

Annex A - Duties and Responsibilities of the Hall Rental Officer

1. Abide by all Branch policies and procedures.
2. Establish procedures for booking Branch spaces.
3. Maintain a schedule (calendar) of all bookings, to be made available to all Branch members.
4. Develop and maintain a hall rental guide book, to include but not be limited to:
 - a. a list of available spaces (size and capacity),
 - b. a rental fee schedule for each space,
 - c. a Hall Rental Information Sheet, and
 - d. a standard contract / invoice format, to include
 - 1) client contact information
 - 2) space requested and layout required
 - 3) type of activity
 - 4) number of people attending
 - 5) date and time required
 - 6) equipment requirements (such as microphones, sound system, music etc)
 - 7) service requirements such as catering and bar
 - 8) rental cost, to include HST and damage deposit
 - 9) applicable Branch policies
 - 10) AGCO regulations
5. Receive rental requests. Verify services are available before meeting with client to determine requirements, raise rental contract and receive deposit.
6. Provide a copy of the rental contract to the applicable committee Chairs depending on which services are required.
7. Provide a copy of the rental contract and all monies received to the Treasurer.
8. 21 days prior to the function, confirm with the Treasurer that the balance of the hall rental fee has been received. If not, reach out to the client for payment. Ensure all monies received are given to the Treasurer.
9. Ensure Branch Maintenance is informed of all hall rentals so as to ensure the facilities are clean, the rental space is set-up as required, and all requested equipment is available and functioning.
10. Provide, with the assistance of the Branch Treasurer, regular and accurate financial reports to the Branch Executive Committee and the general membership of the Branch.