

# Town of Saltcoats

OFFICE OF THE TOWN ADMINISTRATOR

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## Saltcoats & District Community Hall Rental Agreement

This Agreement made on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

BETWEEN

Town of Saltcoats

And

NAME: \_\_\_\_\_ (hereby referred to as "the Renter")

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

The Community Hall is owned and operated by the Town of Saltcoats and has been developed to ensure long term enjoyment for all Town and area residents. It is a service to the Town and surrounding community that our Community Hall is maintained. Rentals cover only a portion of the actual cost. Fundraising involving many volunteer hours and budgeted Town of Saltcoats tax support maintain this amenity within the community. The Town of Saltcoats and the Saltcoats & District Community Hall Board (operating under the authority of the Town of Saltcoats) are committed to maintaining our excellent facility so that it is always safe, clean and attractive. We anticipate that our renters share that commitment.

In consideration of the Town of Saltcoats permitting the Renter to use the Facility the Renter agrees as follows:

1. Rental fees are payable in full at the time of booking the Hall. If a renter cancels a booking prior to 60 days before the planned event, a 10% penalty shall be deducted from the returned rental fee. If the renter cancels a booking prior to 30 days before the planned event, a 20% penalty shall apply. If the renter cancels a booking prior to 10 days before the planned event, a 50% penalty shall apply. In the case of cancellation in the last 10 days prior to the planned event, the rental fee in full shall be forfeited. Notwithstanding the above, an appeal of such penalty of forfeit may be submitted by letter to the Town Council when there are extreme circumstances.
2. Refundable damage deposits shall be required unless waived by the action of Town Council. Damage deposits will be refunded only after a complete check of the Hall and its contents has taken place. All damages and losses, including excessive clean-up costs, shall be charged against the damage deposit. Renters may be charged over and above the damage deposit if necessary to cover damages or losses. In order to facilitate a complete check of the hall and its contents damage deposit returns cannot be assured prior to a date two weeks after the event. All damage deposits shall be paid in full five full days prior to the event or at the time of booking if the booking occurs immediately prior to the event. It is understood that these stipulations would not apply in the case of funerals and emergent situations when most arrangements are made by telephone, fax or email.
3. Regarding the reserving of the Hall for the evening before the events it is understood that this is for purposes of decorating / preparation / setting up only. Careful communication regarding such things as cleaning schedules is expected. If parties or family meals and gatherings are planned for the prior evening in the hall, the Renters would be required to pay the usual daily Hall rental fee.

Nature of Event or Function: \_\_\_\_\_

Type of activities planned: \_\_\_\_\_

Date and Time of Event or Function: \_\_\_\_\_

✓	Rental	Fee	Damage Deposit
	Both Levels & Kitchen, 1 Day	\$350	\$200
	Lower Level only (no food services – 4 hrs max)	\$150	\$100
	Lower Level & Kitchen, 1 Day	\$225	\$100
	Weekend Rental (Friday 4pm – Sunday 6pm)	\$500	\$300
	Reserving facility for the evening before an event	\$75	
	When there will be a bar	\$75/day	

\* As per Public Health regulations no food shall be served from the bar.

Rental Fee \$ \_\_\_\_\_  
 Bar Fee ( \$75/day x \_\_\_\_ days = ) \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_  
 Damage Deposit \$ \_\_\_\_\_

Use of Sound System / Microphone \* Yes \_\_\_ No \_\_\_  
 Use of Projector & Screen (\$200.00) Yes \_\_\_ No \_\_\_  
 Use of Piano or Organ Yes \_\_\_ No \_\_\_

\*special arrangements must be made well in advance of event

**Conditions of Rental Agreement**

1. All Activities must be restricted to only those areas that have been rented by the Renter.
2. The Renter is responsible for all users, guests, persons in relation to the Renter’s use of the Hall.
3. Liquor permits are the responsibility of the Renter. The Renter must abide by the Law as set out by the Saskatchewan Liquor and Gaming Authority.
4. The rental of the Community Hall, or portion thereof, does not include activities more suitable to be carried out in a gym or outdoors.
5. The Renter will adhere to the strict NO SMOKING Law, anywhere inside the facility.

**Keys**

Keys can be picked up the last business day before the function. They must be returned to the office on the next business day following the function unless other arrangements have been made with the Town Office. If keys are not returned the Renter will be charged a late fee of \$20.

