

Community Hall Checklist – Events

Basic Procedures

1. **Valid Identification:** produced by the person booking the location. Must have a picture, and be a form of accepted government identification with a current address and picture (Driver's Licence).
2. **Payment:** certified check or valid credit card.
3. **Valid Insurance:** proof of insurance, which is issued to the renter.
4. **Valid liquor licence:** If possible, obtain a copy of the licence, the licence number and the name of the person who obtained the licence, & liquor store that issued the licence. If 400 or more are attending was AGLC approval obtained and person authorizing at AGLC name noted on licence.
5. **Damage Deposit**
6. **Event Details summary:** Should contain the type of event, number of persons expected, will liquor be served and the proposed hours.
7. **Occupant Load:** The halls shall post the occupant load near the main entrance. They must inform the renter both verbally and in writing, what the occupant load capacity is for the hall. Ensure the person renting the hall signs and receives a copy of the rental agreement. This will hold the renter responsible for the overcrowding problem, not the community league.

Recommendations

1. Contact the police with any concerns or issues. Strongly recommend building a relationship with the Community Liaison Constable. If an event was allowed, and it is not what was initially booked, contact the EPS to assist if required. Do not attend the event itself and try to stop it.
2. Event details summary , don't be afraid to ask questions:
 - a) ask renter, person booking if any tickets have been sold?
 - b) has any advertising been done? If event is open to the public and not a private event it likely isn't properly licensed.
 - c) does anyone have or require a business licence for this event?
 - d) type of crowd expected?
 - e) are minors allowed?
3. Intelligence gathering: periodically check the name of your own community hall on social networking sites, like "myspace" and "facebook."
4. Check for posters or advertising materials in your neighborhood. Some promoters will advertise in the community at local stores, restaurants and businesses.