

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(s) of Rental _____

FACILITY RENTAL

Whole Facility Day Rate (\$500)

Club Room – Hourly Rate (\$30)

Whole Facility Weekend Rate Friday noon to Sunday noon \$625

Kitchen Only Rental (\$150)

Main Hall Hourly (\$45)

Funeral – Main Hall (\$200)

Main Hall - Sport Hourly Rate (\$25)

OUT OF FACILITY RENTAL

Chair Rental - \$1.50 ea. (Brown Only)

Coffee Urn (\$15 ea.)

Wood Table Rental (\$10 ea.)

***Deposit of \$100 must be paid to guarantee the date. Deposit will be deducted off the final bill.**

***Renters with accounts in arrears after 90 days will not be able to rent the facility until outstanding balance is paid in full.**

***There will be interest of 2% per month applied to accounts that are 60 days in arrears.**

***Key must be picked up by the RENTER. Only one key will be available for each rental.**

***All cleaning supplies in adherence to the current COVID – 19 Saskatchewan Health Authority Guidelines at date of rental, shall be the responsibility of the renter initial _____**

***All regulations set out by the current SHA regulations for COVID-19 will be abided by and enforced by the renter. Initial _____**

Cost of Rental \$ _____

If the key is picked before the rental agreement states the renter will be charged \$30/hr. above the agreement price.

Length of Rental _____ hours / days/ weekend
(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 of the rental, renter shall forfeit their \$100 facility deposit.

Deposit - _____ 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: All Cleaning must adhere to the current Saskatchewan Health Authority prescribed regulations set out for COVID-19

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 cleanup 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 behind the rink.

When clean-up is completed, return keys to the town office. Cleanup 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 renter and/or organization will adhere to **all current as of rental date**, Saskatchewan Health Authority COVID-19 Regulations
5. The organization or persons using the facility must assume responsibility for the orderly conduct of its own members and their invitees.
6. 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.
7. 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.
8. ****NO** one under the age of 18 can book the St. Brieux Community Hall.

If these requirements are not followed, persons will be responsible for cost of repairs. The town will have the damages repaired, the renter will be charged accordingly.

I, _____ herein rent the St.

Brioux 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
Chairs
Stoves/Ovens
Fridge
Cutlery

Plates
Pots
Coffee urns
Coffee butlers

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