

Lincoln Hall Information Booklet



Our History

Lincoln Community Society was established in 1926!

Over the years, countless celebrations were held in our old hall - bringing community spirit together through the decades.

In 2003, we pulled together as a community and built a bigger hall to ensure that community events will continue well into the future.

As we approach our 100th anniversary, we reminisce on the countless celebrations and events that have taken place in our community hall.

Our community spirit continues, and we look forward to sharing it with you.

Our Facility

Located on the East side of Gull Lake

Civic Address: 41319 Hwy 792

11 km West of Lacombe on Highway 12, and North on Lincoln Road for 9km.

or

14 km South of Crestomere (on Highway 53)

Lincoln Hall is a perfect place to host your event, large or small: whether it be a wedding, anniversary party, family reunion, birthday party, celebration of life, wedding shower, 4H event, corporate events and training, club meetings, dance lessons, commercial cooking - the possibilities are endless!

We are a non-smoking, wheelchair accessible hall, with a large commercial kitchen, stage and a bar. Our beautifully maintained greenspace includes a playground, firepits, horseshoe pits, camping availability for your event, as well as a large baseball diamond.

Size

Capacity: 275 is the Alberta Fire Code Occupant Load

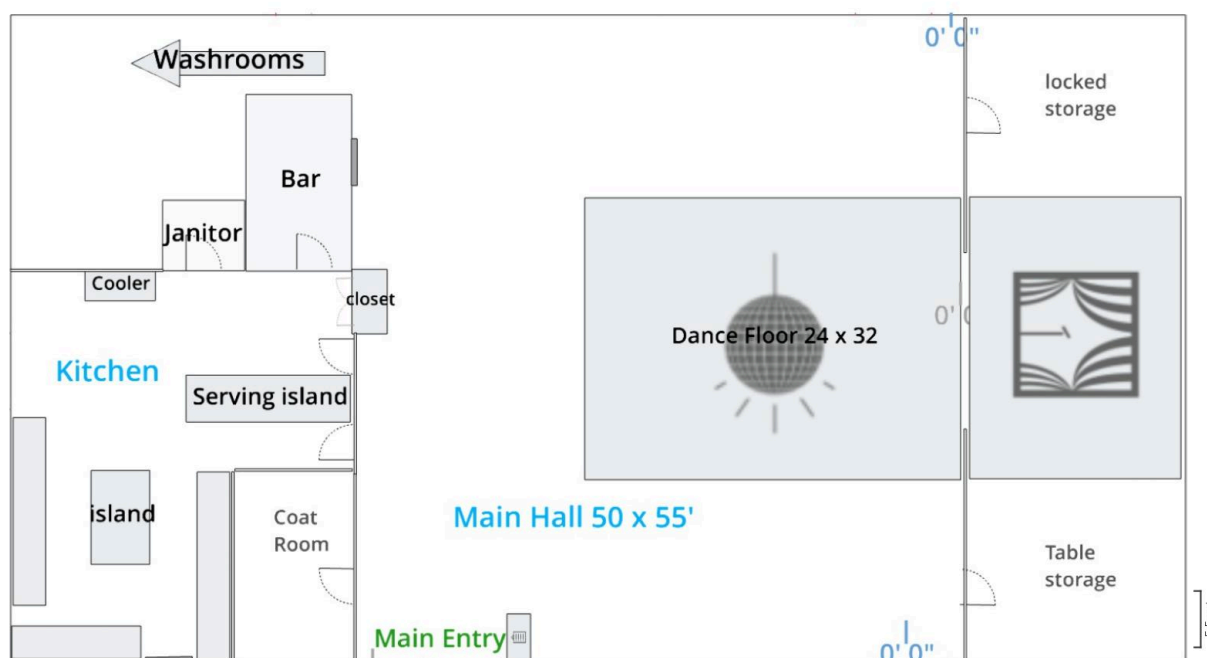
For comfortable arrangements for banquet style seating:

250 people, no dance or bar

or

225 people, with a dance and bar

Main Hall: 50 x 55 feet (2750 sqft)





