

Belle-a-Drome Hall Rental Agreement

Applicant/Lessee

Applicant Name (Individual/Organization)

Contact Name(s) _____

Phone #'s 1) _____ 2) _____

Address _____

Email: _____

Purpose of Rental _____

Rental Date(s) _____ Time(s): _____

(Includes set-up and clean-up)

Number of people expected _____ (Main Hall capacity 425, Lower Level capacity 331)

ANY event where liquor is served MUST have a SLGA Liquor/Special Occasion Permit.

Rental Fees: *Make cheques payable to Town of Duck Lake

- ☐ Main Hall Rental: \$250.00/day ☐ Funeral: \$50.00/day
☐ Lower Hall Rental: \$150.00/day
☐ Weekday Meeting (Day Use): \$100.00/day

**Kitchen Use required: Yes _____ No _____

Note: Wake- both floors-\$300.00/day plus deposits.

****Rental Deposit: \$100.00** Must be paid to hold rental date***

Date Received _____ Payment Method _____ Receipt # _____

****Cleaning/Damage/Key Return Deposit: \$500.00****

Date Received _____ Payment Method _____ Receipt # _____

Total fees: \$ _____

****All fees must be paid before the hall key will be given out****

Cancellation Fee: \$30.00

I/We, the undersigned, have read and understand the rules and regulations and renters responsibilities contained in Schedule "A", Schedule "B" and other attached addendums pertaining to the rental of the Belle-a-Drome Hall, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities, and that I/We are legally liable and obligated under this contract in My/Our personal capacity, and I/We also agree to reimburse the cost of repairing any damage arising from our occupancy/event at full replacement cost.

Applicant/Lessee:

Print Name

Signature

Administrator/Clerk:

Print Name

Signature

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Renters Bound by Policy

Rental of the Hall constitutes Renter's acceptance of the terms and conditions of this policy. The Renter assumes full responsibility for any damage caused in connection with the Event and for the actions of those who attend the Event. If a corporation or entity is renting the Hall, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.

1. The renter agrees to assume responsibility for the orderly conduct of its own members and their invitees and ensure compliance with all Federal, Provincial and Municipal laws, bylaws, regulations and policies. Failure to do so may result in cancellation of rental agreement and future rental privileges may be revoked.
2. The renter agrees to indemnify and hold harmless the Town of Duck Lake against all and any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any negligence or acts of omission of the renter during use of the facility/property, save and except to the extent of such loss, damage or injury as caused or contributed to by negligence of the Town of Duck Lake.
3. The renter agrees to assume responsibility for all damage to the premises and/or equipment, and for any personal injuries caused while renting or using the facility/property.
4. The Town of Duck Lake will not be responsible for any loss of any article of the applicant, organization or anyone attending,
5. A Renter may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.

Damage/Cleaning/Key Return Deposit:

Deposits: \$500.00

All users must pay the hall deposits before the Community hall key is given to the user. A \$50.00 fee will be charged if a renter neglects to pick-up a key during regular office hours and causes a call-out of an employee to provide access to the hall. This fee must be paid before keys will be given out.

- Keys can be picked up between the hours of 9:00am – 4:00pm Tuesday to Friday at the Town Office, excluding statutory holidays and posted office closures.
- Keys must be returned to public works by 9am the day after the rental, and a walkthrough shall be done with public works for the cleaning and damage inspection. (See Schedule "B"). In the event the Hall is booked the day after the

event, the cleaning and damage inspection and key return must be completed by 8am the next day.

If the keys are not returned and inspection is not completed at the agreed upon time and alternate arrangements are not made with public works, the \$500.00 deposit shall not be returned.

Applicant Initial _____

The cleaning/damage deposit will be fully refunded if the renter cancels up to and including thirty days prior to the booking. A cancellation fee of \$30.00 will apply to any events cancelled less than 30 days before the event.

The cleaning/damage deposit will be fully refunded after the post event inspection is completed if no damage has been discovered and the hall has been cleaned as required. If damage is discovered or cleaning has not been completed as per "cleaning requirements" and "Schedule B", the deposits shall not be refunded and the renter agrees to reimburse the cost of repairing any damage arising from renter occupancy/event at full replacement cost.

Applicant Initial _____

Cleaning Requirements:

**** Hall property, including tables and chairs, shall not be used outside the building for any reason****

Removal of:

- Cans; bottles; paper cups
- Decorations, including tape, anything attached to the ceiling, tables etc.
- Garbage – From bathrooms, kitchen, entrance, coat room, meeting areas, on stage and behind stage, bagged, tied, and left by front doors.
- Obstructions/Tissue/blockages to toilets.
- Any other garbage/waste not mentioned here.

