



St. Brieux Community Hall
RENTAL AGREEMENT
Box 249 St. Brieux, SK S0K 3V0
(306) 275-2257 (Town Office)

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

Name: _____

Address: _____

Phone: _____

and

St. Brieux Community Hall - Town of St. Brieux

Rental Date(s): _____

Facility Rental	Fee	<input checked="" type="checkbox"/>	Quantity	Total
Whole Facility – 1 Day	\$500	<input type="checkbox"/>		
Whole Facility - Weekend	\$700	<input type="checkbox"/>		
➤ Additional Day	\$100	<input type="checkbox"/>		
Kitchen Only – 1 Day	\$250	<input type="checkbox"/>		
Funeral	\$250	<input type="checkbox"/>		
Main Hall - Hourly	\$50	<input type="checkbox"/>		
Main Hall – Sport Hourly	\$25	<input type="checkbox"/>		
Club Room - Hourly	\$50	<input type="checkbox"/>		
Out of Facility Rental				
Chair Rental	\$1.50 ea.	<input type="checkbox"/>		
Table Rental	\$10 ea.	<input type="checkbox"/>		
Coffee Urn	\$15 ea.	<input type="checkbox"/>		
Total Rental Fees	Receipt #			\$
Deposit (if applicable)	Receipt #			\$100

Agreement Acknowledgment and Signature

I/We, the undersigned, acknowledge that I/we have read, understand, and agree to abide by all terms and conditions outlined in this Hall Rental Agreement. I/We accept full responsibility for compliance with the agreement and any applicable policies, and agree to be held liable for any damages, losses, or violations that may occur during the rental period.

By signing below, I/we confirm that the information provided is accurate and that this agreement is entered into willingly and in good faith.

Signature: _____

Date: _____

Terms and Conditions of Rental

1. Deposit and Payment

- A non-refundable deposit of \$100 is required to guarantee the rental date. This deposit will be applied toward the final rental fee.
- Renters with accounts in arrears for more than 90 days will not be permitted to rent the Community Hall until all outstanding balances are paid in full.
- Accounts 60 days in arrears will be subject to interest at a rate of 2% per month, calculated monthly until the balance is paid.

2. Keys and Access

- The renter is responsible for picking up the hall key prior to the event.
- Only one (1) key will be issued per rental.

3. Food Preparation and Service

- All food prepared and served at the Community Hall is the sole responsibility of the renter.
- The renter must ensure that Safe Food Handling and Serving Practices are always followed.
- The St. Brieux Community Hall and the Town of St. Brieux assume no responsibility or liability for food preparation, service, or consumption.

4. Alcohol and Liquor Permits

- A valid Liquor Permit is required if alcohol is to be served.
- All Saskatchewan Liquor and Gaming (SLG) regulations must be strictly followed.
- A copy of the liquor permit must be provided to the Town Office prior to the event.

5. Cancellation Policy

- Written notice of cancellation must be received at least ten (10) business days prior to the scheduled rental date.
- Cancellations received within less than ten (10) business days of the rental date will result in forfeiture of the \$100 deposit.

6. Maximum Capacity

- The maximum occupancy of the hall is **200 persons**, as set by fire and safety regulations.
- The maximum capacity must not be exceeded at any time.
- The Renter is responsible for ensuring guest attendance remains within the allowed capacity.
- Exceeding the maximum capacity is a violation of safety regulations.
- Failure to comply may result in immediate termination of the event without refund.
- The Municipality/Facility Owner reserves the right to monitor occupancy and enforce this policy as required.

Inventory List:

Items
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.**

Cleaning Regulations

All Cleaning must adhere to the current Saskatchewan Health Authority prescribed 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 leave used dish cloths and towels in the sink so they can be washed. 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 (string, wire, etc.) must be done with extreme caution. Decorations must be removed before 9 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 that the thermostat in the main hall is turned down to 18 degrees. The Thermostat is to remain on AUTO. Ceiling Fans are to be turned off.
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. The renter is responsible for all tables, chairs, and related equipment rented from the hall, whether used on-site or taken to an off-site location. Any items that are damaged, broken, lost, or not returned in the same condition as received will be charged to the renter at the full replacement cost. All rented items must be returned by the agreed-upon date and time. Payment for any damage, loss, or unreturned items is due upon receipt of an invoice from the Town of St. Brieux.
8. The use of propane-operated or propane-fueled equipment, appliances, or devices of any kind is strictly prohibited inside the hall. This includes, but is not limited to, propane heaters, barbecues, cooking equipment, and decorative or recreational devices. Any violation of this clause may result in immediate termination or the rental and may result in additional charges for damages, cleaning, or safety-related costs incurred.
9. Candles are permitted only when securely contained in non-combustible holders and always supervised. Candles must be kept away from flammable materials and fully extinguished at the end of the event or when the space is unattended. All other open-flame devices are prohibited indoors. The renter is responsible for any damage or injury resulting from candle use, and failure to follow this policy may result in removal of candles or termination of the rental without refund.
10. ****No one under the age of 18 can book the St. Brieux Community Hall.**

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

Thank you for reviewing and agreeing to the terms and conditions of this Hall Rental Agreement. Your cooperation is appreciated and helps us maintain the hall for all users.

Town of St. Brieux