Amenities

- HALL:**
- Dance floor (24 x 32)
 - Stage
 - Tables - 25 round (5 ft);
36 rectangular (6 ft long, 3 ft wide);
2 long wooden tables
 - Chairs - 250 grey fabric/chrome for indoor only
40 wood chairs for outdoors
 - Sound System with microphones (will not support DJ equipment)
 - Projector Screen
 - Wifi
 - Special wide entry door to accommodate celebrations of life
- LINENS:** Black Tablecloths (\$14.50 ea to rent) & Chair Covers (\$2.50 ea to rent) available for your function at the hall
- KITCHEN:** Large commercial kitchen, with ample serving island
Sizeable work island with 2 sinks, + a commercial sink & dishwasher
Commercial sized glass door cooler
Plates, bowls, cutlery, glasses, coffee cups, wine glasses, utensils
Coffee urns, juice & water jugs, salt & pepper, and trays
- BAR:**
- Commercial sized glass door cooler
 - Full size freezer
 - Bar sink
 - Ample serving window
 - Alcohol Dispenser
- YARD:**
- Playground
 - Large green space
 - Fire pit
 - Cooking pit
 - Ball Diamond* & Bleachers
 - Basketball pad*
 - Horseshoe pits*

*Renter is responsible for supplying all their own sports equipment

LINCOLN HALL RENTAL RATES

*gst is applicable on all facility fees, Revenue Canada: #898064308

DAMAGE DEPOSIT:

- \$500 for all rentals

FACILITY FEES: (Lincoln Society area not-for-profit groups)

- \$250 (~~\$125~~) for morning, afternoon, or evening (short function, 3 to 4 hours)
- \$500 (~~\$250~~) per day for the facility (including weekends)
- \$1500 regular weekend rate (Friday morning to Sunday evening, 3 days)
- \$2000 long weekend rate (Friday morning to Monday evening, 4 days)

BAR RENTAL/CORKAGE FEES:

- See separate Rental Bar Information Sheet for Bar Options
- Bartenders are hired by Lincoln Hall Community Society - no exceptions
- \$100 Corkage Fee for providing the bar
- \$15 per hour, per bartender (2 required) plus ½ hour each for set up and cleanup.

TABLE LINENS AND CHAIR COVERS

- We have 30 round tablecloths available in Black (80") for a fee of \$14.50/tablecloth
- We have 15 rectangle tablecloths available in Black (60x102") for a fee of \$15/tablecloth
- We have 250 chair covers available in Black for a fee of \$2.50/chair cover

CLEANING FEES:

- \$50, you are still responsible for cleaning according to our cleaning list. We bring in a cleaning lady after your event to clean bathrooms and address any missed items.

CAMPING FEES:

- \$20 per unit, per night (honour box system)

ADDITIONAL EQUIPMENT RENTAL FEES:

- All items rented must be cleaned and put away when rental is complete
- \$25 to rent the projector
- \$25 for outdoor gas grill/BBQ for use at the hall on the patio
*Grill/BBQ is not to be removed from patio, renter provides propane
- \$0.50 per wine glass
- \$5 per wine glass that is broken or lost

WEDDINGS:

- Please ensure sufficient time for set-up, decorating, and clean up. This is booked when the rental is confirmed and deposit paid

ANNUAL BOOKINGS:

- We are happy to accommodate ongoing annual bookings! If you plan to use the Hall on an annual basis, please notify us asap and reserve with your deposit to avoid booking conflicts.

Rental Bar Information

Lincoln Hall allows for two options when renting our facility:

Option #1: Hall Bar

Lincoln Hall Society Operates Bar

*Bartenders are hired by Lincoln Hall
Community Society - no exceptions*

Cost: \$5 per drink

Lincoln Hall takes care of:

- Bar set up and clean up
- Liquor License
- Liquor, beer, coolers, and wine
- No homemade liquor allowed as per AGLC
- Mix & pop
- Ice
- Glasses
- Liquor tickets
- Bartenders (min. 2)

The Host may want to supplement the drink cost; that is, pay for a portion of each drink. (ie: Bartenders to charge guests \$2/drink, therefore the host will be invoiced for the difference of \$3 per drink ticket redeemed)

Renter will be invoiced for all opened bottles of table wine.

