ELECTRICAL OUTLETS hall 7 kitchen 8

FUSE BOXES 2 (S.E. corner & south wall)

EXHAUST FAN switch to left of fuse box

FIRE EXTINGUISHERS 3

2 in kitchen 1 by emergency door

THERMOSTAT (programmed)

on wall near handicapped washroom

To override thermostat

 press override

 set length of time

 set temperature required

TABLES & CHAIRS storage room SE corner

24 - 6ft rectangular folding tables

130 stacking chairs on dollies

KITCHEN

The kitchen is inspected by Fraser Health Authority on an annual basis. A new kitchen was installed in 2014

GARBAGE & RECYCLING

The key to the garbage dumpster hangs with a red tag to the left of the kitchen pass through. Additional garbage bags are stored under the sink.

There is NO RECYCLING program at the Hall. Renters must take these items home with them for disposal.

ALL CHINA, CUTLERY & TABLECLOTHS must be rented by Hall users
(e.g Confetti 604-531-4242 / Turkeys 604-576-1467)

Some Fridge space is available.

A Bunn coffee machine is provided. Instructions are posted on the wall beside the m/c. Coffee filters are in the upper cupboard to the right of the microwave oven.

The domestic electric stove can be used for reheating

An electric kettle is available as are 2 stove top kettles. Carafes and teapots are stored in the lazy susan
Washup detergent is stored under the sink.

Wi Fi (connection to left of kitchen pass through)
Hayes#1968

PROJECTION SCREEN

Pull down screens fixed to front of platform. A pole with hook is stored in room to R of platform.

SOUND SYSTEM model YAMAHA EMX 620

(cabinet on L in storage room to R of platform)

5 deck CD player, 2 mounted speakers, 2 microphones and 1 stand.

Full instructions are posted on inside of cabinet door.

Rental must be requested at time of booking.

SOCAN

Ocean Park Community Hall provides this coverage for your music to be played at no extra cost to you.

ITEMS AVAILABLE IN STORAGE ROOM

right hand side of platform

6 ft step ladder

trolley

hand cart

bucket and mop

brush and dustpan

NO SMOKING IS PERMITTED

WITHIN THE HALL BUILDING

CITY OF SURREY NOISE CONTROL BY- LAW

The **NOISE ABATEMENT REGULATIONS** form (see over) must be signed by renters playing live or recorded music in the hall. These regulations **MUST** be adhered to.

OCEAN PARK COMMUNITY ASSOCIATION
REGULATIONS REGARDING NOISE during Hall usage form (see over) **MUST** also be signed and adhered to.

OCEAN PARK COMMUNITY HALL RENTAL AGREEMENT

A booking deposit (detailed on your contract) is required at time of signing the Contract in order to hold your reservation.

Rental fees and full damage deposit (minus booking fee already paid) are due **30 days** prior to the event. Multiple booking rental fees are due at the beginning of each month, in advance. Cheques are to be made out to OPCA. Rental fees are due prior to the event, or, for multiple bookings, at the beginning of each month, in advance. Cheques are to be made out to OPCA.

Hall rental fees, or portion thereof, shall be nonrefundable as follows:

- A full refund will be given less \$50 administration fee, if notice of cancellation is received 6 weeks prior to event date.
- If notice is received *less* than 6 weeks prior to event, a refund will only be given if that date is taken by another renter.

The hall is considered occupied in the condition in which you find it. If damage or refuse from previous events are observed when you enter, report this immediately to the Hall Manager at (604) 538-2160 or you may be held responsible. The deposit is refundable by mail after Hall inspection and key return. Cost of clean up or repair, if required, will be deducted. Set up time is included in the rental time. The renter is responsible for removing any notices/decorations and cleaning the hall.

For social events, a signature on behalf of the renter is required on this contract's addendum regarding the City of Surrey's Noise Control By-law.

- Music must be kept at a reasonable level (below 60 Db) after 10:30 pm in consideration of the neighbours.
- No event shall continue beyond 11:45 pm
- If alcohol is to be served, it is the Renter's responsibility to obtain a Special Occasion Liquor Licence. To protect yourself against Liquor Liability, a Party Alcohol Liability Insurance should be obtained.
- The renter is responsible for removing any notices/decorations and cleaning the hall.

CLEANING THE HALL consists of:

- Sweeping all floors;
- Shaking out entry mats;
- Cleaning counters in kitchen and bathrooms;
- Emptying bathroom garbage into kitchen garbage can (excess can be taken to the dumpster in the parking lot (the dumpster key is hanging by the kitchen pass through));
- Putting away all tables and chairs used;
- Washing and putting away coffee makers and any dishes used;
- Wiping sinks and basins;
- Turning off all lights.

NO SMOKING IS PERMITTED WITHIN THE HALL BUILDING.

