

# Hall Rental Policy and Agreement

Updated April 1, 2021

1. Rental Fees:
  - a. Hall, Kitchen and/or Park: Two Hours \$50, Four hours \$100, Day 8:00 a.m. - 5:00 p.m. \$150 and Evening 6:00 p.m. - 2:00 a.m. \$200.
  - b. A single event requiring the hall from 8:00 a.m. - 2:00 a.m. \$250.
  - c. A single Saskatchewan Beach non-profit community event/meeting organized by Saskatchewan Beach property owner(s)/group(s)/association(s) which are open to the general public from 8:00 a.m. - 2:00 a.m. \$25.00
  - d. Rental fee must include time for set up, event and clean up.
  - e. Barbeque \$50; propane included.
  - f. Tents \$25 for each setup and/or relocation. There is no charge for any tent(s) that are 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. A checklist will be provided to the renter for them to complete and submit when the key is returned through the office door slot.
  - b. Clean up is the responsibility of the renter and must be completed immediately following the event.
    - i. All tables and chairs must be cleaned prior to stacking on racks. Tables and chairs must be stacked as per the instructions on checklist.
    - ii. Kitchen counters, sinks, stoves and fridges must be cleaned as per instructions on checklist.
    - iii. Hall, hallway, kitchen and washroom floors must be swept and washed as per instructions on checklist.
    - iv. Washroom counters, mirrors, sinks and toilets must be cleaned as per instructions on checklist
    - v. All garbage must be securely bagged and placed in hallway beside east door.
    - vi. All lights must be turned off.
    - vii. Ensure no toilets are left running.
    - viii. 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 and completed checklist through the office door slot.
  - d. If the cleaning/sanitizing is not completed according to the checklist and to the satisfaction of the administrator/CAO or if the renter does not want to do the cleaning there will be a \$100 fee.
4. Regulations:
  - a. The Administrator/CAO 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. Renters are not permitted to use any tape or pins on the walls or ceiling.
  - d. If alcohol is to be served and/or consumed at the event, the renter must obtain a valid SLGA liquor license permit which will be posted in the hall prior to the start of the event.
  - e. Council meetings or council hosted events have right of usage.
  - f. Bylaw No.50/93 requires quiet enforcement at 11:00 p.m. The premises must be vacated by 2:00 a.m.
  - g. All individuals or groups renting the hall must adhere to the Hall Rental Policy and Agreement.
  - h. 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 is advised that there is the option to purchase liability insurance for their protection.
  - b. Hall is under video surveillance.
  - c. Forty litres of water will be provided to the renter. Any additional water will be provided by the renter.

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

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

Date of Rental \_\_\_\_\_ Time \_\_\_\_\_ 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 permit must be posted in the hall prior to the start of the event.*

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 \_\_\_\_\_

**138/09** Permission is granted by the Resort Village of Saskatchewan Beach Council to keep a letter on file providing council permission for facility renters to obtain a liquor license.

**4/1/21** That the updated Resort Village of Saskatchewan Beach Hall Rental Policy & Agreement and Hall Rental Cleaning Checklist be approved.