

# 2024 Rental Agreement and Instruction for Renters

*Between The St. Walburg Community Hall  
Box 659, 521 4<sup>th</sup> Street East, St. Walburg, Sask, S0M 2T0  
(Hereinafter known as "SWCH")*

*And*

Name: \_\_\_\_\_  
*(Hereinafter known as the "renter")*

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

If this is an hourly rental – how many hours: \_\_\_\_\_

Type of Function: \_\_\_\_\_  
*(ie – wedding, funeral, community event, etc)*

## **What do you want to rent:(Please check all that apply below):**

\_\_\_\_\_ Weekend Package – from Friday at Noon to Sunday at Noon - \$1250.00 –  
includes hall, kitchen, bar, sound system and screen/projector.

\_\_\_\_\_ Full Day - (More than 8 hours) - \$1000.00 - includes hall, kitchen, bar, sound  
system and screen/projector.

\_\_\_\_\_ Hourly - (Up to 8 hours) - \$100.00 per hour – includes hall, kitchen, bar,  
sound system and screen/projector.

\_\_\_\_\_ Kitchen Only if you need to prep food or need a certified kitchen –  
\$250.00/day.

This rental is for \_\_\_\_\_, for the sum of \$ \_\_\_\_\_.  
*(dates/type of function)*

Estimated number of guests/participants: \_\_\_\_\_ **(Seating capacity for a sit down  
meal is 320 to 350 people)**

*\*PLEASE NOTE- Recurring rentals (ie. Rental of the hall for the same function on a  
scheduled bases like bingo every week) will require a customized individual rental  
agreement suited for your needs.*

## **Booking Process:**

- Tentative bookings will be held for a 15-day period from the date the tentative rental is booked. By the end of these 15 days, a signed rental agreement must be received and a booking deposit of 50% of the rental rate must be paid to reserve the booking. SWCH will not hold a date past the 15-day time of booking period without a deposit and signed rental agreement in place.
- The balance owing for the rental must be paid in full 30 days in advance of the rental date.
- If a booking is made 30 days or less prior to the event payment in full is required at the time of booking.
- Once the facility rental is paid in full, building access arrangements will be made. If all amounts owing are not received at this time, all deposits will be forfeited, and the booking will be cancelled and made available to other parties.

## **In the Event of a Cancellation after deposit has been made:**

The following refunds will apply upon cancellation:

- 6 months prior full refund of deposit
- 3 months prior half refund of deposit
- 1 month prior no refund of deposit.

## **Access to the Hall:**

- Single day rental allows the renter access to the facility on the date of the event beginning at 8:00 AM and must be vacated by 3:00 AM (19 hours). Any additional time outside of these hours will be subject to the hourly rate.
- **The day before your event:** If the facility is not booked by another party, the renter may (at the discretion of the SWCH) be allowed access to the facility the day prior to the event for the sole purpose of decorating and preparing for the event, at no charge. If a booking is requested for the day prior to your event by another party then you shall have first option to book the day prior to your event. Payment must be received within 48 hours to hold prior day booking.
- **The day after your event:** If the facility is not booked by another party, the renter may (at the discretion of the SWCH) be allowed access to the facility until noon on the day following the event, for the sole purpose of cleanup at no charge. If a booking is requested for the day after your event by another party then you shall have first option to book the day after your event. Payment must be received within 48 hours to hold the following day booking.

## Tables and Chairs:

- 3' x 8' Tables and chairs are included in the hall rental.
- Tables and chairs are to be cleaned by the renter (set aside if stain cannot be cleaned) and put back in place where they were when you first came into the hall. An additional fee of \$100 over and above the rental fee will be charged if tables and chairs are not cleaned and put back in place by the renter.
- If required, additional tables and chairs (beyond what are provided) are to be supplied by the renter.
  1. SWCH or a volunteer group designated by SWCH (ie: School Sports Team, 4-H) will set up and take down these additional tables and chairs for an additional fee and as per the following conditions:
  2. Fee for the setup of additional tables and chairs will be \$50, plus \$1.00 per table and \$0.10 per chair.
  3. The Renter shall provide directions as to placement of tables and chairs.
  4. The fee for takedown will be in addition to setup and is the same rate as setup. Takedown fee includes the takedown of tables and chairs and garbage removal.

