

**BOOKING FOR HAWTHORNE GROVE PARK
(KIRKLAND HOUSE/KIRKLAND GROUNDS/HARRIS BARN)**

PROCEDURE No. H.99.1.ALL

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Council Approved Revision : May 29, 2023, October 31, 2023 (by Trent Reid)
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PURPOSE

To provide staff with guidelines when receiving booking inquiries for Hawthorne Grove Park.

PROCEDURE

All booking requests for Hawthorne Grove Park will be directed to the Delta booking clerk at HBarnbookings@delta.ca to provide information to the public and create facility booking contracts following the rental criteria for each amenity at the Park.

RENTAL CRITERIA

Kirkland House

- Rentals not to exceed 75 people
- Available for meetings and small socials, including weddings and wedding preparation
- Rentals must be concluded and be off site by 10:00 pm
- No amplified music
- Alcohol allowed with appropriate liquor licence posted
- A minimum security deposit of \$500 per event (required once booking is confirmed)

Kirkland Grounds

- Rentals not to exceed 250 people
- Available for garden weddings, picnics and socials
- Events to be concluded by 7:00 pm and be off site by 8:00 pm
- Two non-consecutive days per month, events may go to 9:30 pm for Delta community organizations only, approved in advance by the General Manager, Parks, Recreation and Culture
- Any amplified music must conclude by 7:00 pm Monday to Friday, inclusive, by 5:00 pm on Saturday, or at anytime on Sunday, unless a noise variance permit has been previously approved by council, or their designate
- Alcohol allowed with appropriate liquor licence posted
- A minimum security deposit of \$500 per event (required once booking is confirmed)



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- In the event of inclement weather during rentals, the Harris Barn may be utilized at the posted rental fee, with the approval of the General Manager, Parks, Recreation and Culture, or their designate.

Harris Barn

- Rentals not to exceed 250 people
- Alcohol allowed with appropriate liquor licence posted
- Minimum-security deposit of \$500 per event; larger security deposits of up to \$2,000 may be required at the determination of the General Manager, Parks, Recreation & Culture
- Amplified music must conclude by 7:00 pm Monday to Friday, inclusive, by 5:00 pm on Saturday, and not permitted at any time on Sunday unless a noise variance permit has been previously approved by Council, or their designate
- Unless otherwise permitted through this Procedure, Rentals must conclude by 8:00 pm and the site must be vacated by 9:00 pm
- A minimum security deposit of \$500 per event (required once booking is confirmed)

Community Event (past 9:00 pm):

- Maximum of 1 evening rental with amplified music per month permitted on a “first come, first served” basis
- Delta community organizations (including not-for-profit), may book up to 12 months in advance of requested date
- Non-Delta community organizations (including not-for-profit) may book up to 11 months in advance of requested date
- Rental must conclude by 10:30 pm and all attendees must be off site by 11:00 pm
- Amplified music must conclude by 10:00 pm; a noise variance permit approved by Council or their designate is required

Private Event & Weddings (past 9:00 pm):

- Maximum of 1 private evening event with amplified music per month permitted on a “first come, first served” basis
- Delta residents may book up to 12 months in advance of requested date
- Non-Delta residents may book up to 11 months in advance of requested date
- Rental must conclude by 9:30 pm and all attendees must be off site by 10:00 pm



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- Amplified music must conclude by 9:00 pm; a noise variance permit approved by Council or their designate is required

MAINTENANCE SUPPORT

Kirkland House

- The onsite caretaker looks after all cleaning, opening and closing of the house and site supervision during rentals
- A monthly schedule is sent to the caretaker from the Delta booking clerk on a monthly basis
- Any changes to the schedule are communicated by the booking clerk to the caretaker via e-mail or phone

Kirkland Gardens

- Set-up and take-down of tables and chairs for socials will be done by Delta staff
- Cleaning and maintenance of the site is done by the Kirkland House Foundation and the onsite caretaker
- Washroom opening and closing is done by the onsite caretaker
- Event supervision is done by the onsite caretaker
- Delta staff meet renters and ensure event is set up
- Delta staff return at the end of the event to take down and put away all equipment

Harris Barn

All maintenance, set-up and take-down and site supervision is conducted by Delta staff as follows:

Programs

Maintenance staff opens the building and sets up Delta supplied equipment only. Once program staff is on site, maintenance staff return to other duties on or off site. Program staff have access to maintenance staff cell phone number in case assistance is required. Maintenance staff will return at the end of the program to clean and lock up.

Rentals – up to 50 people

Maintenance staff opens the building and sets up Delta supplied equipment only. Maintenance staff will meet renters to ensure Delta supplied equipment is on site and set up appropriately. Renters have access to a staff cell phone number in case assistance is required.



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Staff returns to other duties on or off site. Maintenance staff returns to meet the group at the end of the rental to clean and lock up.

Rentals – Over 50 people and all other socials

Maintenance staff is scheduled to be on site and remain on site for the duration of the rental. Staff will remain on site to assist renters with set-up of Delta supplied equipment, restocking of facility supplies (i.e. restroom supplies) during the rental, assist with any building maintenance and ensure all activities are appropriate to the site. Maintenance staff will assist with take down of Delta supplied equipment, clean and lock up at the end of the event. Renters are solely responsible for set-up and removal of non-Delta supplied equipment.

Weddings

Maintenance staff opens up the building at pre-determined time and meets renters to ensure all Delta supplied equipment is set up appropriately. Renter will designate one person to liaise with staff on rental matters. Designate will have a staff cell phone number in case assistance is required. Renter is responsible for coordinating: all supplies, decorations, sound systems, food/beverage services and any other equipment requirements, including setup and removal.

Staff will return at 10:00 pm to take down equipment, clean and lock up.

GENERAL RULES – APPLIES TO ALL RENTALS

- Smoking is prohibited at Hawthorne Grove Park
- No alcohol in areas that are not licensed
- Ensure liquor licence is posted
- If permitted under contract, amplified music must be turned off no later than 7:00 pm, no exceptions; a noise variance permit is required after 7:00 pm
- When amplified music is permitted it must be at an appropriate level, and no greater than 80 decibels at the facility property line, as not to disturb the neighbours
- Renters must vacate the premises at the contracted time
- All security deposits must be received one month prior in order to secure rental