*(we recommend the use of table wine vouchers for each table - to redeem if they want wine)

Renter will be invoiced for \$15/hour *per bartender* - (including half an hour set up before event time, and half an hour cleanup time after event.)

Option #2: Self Bar

Rental Party Operates Bar

*Bartenders are hired by Lincoln Hall
Community Society - no exceptions*

Corkage Fee: \$100

Renter takes care of:

- Bar set up and clean up
- Obtaining the Liquor License
- Obtaining the Party Alcohol Liability Ins.
- Liquor, beer, coolers, and wine
- No homemade liquor allowed as per AGLC
- Mix & pop
- Ice
- Glasses (7 oz drink glasses)
- Liquor tickets

Renter sets the drink price to be charged to guests.

(price per ticket = 1 drink per ticket)

Renter will be invoiced for \$15/hour *per bartender* - (including half an hour set up before event time, and half an hour cleanup time after event.)

Renter is responsible for providing the float for giving change while selling tickets.

Renter must post the Liquor Licence and invoice on the Bulletin Board in the Bar Room prior to the beginning of function.

ADDITIONAL INFORMATION

Fees

- 100% of the Rental Fee is due in order to book your event at the hall. Booking is not secured until full payment is made.
- Fees may be paid by e-transfer to lincolnhallboard@gmail.com (preferred method), by cheque (made out to Lincoln Community Hall Society) or by credit card using PayPal (a 3% service fee is added when using credit card).

Damage/Cleaning Deposit

- This is a non-smoking facility, this includes vaping. Outdoor ashtrays are provided for your convenience.
- \$500 Damage Deposit due no less than 30 days prior to the event date.
- This deposit will be refunded within 10 days of the event, once confirmation that the terms of the Rental Agreement are met.
- Failure to comply with the Rental Agreement will result in partial or total loss of the Damage Deposit.
- In the event that any damage occurs during the event, please report it to the Board immediately. The renter will be held legally responsible to cover costs of repair, replacement, and damages to the building, contents, or property.

Cancellation Policy

- If cancellation occurs more than 90 days before the event, 50% of the booking will be retained as a non-refundable booking fee and the remainder of the Rental Fees and Damage/Cleaning Deposit (if applicable) will be refunded.
- Cancellations made less than 90 days prior to the event, all Rental Fees will be retained and Damage/Cleaning Deposit (if applicable) will be refunded.

Facility Access

- An access code to the lockbox will be emailed or texted to the Renter just prior to their booking time, on the day of their event.
- Keys are to be returned to the lockbox upon the conclusion of the event.
- Failure to return keys to the lockbox will result in forfeiture of Damage/Cleaning Deposit.
- Renter is responsible for arranging access to the hall for the caterer, DJ, band or other vendors.
- Musical equipment is to be unloaded via the southwest door near the stage, and parking is designated there for the music vendors.
- Caterers will directly access the kitchen via the north door. Parking is reserved there for the caterers and bartenders.
- Sidewalks are cleaned before all rentals but it is the renter's responsibility to sweep and/or shovel during their function. A broom and shovel are provided. De-icer can be found in the janitor's room.
- Thermostats may not be changed by the renter.

- **The air exchange system must be turned on when using the stove/oven:** See the **3** air exchange system switches in the kitchen. One on the left front, and two on the side marked 'Hall' & 'Kitchen'.

Camping

- \$20 per unit, per night - use the honour box in the yard.
- Tents only on the greenspace/Ball Diamond
- Small to Regular RV's are welcome to park along the North side of the Ball Diamond
- Oversize RV's please stay on perimeter of parking lot
- Trailer dumping facilities are located at Gull Lake Aspen Beach Campground, Village of Bentley, City of Lacombe, and Ponoka Stampede Campground.

