

# **Saltcoats & District Community Hall**

## **Welcome**

Welcome to Saltcoats & District Community Hall. We are very proud of this facility. A major renovation and updating of our Community Hall began in 2004. Improvements were paid for by local fundraising and individual donations. Ongoing improvements continue to be supported by the fundraising efforts of community volunteers.

The hall features a large entrance with an area for hanging coats as well as space for a guest registry and ticket sales. A fireplace welcomes guests and signifies the warmth and spirit of the community.

Hall facilities are located on two levels. The **Tartan Room**, upper level, has a raised, curtained stage; audio visual equipment including a sound system and microphone, projector and screen; a separate bar and a buffet area. A podium on casters is stored on the lower level. Row seating capacity is 331. The décor features the tartans of every province. There is a plaque by each one with a brief description. Of special interest is the tartan for Saltcoats designed by Joan Farquharson. It was recorded in the Scottish Register of Tartans in June 2006.

The **Heritage Room**, lower level, has a fully modern kitchen and spacious washrooms. Row seating capacity is 278. The décor features local memorabilia as well as quilted wall hangings created by local artisans.

When you rent our hall, we make a commitment to provide the best facility and service we can. As a renter you make a commitment to fulfill certain obligations. These obligations are defined in a signed agreement and in a checklist of things to be done during your event and at its conclusion.

# Saltcoats & District Community Hall

(hereby referred to as "the Facility")

## Rental Agreement

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

BETWEEN

**Town of Saltcoats**

AND

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

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

*\*In the case of multi-day rentals, Renter is required to specify activities and times.*

✓	Rental	Fee	Damage Deposit
	Both Levels & Kitchen, 1 Day	\$350	\$350
	Lower Level only (no food services - 4 hours max)	\$150	\$150
	Lower Level & Kitchen, 1 Day	\$225	\$225
	Weekend Rental (Friday 4pm - Sunday 6pm)	\$500	\$500
	Multi-Day Rental (exclusive of weekend)	\$500	\$500
	Reserving facility for the evening before an event	\$75	
	Bar Fee - when alcohol is being served	\$75/day	

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

Use of Sound System/Microphone\* Yes \_\_\_\_\_ No \_\_\_\_\_  
Use of Projector & Screen Yes \_\_\_\_\_ No \_\_\_\_\_  
Use of Piano or Organ (may not be removed from stage level) Yes \_\_\_\_\_ No \_\_\_\_\_  
Table Cloths\* (\$4/cloth) Yes \_\_\_\_\_ No \_\_\_\_\_  
Napkins\* Yes \_\_\_\_\_ No \_\_\_\_\_

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

Rental Fee \$ \_\_\_\_\_  
Bar Fee (\$75 x \_\_\_\_\_ days) \$ \_\_\_\_\_  
Table Cloths (\$4 x \_\_\_\_\_ cloths) \$ \_\_\_\_\_  
Other Fees \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_  
Damage Deposit \$ \_\_\_\_\_ *(to be returned to the Renter only)*

I (we) agree to indemnify and save harmless the Town of Saltcoats, its agents, its employees, council, representatives and the Saltcoats & 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 & District Community Hall, or while in or about the Saltcoats & 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 & District Community Hall, to anyone attending the event for which I (we) have rented the Saltcoats & District Community Hall (including if wanted, hall/grounds/kitchen/etc.) or arising from liens or claims resulting from the performance of this contract.

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

Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

On behalf of: \_\_\_\_\_

(organization/group if applicable)

# **Saltcoats & District Community Hall**

## **Terms and Conditions**

**Renter familiarity with this document is important as it provides relevant information and answers to frequently asked questions.**

### **Rental Fees**

Rental fees are due in full at the time of the booking of the Hall.

### **Damage Deposit**

Damage deposits are due in full, 5 full days prior to the event or at the time of booking if the booking occurs immediately prior to the event. Damage deposits will be refunded only after a complete check of the Hall and its contents has taken place. 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.