Date Signed out: \_\_\_\_\_ By: \_\_\_\_\_ Phone No: \_\_\_\_\_

Date Returned: \_\_\_\_\_ By: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Occupancy**

Total occupancy of the Hall shall not exceed 331 in the upper hall and 278 in the lower hall. The Renter is responsible for ensuring occupancy is not exceeded.

**Decorations**

The Hall Board shall undertake the setup of the Hall as requested by the Renter. Changes required in the course of the event shall be the responsibility of the Renter. Existing decorations at the hall are to remain in place and unaltered. Renters are not to remove or change décor items (drapes, pictures, tartans, etc.). Pushpins, thumb tacks or sticky tack may be used on the wood work on the walls only. Hall items (furniture, dishes, etc.) shall only be removed from the Hall or used in another venue if prior approval has been granted.

### **Kitchen Responsibilities**

In the event that the kitchen is being used during a rental, the Renter shall designate one adult to supervise activities in the kitchen. The Renter must ensure that the designated person be adequately informed of proper usage of all equipment being used in the kitchen (e.g. – dishwasher, gas range, exhaust fans, etc.). Adult designated to supervise activities in the kitchen (if applicable):

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Tea towels, dishcloths, etc., used in the kitchen or bar are to be deposited in the container provided. Renters are asked to use only bottled water or water taken from the reverse osmosis tap in the kitchen for making tea and coffee. This reduces the amount of mineral build-up in the appliances.

### **Heating/Air-conditioning**

The heating and air-conditioning settings are normally adjusted by the Community Hall Caretaker in advance of the event. Renters should not expect a rapid “change” to heating or air-conditioning in a building this large. The air-conditioning will not cool the building if the doors are open and the air temperature outdoors exceeds the temperature desired indoors. Air-conditioning is inoperative after freeze-up each year.

### **General Clean Up Duties**

The Renter shall have responsibility at the end of the event to assure that the following tasks have been completed:

- Washrooms are checked, toilets and urinals are flushed.
- Garbage is bagged, removed from the kitchen, bar and all food areas, and deposited in the receptacle outside the Hall.
- Recyclable materials are bagged and/or broken down; and deposited in the bin outside of the kitchen or inside the bar.
- Coffee pots are emptied and cleaned; all portable ovens are unplugged and cleaned
- All food stuffs are removed from refrigerators and coolers.
- Tables are returned to proper floor levels and **NOT** stacked.
- Exterior and interior lights are turned off and all doors are locked.
- Exhaust fan is left on if the kitchen has been used.
- Chairs are **NOT** stacked and are moved with the cart - do **NOT** drag chairs across the floor.
- Keys are returned to the Town Office.

All tasks to be completed can be found on the Renter’s Checklist. A copy of the Renter’s Checklist is attached to be filled out & returned. The Hall Board will be responsible to provide appropriate cleansers and soaps, garbage bags and garbage receptacles. It is requested that all renters use only the cleansers and soaps provided.

If any damages occur to the building or its contents, please notify the Town Office as soon as possible. Items that need to be fixed, replaced or purchased should also be reported to the Town Office.

The Town shall seek to have a person available for emergency calls relating to the facility. The Renter should know who that person is and how they may be contacted.

### **Safety Note**

***For all functions Renter must ensure that both front doors are fully unlocked to allow full egress.***

### **Renter’s Commitment**

As a renter, I have read and agreed to the terms of the rental as described above and also in the appended form. I have received copies of the Rental Agreement and of the Renter’s Checklist. I will personally accept, or assign responsibility to my agent, to abide by the agreement, follow the checklist, close the Hall at the end of the event, return the checklist, and any Hall keys I have been given; to the Town Office.

**Disclaimer**

I (we) agree to indemnify and save harmless The Town of Saltcoats, its agents, its employees, council, representatives and The Saltcoats and District Community Hall Board against all loss and damage, including damage to person or property arising from any act or, of negligence of, mine (ours) or of any person acting on my (our) behalf while engaging in the performance of the above rental contract with the Saltcoats and District Community Hall, or while in or about the Saltcoats and District Community Hall building or premises, or arising accident or any injury not caused by an act of the Town of Saltcoats, its agents, its employees, council, representative and Saltcoats and District Community Hall, to anyone attending the event for which I (we) have rented the Saltcoats and District Community Hall (including if wanted, hall/grounds/kitchen/etc.) or arising from liens or claims resulting from the performance of this contract.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

On behalf of: \_\_\_\_\_  
(organization / group if applicable)