GARBAGE

There is **NO RECYCLE PICKUP** from the Hall. Please take your recyclables home with you. Garbage may be disposed of in the outside bin. The **KEY** to the bin hangs by the kitchen pass through

OTHER

- No signs or decorations are to be placed in locations other than the above window height railing. PLEASE DO NOT affix things to the paneling to leave holes.
- ABSOLUTELY NO NAILS, TACKS, STAPLES, OR TAPE on the walls
- We hope you will enjoy the newly decorated walls and refinished wood floor in the Hall. Please DO NOT drag tables or chairs across the floor and wipe up any spills immediately
- Failure to comply with the above will result in the loss of your damage deposit.
- This agreement is subject to reconsideration should the Hall get a long term committed tenant who requires the space at the time(s) covered by this agreement or for a special event (eg. Polling Station for Elections, special community meetings)

OCEAN PARK COMMUNITY HALL RENTAL AGREEMENT

The signatory, on behalf of the renter, agrees to indemnify and save harmless the Ocean Park Community Association, its executives, directors, trustees, representatives and its employees

against and from any and all claims, including claims for personal injury or property loss or damage; and against and from all costs, counsel fees or any and all expenses incurred as a result of any such claim or any action or proceeding brought therein, whether the claim arises from the claimant's activities on or off the Ocean Park Community Association property.

The said signatory further agrees to make known the terms and conditions herein to each and every member of the group before their use of the Ocean Park Community Association Hall.

Each and every member of the group agrees to use the Hall at his or her own risk and accepts this responsibility by entering the Hall

THE HALL IS SITUATED IN A RESIDENTIAL AREA.
NOISE IMPACTS LOCAL RESIDENTS
PLEASE BE COURTEOUS

Ocean Park Community Association

ADDENDUM

O.P.C.A. HALL RENTAL CONTRACT AND AGREEMENT (Social Use)

This Form is to be signed and returned to the Hall Rental Manager, together with the signed Rental Agreement and the initiated understanding of the Noise Abatement Regulations Form.

RE: CITY OF SURREY NOISE CONTROL BY-LAW

The Surrey Noise By-law, 1982, NO 7014 quotes:

1. B (3) "No person shall play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production (or?) of amplification of sound either in or on private premises or in any public place in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity."

E Penalty section

2. "Every person who commits an offense against this by-law is liable to a fine and penalty of not more than TWO Thousand Dollars (\$2000.00) and not less than One Hundred Dollars (\$100.00) for each offense"

Failure to comply with the above may result in the following

a. a fine imposed by the City of Surrey

b. the RCMP will not approve any further applications for a Liquor Licence

c. The Ocean Park Community Association will not make the Hall available to you for a future rental

Other noise disturbance or incidents that come to the attention of the RCMP may also result in (b) and /or (c) above.

Further, in consideration of Ocean Park Community Association agreeing to rent to the undersigned the subject rental premises, hereafter call the "Hall", in accordance with the attached agreements, the undersigned agrees to indemnify and hold harmless Ocean Park Community Association from any or all fines, penalties or other charges levied or claimed against, or incurred by the Ocean Park Community Association, as a result of any violation of the above by-law which occurs at, in, or surrounding the Hall during the rental contemplated by the attached agreement, or resulting in any way whatsoever from your use of the Hall.

Your signature below signifies that you have read this Addendum to the Rental Contract.

ON BEHALF OF THE RENTER:

Authorized signature: _____ Date: _____

Witness on behalf of O.P.C.A. _____

Ocean Park Community Association

REGULATIONS REGARDING NOISE DURING HALL USAGE FOR SOCIAL USE

In order to be responsible neighbours to the surrounding residents we expect all renters to comply as follows:

The noise level shall not exceed 100 db which is a noise level found not to be a disturbance to neighbours living beyond the site boundaries of the hall

This noise level may continue until 10:30 p.m., after which time the sound level must be reduced to the extent necessary that only faint noise can be heard when standing outside the exterior wall of the hall.

In further consideration of neighbours, the following actions must be taken by the person signing the contract, whether on his/her behalf or on behalf of others:

- No later than 9:00 p.m., the south doors must be closed to contain noise. Hall users will be expected to enter and exit the hall via the east door on 128th Street.
- No later than 11:45 p.m., all forms of entertainment must cease.
- At 12 midnight all visitors to the Hall must have left the premises and the hall parking lot on the south side of the building, must be cleared of all cars.
- Vehicles belonging to the cleanup crew are to be moved to the parking lot to the north of the building after the mall businesses have closed.

After 12 midnight, the cleanup crew will entrance and exit via the east door to the Hall only.

The above terms of the rental contract are supplied to North Star Patrol Ltd., which is engaged by the Ocean Park Community Association to enforce the applicable terms as stated.

In the event that any of the terms and undertakings of this contract are violated, and which involve additional charges being billed to the Ocean Park Community Association by North Star Patrol Ltd., the renter agrees that such additional charges shall be deducted from his/her deposit.

I have read and fully understand the regulations regarding noise abatement at the Hall:

Signed _____ Date: _____

CLEAN UP

The Hall is to be left clean and tidy as you find it. Failure to do so will result in full or partial loss of your damage deposit.

