

WILLOUGHBY COMMUNITY HALL RENTAL INFORMATION

20809 83rd Avenue, Langley, BC V2Y 2C4

Thank you for your interest in the Willoughby Community Hall for your event.

RENTAL RATES:

Hourly rate:\$75.00 per hour(Min 3hrs without food), 4-6 hrs with a \$200.00 damage deposit (with food,no alcohol).

Full day rate:\$500 (12 hr Max) with a \$650.00 damage deposit. A fee of \$50.00 per hour for extended time. Includes the full use of the kitchen and bar area.

PAYMENT: The rental fee, damage deposit and a signed agreement is required to secure the date. We accept **cash or cheque** payable to “**Willoughby Community Hall Society.**”

- Renter is required to provide a copy of **(Event) Liability Insurance**. Let your Insurance provider know the purpose of rental, date, time, correct address of the Willoughby Community Hall **20809-83rd Ave, Langley B.C. V2Y 2C4**
- If serving alcohol, we require **\$5 million** Liability Insurance and **\$2 million** without alcohol. When providing liquor, two **copies of a liquor permit** are required, one to be posted in the Bar room and the other for our records.

HALL INFORMATION:

Willoughby Community Hall is a Heritage Building with the original wood floors throughout.

No smoking permitted in or around the premises.

- **Garbage:** Renters are responsible for the removal of all garbage including the bathrooms.
- **Keys:** Arrangements to pick up the Hall keys will be made with the Hall Manager.
- **The Hall capacity** is 120 people. We have **120** blue fabric stackable chairs, **12- 8’x3’** rectangle banquet tables and a projector screen above the stage area.
- There is a **warming kitchen** with fridge, stove and microwave. Coffee and tea urns on request and a bar room with a fridge.
- **Lights:** There are two rows of lights running lengthwise on either side of the Hall, controlled by two light switches near the main entrance of the hall. Above the stage are two lights controlled by a dimmer switch in the table room. There are two lights that are permanently on, one in the front entry and the other in the hallway by the washrooms.
- **Noise:** Restrictions for sound is governed by the Township of Langley.
- **Decorations: Thumbtacks only** on gray upper area,**not on white trim or doors.**

Please let us know if you have any questions, or would like to view the Hall.

willoughbycommunityhall@gmail.com