

St. Brieux Community Hall
RENTAL AGREEMENT
Box 394 St. Brieux, SK S0K 3V0
(306) 275-2257 (Town Office)

This agreement is made the _____ day of _____, 20____, between

Name: _____

Address: _____

Phone (day) _____

(evening) _____

and

St. Brieux Community Hall - Town of St. Brieux

Date of Rental _____

- Type of Rental
- | | |
|--|--|
| <input type="checkbox"/> Hall – Club Room - Kitchen | <input type="checkbox"/> Clubroom – Kitchen |
| <input type="checkbox"/> Main Hall & Kitchen | <input type="checkbox"/> Club Room – Hourly Rate |
| <input type="checkbox"/> Main Hall Hourly | <input type="checkbox"/> Club Room – Sport Hourly Rate |
| <input type="checkbox"/> Main Hall - Sport Hourly Rate | |

Length of Rental _____ hours / days
(circle one)

Number to Attend _____(if applicable)

*****All food prepared at the Community Hall is the responsibility of the renter. You must use Safe Food Serving Practices when serving food to your invited guests. The St. Brieux Community Hall takes no responsibility for food services.***

Liquor Permits are required if alcohol is being served and SLG regulations MUST be followed and you must provide a copy of the liquor license to the Town Office before your event.

CANCELLATION POLICY

If cancellation notification is not received within 10 business days, renter shall forfeit their \$100 damage deposit.

Rental fee - _____ Date paid _____

I, the undersigned, on behalf of the applicant, do hereby acknowledge and agree to abide by the terms and conditions as stated on the attached form during the rental of the facility.

Signed (over 18 years of age) _____

This agreement must be completed and returned to the Town Office before any bookings will be finalized, funeral arrangement are exceptions.

*Thank you for renting the St. Brieux Community Hall.
Please note and respect the following rules and keep our facility neat and tidy.*

Cleaning Regulations:

KITCHEN: Please leave the kitchen in the order that you found it. The kitchen should be left clean. That includes wiping off stoves, ovens, fridges, sweep floors, wash dishes and wipe down counters. Broken dishes must be replaced so please leave the pieces on the cupboard. Please wash the dish cloths and towels and return as soon as possible. Please remove any leftover food or groceries. Any food left at the Community Hall after being rented will not be the responsibility of the Community Hall. All kitchen contents, including, but not limited to coffee urns, tea towels, dishes, cutlery must stay inside the center.

TABLES & CHAIRS: If decorating, only scotch or masking tape is allowed on tables and chairs. Please do not drag tables and chairs, please carry them. Tables & chairs are to be washed, folded, and put away. Please stack chairs and tables as indicated on wall in the storage room. All tables and chairs are to remain inside the building.

FLOORS: Floors must be swept in rooms rented, including washrooms. Floor brooms are found in the furnace room (across from the men's washroom)

DECORATING: Masking tape, pins & scotch tape can be used when attaching anything to painted surfaces. Any material used to attach decorations to ceiling (ie:string, wire, etc.) must be done with extreme caution. Decorations must be removed before 10 AM the following day. No confetti, glitter, or sparkles are to be used in the Community Hall. Should these materials be used, the cost of clean up will be billed at \$25.00 per hour.

WASHROOMS: Make sure that all toilets are flushed. Please leave washrooms clean and tidy. Garbage or paper towels should **never** be flushed down the toilets.

GARBAGE: Pick up garbage in ALL areas that were used (hall, kitchen, clubroom, bathroom) Garbage Bags are found in the kitchen island across from the ovens. All garbage **needs** to be bagged and placed into the BLUE garbage bin outside.

When clean-up is completed, return keys to the town office. Clean up must be done in a timely manner or janitor rates will be charged accordingly

General Rules to Follow:

1. Turn out all lights and make sure air conditioning in the kitchen (located by kitchen window) is turned off and that the thermostat in the main hall is turned down to 16 degrees. The Thermostat is to remain on AUTO. Ceiling Fans are to remain on low at all times.
2. Lock and secure all doors before leaving. Keys must be returned to the Town Office immediately after rental, if within regular business hours or by 10:00 AM the next business day.
3. The hall is a non-smoking facility.
4. The organization or persons using the facility must assume responsibility for the orderly conduct of its own members and their invitees.
5. The organization or persons shall indemnify and save harmless the St. Brieux Community Hall against all claims and demands made by any members of the organization or the invitees for injury or damage to such member of the organization or the invitees resulting from the neglect, default or misconduct of the organization, its agents, servants or assistants during the term of this agreement.
6. The organization and each member thereof and their invitees hereby agree to assume all risk of loss, damage or injury to person and property except to the extent of such loss, damage or injury as caused or contributed to by negligence of the St. Brieux Community Hall, its servants, employees or agents.
7. ****NO** one under the age of 18 can book the St. Brieux Community Hall.

If these requirements are not followed, persons will forfeit the cost of repairs from their damage deposit and be billed for any extra costs. The town will have the damages repaired-You will be charged for this.

I, _____ herein rent the St. Brieux Community Hall on _____, 20____ during the following times: _____ and hereby acknowledge that I have read the above terms and conditions stated therein.

Date

Signature of Renter

HALL INCLUDES:

- | | |
|--------------|----------------|
| Tables | Plates |
| Chairs | Pots |
| Stoves/Ovens | Coffee urns |
| Fridge | Coffee butlers |
| Cutlery | |

***** This is what is available. If more cutlery, dishes, etc. are needed for your event it is the responsibility of the caterers/renters.**