Kitchen Usage:

- Certified Commercial Kitchen, AHS inspected
- Dishwasher operation: please read the instructions located on the dishwasher
- Gas Oven/Stovetop operation: Please read the instructions above the oven: **Exhaust fan MUST be on when using the stove, oven, or grill - otherwise the Fire System will discharge. The Switch Box is on the wall over by the Bar door.**
- If unsure about the correct use of any equipment and/or appliances please clarify with a Board member - contact list is located in the kitchen.
- All kitchen items used must be cleaned and put away when rental is complete
- Microwave is to be cleaned thoroughly if used (please cover food).
- Kitchen is well stocked
- Any kitchen inventory missing, the replacement amount will be withheld from the Damage/Cleaning Deposit.
- Grill/BBQ is not to be removed from patio
- Tea Towels and rags etc are to be placed in the bucket under the table in the kitchen.

Tables and Chairs

- Tables are located in the West corner storage room.
- Chairs are stored alongside the East and West Walls, in stacks of 5. *Chairs not being used may be temporarily moved into the table storage room out of the way during your event.
- Tables and chairs are the responsibility of the Renter to set up and wash & put away at the end of their event.
- All tables must be washed prior to being put away.
- The 5 foot round tables seat 8.
- The 6 foot rectangle tables seat 6 (not including the ends).
- Tables and chairs are not to be used outside.
- Please do not drag tables or chairs across the floor. There are dollies to move chair stacks and tables around without damaging the floor.
- The wooden chairs in the storage room are the only chairs that may be used outdoors.

Liability Insurance

- Proof of Liability Insurance in the amount of 2 million is required/mandatory for ALL rentals for the duration of the rental. Liability Insurance may be obtained from your current insurance provider or another insurance broker of your choice. You may also consider calling the Co-Operators in Lacombe at: 403 782 3800
- If alcohol is served at your event, we also require PAL (Party Alcohol Liability) Insurance. Discuss obtaining PAL insurance from your current insurance provider.
- Proof of insurance must be provided to the Hall. You can email your policy to lincolnhallboard@gmail.com 30 days prior to the rental date.
- Lincoln Community Society is not responsible for any damage, loss, theft, or injury to persons or property during the rental.

Safety Information:

- Call **9 1 1** if police or emergency personnel are needed.
- AED Machine is located on the north wall of the main hall area.
- First Aid Kits are in the kitchen by the north exit door, & in the janitor room.
- Do not use the fire extinguishers except in the event of a fire.
- The stove is equipped with a fire suppression system that will activate if the stove is used inappropriately. (inappropriate activation is the renter's responsibility to pay the system reset fee of \$1200)
- Renters may not block any exit doors while setting up, or for the duration of the event.
- Exit doors should not be propped open, to deter pests from entering the facility..
- Any Board member has the right to enter the facility to ensure the function is running smoothly. It should be noted that, if necessary, the RCMP or County Police may be called if deemed appropriate.
- The Hall reserves the right to cancel an event should it be deemed 'unsuitable', 'dangerous', or if it could become 'out of control'.
- The perimeter of the property is fenced and renters are restricted to this area only. The surrounding property is privately owned and therefore no trespassing is allowed.
- No pets are allowed inside the facility. Renters are responsible for cleaning up from any pets outdoors on premises.

Sound System and Projector Screen

- Sound system includes 2 cordless microphones, bluetooth sound and a podium.
- Renters who are setting up their own dance music (with a playlist on their phone as example) must rent the proper equipment. Lincoln Hall Sound system does not support music to be played for a dance. This equipment can be rented from Parkland Audio in Red Deer, or Lacombe Audio.
- Under no circumstance may the renter change any wiring, settings, or alter components and equipment.
- Projector can be rented for an additional fee.
- Screen is attached to the ceiling at the front of the stage.