Cleaning & putting away:

- Coffee Urns / Hot Water Urns/other equipment used.
- Wiping off & drying the stove, fridges, coolers, freezers, tables and chairs.
- Rectangular tables are to be left set up and in the same configuration as was in the original state. Round tables are to be put on the trolleys and stored under the stage.
- Chairs are to be stacked and placed against the wall.
- Floors, major spills mopped up where needed.
- Mop pail is to be left with used water in it and will be emptied by the caretaker the following day.
- Thermostat set at 66 degrees
- Bathrooms, kitchen, other areas clean
- Outside area clean of any debris from event.

- All water taps turned off (not running).
- Doors closed and locked.
- Lights off.
- Decorations removed.
- The above must be completed by 9:00 a.m. the following day. If the hall is booked that day, the above must be completed by 8am.

Hall Rules and Regulations.

1. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. Booking is not finalized until booking, damage/cleaning deposits are received.
3. The Applicant will be responsible for setting up the Hall.
4. The Applicant will clean the Hall at the conclusion of the event according to the cleaning requirements.
5. No unauthorized alcohol shall be permitted in the Hall.
6. Consumption of alcohol may be permitted provided the user follows the regulations of the Saskatchewan Liquor & Gaming Authority. A copy of the Special Occasion Permit must be posted in the Hall during the event. If liquor is going to be present at your function you must provide a copy of the liquor license to the Town Office before your event. Letters to the liquor provider can be arranged by the Town Office, if requested, a minimum of 10 days prior to the event. The sale of liquor must end at 1:30 a.m. Liquor may be served in licenced areas only. **ONLY CANS ALLOWED, EXCEPT FOR WINE WHICH MUST BE SERVED FROM NON-GLASS CUPS.**
7. Event liability Insurance is the responsibility of the Applicant/User
8. Exit doors shall remain unblocked at all times.
9. Only flameless candles may be used, with the exception of birthday cake candles.
10. SMOKING and VAPING is PROHIBITED anywhere inside the Hall. **Any violation will result in a \$250.00 charge.**

Applicant Initial _____

11. Traditional wake outdoor fires are allowed, provided the wake fire is contained, supervised at all times and away from any flammable surfaces.
12. Use of LIQUID SMOKE, CONFETTI, SPARKLES, GLITTER and DUCT TAPE inside the Hall is PROHIBITED. Smudging shall be allowed.

13. Decorations: Only pins shall be used when attaching anything to painted surfaces. Any material used to attach decorations to ceiling (i.e.: string, wire, etc.) may only be attached to the ceiling tile brackets.
****There will be a \$20.00 charge per damaged ceiling tile. ****
14. The Lessee agrees that use of the Hall beyond the period stated on the application will result in an additional charge to the Lessee.
15. The Town of Duck Lake accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
16. It is understood that the Lessee shall indemnify and hold the Town of Duck Lake harmless from and against all claims or demands with respect to the use of the Hall. The Town of Duck Lake is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the Lessee's event.

SCHEDULE "B"

ANY DAMAGE OR BREAKAGE MUST BE REPORTED AND WILL BE THE SOLE RESPONSIBILITY OF THE USER AND WILL BE CHARGED AT FULL REPLACEMENT COST.

CHECKLIST FOR BELLE-A-DROME HALL

<u>Upstairs</u>	Before	After
Entrance	_____	_____
Floor	_____	_____
Tables/chairs	_____	_____
Stage	_____	_____
Storage Room	_____	_____
Bathroom	_____	_____
Bar	_____	_____
Cloakroom	_____	_____
Garbage Bags	_____	_____
Fire extinguishers		
4 small	_____	_____
1 large	_____	_____
Carpet on stage	_____	_____
<u>Downstairs</u>		
Entrance	_____	_____
Floors	_____	_____
Tables/chairs	_____	_____
Kitchen	_____	_____
Stoves	_____	_____
Bathroom	_____	_____
Doors	_____	_____
Garbage Bags	_____	_____
<u>Outside-General</u>	_____	_____
<u>Outside-Wake Fire</u>	_____	_____

I have read and understand this agreement for the Belle-A-Drome and with the Town of Duck Lake. I assume full responsibility for all actions that transpire until the keys are returned to the Town Office.

Renter's signature

Town Employee

Date