



# Columbia Valley Centre

## Rules & Regulations

Hall rental starts after you enter the double doors leading into the private hall. The lobby is a shared public access space and does not form part of the rental. No decorations or event items are permitted in the lobby.

The Lions Den (mezzanine on 2nd floor) is for Invermere Public Library users only and is off limits. Extra fees will be incurred if patrons of your event occupy that area.

1. All users of the Centre are restricted to the use of the hall to the date(s) and times booked.
2. All parties must pay all fees, sign a rental agreement, and purchase or provide insurance prior to use.
3. **Fire exits must remain clear and accessible at all times.**
4. Please keep the 2 main doors at back (north) end of hall **closed unless Loading or Unloading.**
5. No candles or open flames of any type are permitted for use within Columbia Valley Centre.
6. No confetti or glitter may be used in the facility. Helium balloons must be secured. Fees will be charged if excessive clean up or balloon retrieval is required.
7. The hall must be left in the following conditions:
  - Chairs must be stacked and returned as per descriptions on the wall in the storage room; 9 or 10 to a stack
  - Tables must be cleaned, stacked (10 per dolly) and returned to the storage area;
  - Garbage & recycling must be put in the garbage (grey) and recycling (yellow) containers provided on the west side of the firehall, upper access;
  - Floors must be swept and spills cleaned;
  - If using retractable theatre seating, seats must be vacuumed and garbage removed.
  - Kitchen is to be cleaned and food removed;
  - **Did you turn the propane on? Please turn it off!**
  - Lights must be turned off;
  - Please ensure all outside doors into the facility are secure, including sliding doors in the lobby area and the loading doors at the north end of the building;
  - **NO ADHESIVES, NAILS, SCREWS, STAPLES, TACKS OR HOOKS** are to be used at any time. All decorations must be free standing.

**DAMAGE DEPOSIT WILL BE FORFEITED FOR NON-COMPLIANCE  
OF THESE RULES**

District of Invermere Main Office: 250-342-9281 Main Office Hours: Mon-Fri, 8:30-4:30

**AFTER HOURS EMERGENCY CALL 1-866-918-3580**

**Fee's apply for non-emergency call outs**