Clean up (as detailed in the Rental Agreement) consists of:

Sweeping all floors

Shaking out entry mats

Cleaning counters in kitchen and bathrooms

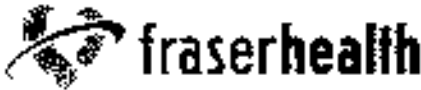
Emptying bathroom garbage into kitchen garbage can (excess to be taken out to the dumpster)

Putting away all tables and chairs used.

Washing coffee carafes/ tea pots and any dishes used..

Wiping sinks and washroom basins'

Turning off lights and checking all exit doors are locked.



FOOD PREMISES INSPECTION REPORT
Health Protection
 RPAI-9XB5UQ

PREMISES NAME Ocean Park Community Hall		Tel: (604) 536-2460 Fax: (604) 531-6546	TIME SPENT 1 hour
PREMISES ADDRESS 1577 128th St Surrey, BC V4A 3V2		INSPECTION DATE June 09 2015	
OPERATOR (Person in Charge)		NEXT INSPECTION DATE 12 Months	
INSPECTION TYPE <input type="checkbox"/> Initial <input type="checkbox"/> Recall <input type="checkbox"/> Foodborne Outbreak <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Sampling <input type="checkbox"/> Sanitation Complaint <input type="checkbox"/> Consultation <input type="checkbox"/> Food Complaint <input type="checkbox"/> Follow-Up <input type="checkbox"/> Referral <input type="checkbox"/> Foodborne Illness			
ACTION TAKEN ADMINISTRATIVE <input type="checkbox"/> Information Provided <input type="checkbox"/> Permit Issued <input type="checkbox"/> Replied to Referring Agency		ENFORCEMENT <input type="checkbox"/> Require Corrections <input type="checkbox"/> Ticket Issued <input type="checkbox"/> Issue Correction Order <input type="checkbox"/> Permit Suspended <input type="checkbox"/> Issue Closure Order <input type="checkbox"/> Permit Cancelled <input type="checkbox"/> Order Rescinded <input checked="" type="checkbox"/> No Action Required	FOOD SAFETY & SANITATION <input type="checkbox"/> Copy In Use <input type="checkbox"/> Food Safety Training [s. 10] <input type="checkbox"/> Food Safety Plan [s. 23] <input type="checkbox"/> Sanitation Plan [s. 24]



HAZARD RATING FOR YOUR FACILITY: High (>30) Moderate (16-29) Low (≤15) Total Score = 0

Critical Hazards
 There are no critical hazards.

Non-Critical Hazards
 There are no non-critical hazards.

Follow Up to "Critical" Violations Noted on Previous Inspections (if applicable)
 No corrections entered

Comments
 Well maintained. Sanitation is excellent. Refrigeration measures < 4°C. Freezer temperatures measure -18°C. Spray sanitizer measures 200+ ppm Cl.
 Domestic dishwasher is in use primarily by the pre-school. No recommendations.

RECEIVED BY 	EHO 
PRINTED NAME Jean Matthews, Executive Director and Hall Manager	EHO PRINTED NAME Rick Pallardi

**ELITE FIRE PROTECTION LTD.
PORTABLE FIRE EXTINGUISHER & EMERGENCY LIGHTING
INSPECTION REPORT**

Toll Free: 1-877-850-0014

Building Name: Ocean Park Community Hall		Date: June 2015						
Address: 1577 - 128 th Street, Suncy		Inspector: Rob. A						
1	2	3	4					
FIRE EXTINGUISHER LOCATION	BR	TYPE	SERIAL #					
MANU. DATE	HYDRO DUE	6Vr DUE	2015					
REMARKS								
1 Kitchen	SF	5lb ABC	981124	2005	2017	2023	M	
2 Kitchen	B	5lb ABC	268682	2007	2019	2025	M	
3 West exit	SF	5lb ABC	163186	2002	2026	2020	M	
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
EMERGENCY LIGHT LOCATION	BRAND	SIZE	BATTERY TYPE & DATE	UNIT STATUS				
1 North East exit	Siltion	6v 16w	6v 4.5a 2014					
2 East Exit	Litbania	6v 36w	6v 7.5a 2015	Fail - New Battery Installed				
3 South Exit	Siltion	6v 16w	6v 4.5a 2010					
4								
5								
6								
7								
8								

M - Maintenance: A thorough examination of the fire extinguisher, if it is intended to be used as a portable extinguisher, shall be performed annually and safety. It includes a thorough examination, and any necessary repair or replacement. It may be necessary to have a professional maintenance if required.

R - Recharging: The recharging of the extinguisher shall also include the replacement of any expired or depleted types of fire extinguishers.

Six-Year Maintenance: Every 6 years, comprehensive hydrostatic testing of pressure vessels shall be performed and accepted to the applicable manufacturing procedures.

Hydraulic Testing: The standard hydraulic testing of pressure vessels shall be performed and accepted to the applicable manufacturing procedures.