

Rouleau Community Hall Rental Agreement and Contract

Renter: _____ Phone #: _____
(Please print) Cell#: _____
Email: _____

Mailing address: _____

(Town, City) (Province) (Postal Code)

Event Date(s) Booked: _____, Deposit Pd: \$ _____, Date: _____
(cash, cheque, debit)

Rental fee Pd: \$ _____, Date: _____
(cash, cheque, debit)

Deposit Returned: \$ _____, Date: _____ Cheque #: _____

This agreement covers the use of the facility as marked below.

- Hall – \$500.00/day (full facility) additional part day – extra ¼ day charge (1 only)
- Weekend - Friday noon to Sun noon - \$ 750.00
(Hall & Weekend, include use of tables & chairs, bar area, kitchen, cooking pots and utensils & dishes, back stage sound system and microphone)
****the hall has a projector and drop-down screen, with remote, it is the responsibility of the renter to supply proper adapter cables for the supplied HDMI connection for use of the projector; MP3 or laptop connection to the sound system must also be supplied by the renter)*

Please check with Administrator for details on equipment use.

- Meeting room \$50.00/day (Medical Personnel)
- Meeting room \$100.00/day (Commercial)
- Meeting room & kitchen \$100.00/day
- Graduation \$350.00 (week)
- Other (by special agreement with council) \$ _____,
- Local Community Fundraiser – 50% of room or facility cost

*** Cleaning costs billed at a minimum of Four (4) hours at \$ 30.00/hr will be charged for all Hall (Daily & Weekend rentals)

Any renter serving beverage alcohol must be properly permitted and must abide by the Saskatchewan Liquor and Gaming Authority permit rules and regulations. The Town of Rouleau assumes no responsibility with respect to the well-being of patrons attending permitted functions. Liability insurance is the responsibility of the renter.

I, (please print) _____ (Renter) agree to pay a deposit of \$500.00 at the time of booking, Dated _____ and the full rental and cleaning fee of \$ _____ on _____.

I, (Please print): _____ (the renter) have read, agree and accept the terms and conditions of this rental agreement and will not hold the Town of Rouleau responsible for the actions or consequences of persons attending the function on (date) _____.

Signature: _____ Date: _____

****** The damage deposit will be refunded upon inspection and determination that any unusual clean-up is required, no damage has occurred and/or damaged items repaired or replacement of broken or destroyed items.**

****** Costs in excess of the deposit amount will be billed to the renter. A full accounting of any damages, or missing items will be forwarded to you along with any applicable refund or amount owing within 30 days of the event.**

Arrangements may be made to have authorized personnel operate the professional sound system and lights, subject to an additional charge. – ask Administrator.

Approved
13/09/2017
Rouleau Mayor and Council

Retain this copy for your records.

Rouleau Community Hall Rental Agreement and Contract

Terms & Conditions of Rental

KEEP DOORWAYS AND FIRE EXITS CLEAR AT ALL TIMES
Do not exceed the seating capacity of 250 persons with tables & chairs

1. All areas rented in the facility shall be left clean and tidy.
2. Clean up of washrooms and lobby. No paper towels in urinals. The renter must clean up vomit, excrement and any other waste material. All paper, glasses or such products must be picked up and disposed in garbage containers.
3. Kitchen and bar area are to be left clean and tidy – fridges, sinks, counters, coffee pots, bar dispensers etc. must be properly cleaned. Pots, utensils and dishes are to be properly washed and dried and returned to the proper storage areas. Any broken dishes, glasses, etc are to be reported to the Administrator. ***You will be responsible for the replacement of these and any utensils not accounted for.***
4. Wash tabletops. Tables to be placed in appropriate table caddy and returned to storage room in area marked. Stacks chairs (all 10 high) and return to storage room in area marked. ***You will be responsible for the replacement of any that are damaged or not accounted for.***
5. Hall, kitchen, stage, bar floors must be swept. All spillage must be mopped as soon as spill happens. Cleaning equipment in maintenance room in lobby.
6. Garbage must be bagged and disposed of properly in garbage bin (outside kitchen door) – no liquids to be disposed of in garbage bags. Recycle as much as possible in the supplied blue bin located inside by the back kitchen door exit.
7. Decorations on the walls are to be put up with fun tack only (tape, staples, tacks or pins not allowed), please carefully remove all decorations at the end of your function.
8. **NOT ALLOWED:**
 - Confetti, duck tape (on the floor) and other tape (walls, etc), candles in the bathrooms, **dance floor wax**
9. Tea towels are washed by caretaker, leave in kitchen.
10. **Clean up to take place immediately after activity/event is finished or by**
_____. (as agreed at time of rental)
Time Date
11. Before leaving the facility ***ensure all doors are locked, windows shut, lights are shut off, (hall, bathrooms, kitchen, stage, meeting room, entry, etc), toilets and urinals flushed and all electrical equipment and appliances are turned off (ie: stoves and dishwasher)*** (instructions are posted by each appliance for your information and convenience).
12. **NOTE:** any and all damage to floors requiring repair, (ie: hardwood, linoleum, tile) will be charged to the renter.

I, (Please print) _____ (the renter) have read, agree and accept the terms and conditions of this rental agreement and will not hold the Town of Rouleau responsible for the actions or consequences of persons attending the function on _____.
(Date(s))

Signature: _____ Date: _____

****** The Town of Rouleau assumes no responsibility for lost or stolen personal items of the renter and guests.**

Set the security alarm as per instructions or call the contact person you have been assigned.

Approved
13/09/2017
Rouleau Mayor and Council