

# Hall Rental Policy and Agreement

Resolution 121/7/17 July 15, 2017

1. Rental Fees:

- a. Hall, Kitchen and/or Park: Two Hours \$50, Four hours \$150, Day 8:00 a.m. - 5:00 p.m. \$250 and Evening 6:00 p.m. - 2:00 a.m. \$250.
- b. A single event requiring the hall from 8:00 a.m. - 2:00 a.m. \$300.
- c. Barbeque \$50; propane included.
- d. Tents \$25 for each setup and/or relocation. There is no charge for any tent(s) that is setup.

2. Deposit Fees:

- a. Hall, Kitchen and/or Park: \$100
- b. Hall/Kitchen Key: \$100 (Must be returned to the office immediately after the event.)
- c. Barbeque: \$50

3. Renter Responsibilities:

- a. Set up and take down is the responsibility of the renter.
- b. Clean up is the responsibility of the renter and must be completed immediately following the event.
  - i. All tables must be cleaned prior to take down.
  - ii. Kitchen counters, sinks, stoves and fridges must be cleaned.
  - iii. All garbage must be securely bagged and left in garbage containers.
  - iv. All lights must be turned off.
  - v. Ensure no toilets are left running.
  - vi. The barbeque must be cleaned after use.
- c. Following the event, and after clean up, the renter must ensure that all doors are locked and return the key through the office door slot.

4. Regulations:

- a. The Administrator of the Resort Village of Saskatchewan Beach manages this policy.
- b. Chairs, tables, picnic tables, barbeque and/or tents may not be rented offsite.
- c. Set up is only available between 8:00 p.m. - 10:00 p.m. the night prior to an event. If additional time is required, renters will be charged additional rental fees.
- d. Clean up must be completed immediately following the event. Renters will be charged additional rental fees if the next day is required for cleanup. Renters will be charged \$30 per hour for any additional cleaning that is required.
- e. Renters are not permitted to use any tape or pins on the walls or ceiling.
- f. If alcohol is to be served and/or consumed at the event, the renter must provide a valid SLGA liquor license permit to the office prior to receiving a key.
- g. Council meetings or council hosted events have right of usage.
- h. Bylaw No.50/93 requires quiet enforcement at 11:00 p.m. The premises must be vacated by 2:00 a.m.
- i. All individuals or groups renting the hall must adhere to the Hall Rental Policy and Agreement.
- j. Failures to adhere to the Hall Rental Policy and Agreement that result in damage to the facilities may result in damage deposits being retained by the Resort Village of Saskatchewan Beach. Any costs for damage to the facilities, property, or equipment, that exceed the damage deposits will be charged to the renter.

5. Terms & Conditions:

- a. In the event of damage or injury occurring, the renter could be held liable by SGI. The renter has the option to purchase liability insurance.

Applicant(s) Name(s) (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Rental \_\_\_\_\_ Number of People \_\_\_\_\_ Type of Event \_\_\_\_\_

Rent for Hall, Kitchen and/or Park \$ \_\_\_\_\_ Barbeque \$ \_\_\_\_\_ Tents \$ \_\_\_\_\_

Deposit for Hall, Kitchen and/or Park \$ \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_ Key Number \_\_\_\_\_ Barbeque Deposit \$ \_\_\_\_\_

Liquor to be served at the event \_\_\_\_\_ (yes) (no). **The liquor license must be posted at the event prior to receiving the key.**

Special requests \_\_\_\_\_

Staff Authority \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

I agree to the above stated conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY– Refund**

Hall, Kitchen and/or Park Deposit \$ \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_ Barbeque Deposit \$ \_\_\_\_\_

Reason for Refund Denial: \_\_\_\_\_

\_\_\_\_\_

Staff Authority \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_