

## Special Instructions For The Yarrow Community Centre

This hall is owned and operated by The Yarrow Ratepayers Association, a volunteer group of local citizens. Your assistance is appreciated to keep repair and operating costs within reason.

Please advise your guests of the Overflow Parking Area along the south side of the grounds. It is not necessary for anyone to park on the road. This has been an issue in the past and we want to be good neighbours.

All guests should leave the hall by its closing time of 1 AM. **Checkout time is 3 AM following your function.**

Be sure to check the walk-in cooler for leftovers and turn it off with the door wide ajar when you leave.

Please use only thumbtacks or pushpins to put up decorations – no tape.

Please wipe the tables down with the bleach provided before putting them back on the trolleys.

**\* You are responsible to obtain a Special Occasion Liquor Permit for the serving of any alcoholic beverages. An insurance policy in the amount of 5 million dollars is also required for any event at which alcohol will be available (whether it is sold or not). The policy needs to name the City Of Chilliwack as “additional insured” as it owns the park.** City bylaws forbid smoking in the park.

Be aware that "the premises" mentioned in your alcohol permit does not include the parking lot. Ensure that guests do not carry their drinks out to cars. Drinks are not allowed in the washrooms either.

If you use our dishes please wash, sanitize and stow them away as you found them.

**Please note: We do not supply chafing equipment, glassware or linens.**

Candles are allowed but need to be in fireproof containers.

Please inform us of any damage to the hall or breakage of dishes. This is not so we can charge you. Stuff happens. We need to keep the hall and its amenities in order for the next function.

Please note that a Library operates at the Community Centre. **Do Not lock the front door** during their hours of operation which are posted on the outside wall near the main entry door.

We would appreciate photos of the hall all dressed up to add to our website. Our photographer is prepared to attend the hall overnight prior to your event and no people will be included in the pictures. If you do not care to have them publicized, email [hall@yarrowcommunity.com](mailto:hall@yarrowcommunity.com)

Please place your garbage in the big bin at the southwest corner at the entrance to the parking lot. Beer cups and plastic with the numbers 1 to 7 can be placed in the recycling bin in the same location. Spare bags are available in the Cleaning Supply Closet between the kitchen and trolley room doors. Keys for the refuse bins are located by the telephone in the kitchen.

Your attention to these details will keep the hall in proper order for everyone to enjoy.

Yes, we have wifi. Name is Hallwifi. Password: yarrowhall1

Community Street is residential. It would be ideal if a courtesy speed limit of 30 kph could be observed while coming and going to the hall. Please do use the Overflow Parking Area rather than parking on the street.

These requests are made for the safety and comfort of our neighbours.

Once life calms down after your event, we would love to receive your feedback. Good, bad or indifferent, it helps us improve everyone's experience.

Thank you for choosing the Yarrow Community Centre.