Set Up and Decorating

- When booking, allow ample time for set up and clean up.
- Decorations may only be tacked to the white tack board border inside the hall area.
- Renter is responsible for providing the tacks, staples, painters tape, or sticky tack to hang decorations.
- Lightweight decorations may be hung from the t-bar ceiling using only the special hangers provided. (ie balloons, streamers, tulle, lights) An aluminum ladder is available if required.
- No decorations may be adhered to the walls.
- Renter may not remove any items from the walls such as flags, pictures, plaques, floral arrangements, and notices place by the Lincoln Community Society.
- Anything needing taped down to the floor (cords/tripping hazards) may only be taped down using painters tape.
- No open candles.
- No Confetti of any kind, glitter, or rice.
- No Smoke Machines.
- If the renter wants to bring their own tables and chairs for their event, it is essential that all tables and chairs have the proper rubber padded feet to protect the floors.

Serving Alcohol

- Refer to Bar Rental Options.
- Bartenders are hired by Lincoln Hall Community Society - no exceptions.
- Please provide the bartenders with food/supper (a meal).
- Liquor may not be served anywhere else in the hall except from the bar window.
- There is no ATM or debit machine at the hall.
- It is the renter's responsibility to abide by all AGLC Regulations. www.aglc.gov.ca

Events Open To The Public

- Please consult AHS for information and guidelines necessary to host a public event.

Vacating the Facility

- It is essential that the facility is vacated at the completion time stated on the contract so proper clean-up can be performed before the next function.
- If the facility is not vacated as agreed in the contract, charges will be applied against the damage deposit.

Clean-up Checklist

- The Renter is responsible for the clean-up of the facility, according to the checklist below.
- A copy of this Checklist is also available in the Janitor Room.
- Please leave the hall as clean as you found it
- If renter leaves without cleaning, the entire damage deposit will be forfeited

☐ TABLES:

Wash all tables with hot soapy water

Put away all tables as you found them in the Table storage room

(Round tables 11 on each cart, and 3 loose)

(Rectangle tables onto the 2 carts)

(Guest Book table and Coffee/Tea & Drink Tables along walls are left out)

☐ CHAIRS:

Stack all chairs along the East and West walls, in stacks of 5 only

☐ Ensure all renter's decorations are taken down and removed from premises

☐ Ensure Sound System is put in place (Microphone, CD player etc)

☐ Silk plants in place - on stage and walls, do not move them

☐ All plaques, pictures etc are in place, do not move them

☐ FLOORS: (**entry foyer, coatroom, stage, bathrooms, kitchen, dance floor, main hall**)

Sweep

Mop with warm or cool water, not hot. Make sure mop is well squeezed out.

Clean dance floor with the big blue mop.

☐ BATHROOMS:

Make sure toilets are all flushed

Ensure bathrooms are tidy

Remove all garbage - including stainless containers in cubicles

☐ GARBAGES:

Remove all garbage from every garbage can, including all bathrooms

Put all fresh bags in each garbage can

Put all bags of garbage in outside dumpster on the NE corner

Remove all bottles/cans from premises (Renter is responsible for recycling)

☐ KITCHEN:

**Renter is responsible for ensuring the caterer cleans the kitchen sufficiently according to the checklist.

Clean: Stove & Ovens

Microwave

Sinks, Counters, & Cupboard fronts

All kitchen items used - wash and put away (incl. Coffee urns)

Ensure dishwasher is OFF, empty and clean

Cooler (clean, turn off, and prop doors open)

Clean grill, if applicable: supplies in red bucket under sink

Ensure all food and liquor is removed from coolers and premises

Turn off all exhaust fans

Put all dirty laundry in the clear tub provided under the table

☐ BAR ROOM:

Clean: Sink, Counter, Tubs, Jugs, drip catchers, etc

Ensure Bar room is completely empty of renter's items

Cooler (clean, turn off, and prop doors open)

☐ LOCKUP:

Ensure all interior doors are closed

Turn off all lights when leaving (inside and outside)

Ensure all exterior doors are locked

Enter code for alarm to arm it 'away'

Return all keys to the lockbox