### **Cancellation of Bookings**

If a renter cancels a booking a penalty shall be deducted from the returned rental fee. An appeal of such penalty of forfeit may be submitted by letter to the Town Council when there are extreme circumstances.

### **Reserving the Hall for the Evening Prior to an Event**

It is understood that this is for the purpose of decorating/preparation/setting up only. If parties or family meals and gatherings are planned for the prior evening in the hall, the Renter would be required to pay the usual daily Hall rental fee.

### **Conditions of Rental Agreement**

- All activities must be restricted to only those areas that have been rented by the Renter, other areas should be considered out of bounds. Renters may be charged for the use of such areas if there is evidence of their use.
- The rental of the Hall, or portion thereof, does not include permission for engaging in or allowing activities more suitable to be carried out in a gymnasium or outdoors.
- The Renter is responsible for all users, guests, and persons contracted with for services such as catering, entertainment, etc. in relation to the Renter's use of the Hall.
- 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.
- The Renter will adhere to the strict NO SMOKING Law, anywhere inside the facility or in the immediate area surrounding entrances or exits.

### **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.

### **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. Occupancy rate is determined by ***Order of the Saltcoats Fire Department***.

### **Caretaker**

No caretaker is on call during events. Renters are given the opportunity to go through the Hall with the Caretaker or other designated person ahead of their planned event. Arrangement can be made through the Town Office.

### **Setup**

The Hall Board shall undertake the setup of the tables and chairs as requested by the Renter. Changes required in the course of the event shall be the responsibility of the Renter. In the event that tables are required to be moved from one level to another, it shall be the responsibility of the Renter to transport and set up tables.

### **Decorations**

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.

### **Furniture**

**Round Tables** - Round tables are stored in the upper level in the storage room located in the serving area.

**Rectangular Tables** - Rectangular tables are stored in the lower level on trolleys.

**Chairs** - Chairs are located in the upper level serving area, and in the lower level along the south wall. A cart is available to move chairs – chairs are not to be dragged across the floor.

**Podium** - A podium on casters is located in the lower level in the south-east corner. Transportation of the podium can be done with the elevator.

**Child Friendly Seating** - There are two high chairs and two booster seats located in the main entry of the Hall.

### **Table Cloths/Napkins**

Black polyester table cloths are available to rent for a price of \$4/cloth. Napkins are also available to rent at no cost.

### **Audio Visual Equipment**

The Hall has a sound system and projector with a drop-down screen. It is the responsibility of the Renter to become familiar with the use of the sound system and projector prior to the event and to supply the proper adapter cables and connections.

### **Use of Elevator/Wheelchair Accessibility**

The hall is fully wheelchair accessible. The entrance to the Hall is at ground level and an elevator is available for access to each level. The elevator can also be used for moving food, furniture and other items. Instructions on how to use the elevator are posted inside the elevator and beside each elevator door.

### **Heating/Air-Conditioning**

The heating and air-conditioning settings are normally adjusted by the Caretaker in advance of the event. Renters should not expect a rapid "change" to heating or air-conditioning in a building this large.

In order for heating and air-conditioning to function effectively, exterior doors are not to be propped open during the event.

### **General Cleanup Duties**

Renters will be given a checklist for cleanup at the time of key pick up. A checklist is also framed in the bar and kitchen area. Please notify the Town Office if there is any damage, failure of any equipment, or any other deficiencies.

When spills or breakages occur during the events, immediate cleanup is necessary.

### **Cleaning Supplies**

Cleaning supplies including a mop and bucket; broom and dustpan are located in the upper level of the hall in the banquet room closet and in the lower level of the hall in the closet next to the women's washroom.

### **Safety Note/Emergencies**

To ensure compliance with the Fire Code, Renter must ensure that, for all functions, both front doors are fully unlocked.

For **emergencies** only, contact: **(306) 399-7802**

### **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 #: \_\_\_\_\_

### **Renter's Commitment**

**As a renter, I have read and agreed to the terms and conditions 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, and return to the Town Office the checklist and any Hall keys I have been given.**

Initials \_\_\_\_\_ Date \_\_\_\_\_