

## Honey Harbour Association Inc. - Special Event & Site Rental Policy

**Purpose:** From time to time the Board of Directors (BoD) of the Honey Harbour Association (HHA) is asked by members if they can hold a special event at the Schoolhouse. This policy provides guidelines for the BoD and event applicant.

### **Conceptually:**

1. This benefit is intended first benefit HHA members and then non-members.
2. Fee: \$400/day for HHA member; \$800/day for non-member  
During the peak months of July and August these fees double
3. The time requested must not conflict with HHA's scheduling of activities.
4. Events must be over by 10:00 PM respecting our neighbours
5. No fireworks or campfires permitted

### **Alcohol or no alcohol:**

#### Where no alcohol will be served or sold

6. The event host shall obtain the following:
  - (i) "Special Event Liability Insurance" (available from PAL Insurance Brokers Canada Ltd (palcanada.com) naming as co-insureds the Honey Harbour Association Inc (HHA) and the Honey Harbour Community Church Inc (HHCCI) as co-insured.
  - (ii) proof of "Special Event Liability Insurance" shall be provided to HHA before the date requested can be confirmed

#### Where alcohol will be served or sold

7. The event host shall obtain the following:
  - (i) "Special Occasion Permit" issued by the Alcohol and Gaming Commission of Ontario (AGCO) (www.AGCO.ca/alcohol/special-occasion-permits-private-events)
  - (ii) "Party alcohol liability insurance" (available from PAL Insurance Brokers Canada Ltd (palcanada.com) or your personal insurance broker) naming as co-insureds the Honey Harbour Association Inc (HHA) and the Honey Harbour Community Church Inc (HHCCInc.) as co-insured.  
(above two documents can take up to 2 months to obtain)
  - (iii) Smart Serve - only those individuals holding a current Smart Serve license are permitted to serve alcohol
  - (iv) "Special Event Liability Insurance" (available from PAL Insurance Brokers Canada Ltd (palcanada.com) naming the Honey Harbour Association Inc (HHA) and the Honey Harbour Community Church Inc (HHCCI) as co-insureds.
  - (v) proof of "Special Event Liability Insurance" shall be provided to HHA before the date requested can be confirmed
  - (vi) Proof of all above documents shall be provided to HHA before the date requested can be confirmed
8. The Special Event rental fee shall be paid by e-transfer to "admin@honeyharbourassociation.org"  
Note: rental fee may be waived for:
  - past and present HHA board members
  - those whose names are listed on the Schoolhouse building plaque or on a dock slip plate
9. A key holder/property oversight/PA system tech shall be required (normally for a fee)
10. A damage deposit shall be paid by e-transfer 30 days in advance of the event  
damage deposit may be refunded providing no damage is done
11. A rental fee may be assessed or a specified donation made to HHA  
E-transfer fees should be sent to: admin@honeyharbourassociation.org

Honey Harbour Association Inc.

Special Event application for use of Schoolhouse property

Name of applicant: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date requested: \_\_\_\_\_ Start time: (including set up) \_\_\_\_\_  
End time: (including breakdown) \_\_\_\_\_

Purpose of event: \_\_\_\_\_

\_\_\_\_\_

Schoolhouse locations requested: Jackson Hall: \_\_\_\_\_ Pavilion & Deck: \_ Docks: \_\_

Anticipated number of guests: \_\_\_\_\_ Will music be playing: \_\_\_\_\_ (must end by 10pm)

Where NO alcohol is served the Applicant shall secure:

“Special Event Liability Insurance” is required: (available from PAL Insurance Brokers Canada Ltd (palcanada.com) or your personal insurance broker) naming the Honey Harbour Association Inc (HHA) and the Honey Harbour Community Church Inc (HHCCI) as co-insured.

NOTE: Proof of above documents must be submitted to HHA before requested event date can be confirmed.

Where alcohol is sold or served the Applicant shall secure the following:

1. “Special Occasion Permit” from Alcohol and Gaming Commission of Ontario (AGCO)
2. “Party alcohol liability” insurance naming the Honey Harbour Association Inc (HHA) and the Honey Harbour Community Church Inc (HHCCI) as co-insureds
3. Smart Serve licensed personnel who serve the alcohol
4. “Special Event Liability Insurance” (available from PAL Insurance Brokers Canada Ltd (palcanada.com) naming the Honey Harbour Association Inc (HHA) and the Honey Harbour Community Church Inc (HHCCI) as co-insureds.

NOTE: Proof of above documents must be submitted to HHA before requested event date can be confirmed.

Please take note of the following information about the Schoolhouse property:

Water onsite is filtered and UV light sterilized but HHA does not warrant the water is drinkable!

Chairs: approx. 50 chairs    Folding Tables: 5    Picnic tables: 10    PA System: Yes

Hot water: Yes (if requested)    Cooking facilities: No    BBQ: No    Propane: No

Garbage containers: 2    Garbage bags: No

Garbage removal immediately following the event is the responsibility of the applicant