

Town of Saltcoats

OFFICE OF THE TOWN ADMINISTRATOR

Saltcoats & District Community Hall (herby 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 No: _____

Email Address: _____

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

- Fees are payable in full at the time of the booking of the Hall.
- For bookings 60 days or more in advance of the event, payment in full will be receivable within 14 days of the booking.
- Payment by installment may be made but shall be subject to a monthly carrying charge of \$5.00 per month and the completion of an agreement signed by the Renter and by Town Office personnel. Request for acceptance of a rental down payment shall be deemed a request to pay by installment. Postdated cheques will be required as part of the installment agreement.
- For bookings made just days before an event (such as a funeral or any event arranged on short notice), payment is to be made at time of event.
- Certain community organizations and events, as described in Policy No. 13-04 Saltcoats & District Community Hall Rentals & Waivers, are exempt from certain of these requirements.

2. Refundable Damage Deposits

- Damage deposits shall be required unless waived by the action of Town Council.
- Damage deposits shall be paid 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. 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.

3. Cancellation of Bookings

- If a renter cancels a booking any time 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.

4. 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.
- 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 Renter 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: _____

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	\$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
	Multi-Day Rental (exclusive of weekend)	\$500	\$300
	Reserving facility for the evening before an event	\$75	
	When alcohol is being served – Bar Fee	\$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 (\$200.00, available in upper level only) Yes ___ No ___

Use of Piano or Organ (may not be removed from stage level) Yes ___ No ___

Table Cloths* (\$4/cloth) 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)

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 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 rental of the Community 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 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.

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

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.

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. In the case of weekend or other multi-day rentals, some tasks are required to be done at the end of each day's activities.

- Washrooms are checked, toilets and urinals are flushed.
- Garbage is bagged, removed from the kitchen, bar, bathrooms 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; dishes and cooking utensils are washed and put away.
- All food stuffs are removed from refrigerators, freezers, and coolers.
- Exhaust fan is left on in the kitchen if the stove has been used.
- Tables are cleaned and returned to proper floor levels and **NOT** stacked.
- Chairs are **NOT** stacked and are moved with the cart - do **NOT** drag chairs across the floor.
- Exterior and interior lights are turned off and all doors are locked.
- Keys are returned to the Town Office.

The caretaker will not be cleaning during your event unless previously agreed upon and included in this agreement.

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.

Safety Note

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

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

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 he 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.

Date: _____

Signature: _____

Name printed: _____

On behalf of: _____
(organization / group if applicable)