



LOWER GRANVILLE HALL RENTAL INFORMATION

Our Hall is available for rent for private parties, family reunions, lectures, workshops, meetings, and ongoing programs. Please visit our Events Calendar to check for availability.

RENTAL RATES

Special Event Rental Rate: \$50 / day; add \$10 for use of the kitchen. Special Events include one-time events, public or private, for which the Hall is reserved for the entire day.

Want some extra time to set up the day before or clean up after your event? A \$25 fee applies for set-up the evening before (starting at 6 p.m.), and clean-up on the day after the event (the Hall must be cleaned up and key returned by 12 noon).

Ongoing Program Rental Rate: \$25 for 4 consecutive hours/per day. Ongoing Programs are groups that meet for a minimum of 4 sessions and are run by an instructor or moderator who may or may not be paid. Lower Granville Hall Association Board approval required.

PAYMENT

Payment is due when the key is picked up, along with a cleaning deposit of \$25. Rental agreement must be signed and returned a minimum of 7 days prior to rental. When the key is returned, and the after-rental walk-through complete, your deposit will be returned.



LOWER GRANVILLE HALL RENTAL INFORMATION

OFFICIAL CAPACITY

Standing persons only 273

Chairs Only 146

Tables and Chairs 115

HALL FEATURES

- Foyer with Coat Rack
- Large auditorium with high ceiling, large windows, and bright LED lighting on dimmer switches.
- Fully-equipped kitchen
- Large-Screen TV & DVD player (can be connected to laptop for presentations)
- Piano
- 2 washrooms / 1 with disabled access
- Exterior Ramp for wheelchair access
- 3 - 122" x 32" wooden tables
- 6 - 96" x 30" wooden tables
- 9 card tables
- 100 chairs
- Large gravel parking lot (overflow parking available)



LOWER GRANVILLE HALL MARKETING YOUR EVENT

Marketing done by the Hall includes: a mention on the large reader board in the Hall parking lot, a mention on the bulletin board next to the mailboxes and inside the entryway of the building, on our website on the events tab/calendar, is included in our email newsletters, and a post/event on our Facebook page. We also mention our upcoming events at any in-person events we are responsible for hosting at the Hall. We want your event to be a success!

In addition to the above, you may consider adding any combination of the following to your marketing plan.

MARKETING SUGGESTIONS

Flyers and Posters:

- Create eye-catching flyers and/or posters with essential details (date, time, location, event benefits, contact info).
 - Post flyers in local businesses, community centers, and the library around Annapolis Royal. (Sissiboo Coffee and Arch n Po are great ones)

Word of Mouth:

- Encourage Participants: Ask current participants to invite friends, family, and coworkers.
- Community Networking: Mention your event/class in conversations at local events and gatherings.

Local Newspapers:

- Press Release: Send information to The Bridgetown Reader several weeks in advance so it can be featured in the calendar section leading up to your event. (if you need help with this we are happy to submit your information to the Reader. Deadline is Mondays at noon.)

Social Media:

- Posts: Regularly post about the classes/event on local community social media pages and groups. We can co-host on the FB event to increase the reach of the post, and you can share it to any group you are a part of on Facebook. (ex. Annapolis County NS Community, Granville Ferry group, Bridgetown community group, Digby Talks...
- Engagement: Encourage current participants to share their experiences and invite friends through their social media channels.



LOWER GRANVILLE HALL RENTAL APPLICATION

Thank you for your interest in renting Lower Granville Hall. Please note that all Hall rentals are at the discretion of the Hall Rental Committee. The Lower Granville Hall Association accepts no responsibility for any injury incurred while the facility is rented.

RENTAL RATES

Special Events: \$50 / day; add \$10 for use of the kitchen. Special Events include one-time events, public or private, for which the Hall is reserved for the entire day. Additional 1/2 day for set up/tear down of event (see above for details of times)

Ongoing Program: \$25 for 4 consecutive hours/per day. Ongoing Programs are groups that meet for a minimum of 4 sessions and are run by an instructor or moderator who may or may not be paid. Lower Granville Hall Association Board approval required.

CLEANING FEE

A cleaning and damage deposit of \$25 is required. This is separate from the rental fee and must be paid when the key is picked up for your event. The deposit will be returned to you after you return the key and the Hall has been inspected.

It is your responsibility to obtain a permit to serve alcohol at your function. This permit must be shown before the key to the Hall will be given. This is a no-smoking facility. Thank you for not smoking in the Hall or within 20 feet of the building.

Organization/Person Renting the Hall _____

Phone / Email _____

Date/s of Event _____ Purpose of the Event _____

Circle type of payment: Cash Cheque E-transfer

Make e-transfers to LowerGranvilleHall@gmail.com and write event info in the note field.

This is to certify that the above information has been read and agreed to, and that the checklist for cleaning and securing the building has also been explained and agreed to.

Signature of Renter / Print Name

Date

Signature of Hall Board Member / Print Name

Date