## General Conditions and Facilities Equipment:

- Janitorial services are not provided during the event.
- Wi-Fi is available. Any renter requiring access to the Wi-Fi will need to acquire the password from the SWCH Board.
- We do not supply extension cords.
- We have ladders available for you to use – 1 six foot ladder, 1 eight foot ladder and 1 twelve foot ladder. **Please do not stand on chairs or tables to hang decorations because they will break and you will have to pay for breaking them.**
- This public facility is subject to the Tobacco Control Act for the Province of Saskatchewan. Smoking or holding lighted tobacco, E cigarettes and vaping is strictly prohibited within the facility. Smoking can take place outside in the designated smoking areas.
- All garbage, cigarette butts, debris must be cleaned up from outside entrances, and from the community hall parking lot.
- When leaving the hall unattended at any time, the renters are responsible for ensuring that all doors are locked and the building is secured, and that all lights including meeting room, washrooms, kitchen, bar, and stage, are turned off.
- The renter agrees to keep fire exits and access to fire equipment clear. The renter further agrees to keep all fire lanes outside clear.
- No portion of the sidewalks, entries, exits, passages, and stairways of said premises, shall be obstructed by the renter or used for any purpose other than for ingress and egress from the premises. The doors, windows, sprinkler heads, fire exit and house lighting attachments shall not be covered or obstructed by the renter.

- The building and grounds must be left in the same condition in which they were found with all decorations, posters, paper, or other debris removed.
- Garbage cans must be emptied, bags securely tied and left by the back northside door of the kitchen.
- Recyclable bottles and cans must be either removed by the renter or left to be donated. If the recyclables are left, they will be donated to a local St. Walburg organization.
- Any excessive spills must be mopped up, pick up any large debris and spilled food from carpet (vacuuming not required). Mops, brooms, pails, etc are located in the Janitor Room beside the Meeting Room.
- Personal belongings left after the event are left at the owner's risk. The SWCH is not responsible for any personal belongings left in the facility, however any lost and found items will be returned to the SWCH office.
- It is agreed that any matters not expressly provided for in this agreement will be decided and dealt with at the sole discretion of the SWCH Board.

### **Kitchen and Bar Areas:**

- The bar and kitchen are left as clean as they were found and all contents returned to their respective storage locations including appliances, counters, floors, utensils, small wares, and coffee urns, etc.
- Dishes are to be washed.
- Carving knives and cutting boards are available to use.
- Coffee urns are to be emptied and washed.
- All burners, ovens and grill must be cleaned after being used.
- Exhaust fans must be turned on when the burners, oven or grill are in use and turned off after use.
- Walk-in cooler shall be emptied of all contents brought in by the renter and turned off.
- A liquor license is required when alcohol is being served. Consumption of alcohol outside of the hours listed on the liquor license is strictly prohibited.
- All drinks must be served in plastic cups or metal cans. Wine bottles and wine glasses are allowed on the tables.
- There is ample supply of serving ware (platters, plates, salad bowls, serving spoons, tongs, etc) for you to use.
- There are 8 chafing dishes and each one can hold one large tray or two small trays. Trays and Chafing Dish Fuel cannisters are provided as well. The cost of the fuel cannisters is included in the rental.
- Salt and pepper will be supplied for your use.
- You will have to supply your own plastic drink cups, styrofoam coffee cups, if you do not use the china coffee cups provided. You will supply any coffee, creamer, sugar tea and juice, etc that you may need.

## **Decorations:**

- Decorations can be hung from the ceiling if it will not cause damage to the grid and tiles.
- Open flames are strictly prohibited.
- Freestanding decorations may be used to decorate the hall.
- Use of staples, nails, tape, or tacks on walls or furniture is absolutely prohibited. If these items are used, it will be considered as damage and the renter will be charged for repairs.
- No confetti or sparklers are permitted within or outside the building.
- No table glitter permitted.
- No peel and stick pictures or wall decor permitted.
- No dance floor wax permitted.
- Absolutely no duct tape and packing tape is allowed on the hall floor.
- Extension cords and other items should be secured by covering them with rubber matting or a runner or something similar.
- Easy-peel decals may be permitted (please consult with a board member before applying the decal).

## **Sound System:**

- The sound system is made available for renters to use the microphone and speakers for speeches and prerecorded background music only. The settings on the soundboard have been preset by a professional and any damage found to any portion of the sound system will result in the renter paying to repair or replace damaged equipment.
- Batteries for the microphones are in the sound system cabinet if needed.
- Under no circumstances are bands, DJ's etc allowed to hook into any portion of the sound system. This includes all speakers, sound boards, wiring, etc.
- The SWCH is not responsible for any fees or taxes related to SOCAN/ReSound. It is the renter's responsibility to pay for all these fees. More information can be found at [www.socan.ca](http://www.socan.ca) and [www.resound.ca](http://www.resound.ca).

## **Insurance:**

- It is **recommended**, and at the discretion of the SWCH administration, that the renter obtain liability insurance, with a minimum of \$2 million coverage, which includes public liability and liquor liability. If it is required, the renter shall provide a certificate of insurance, listing the St. Walburg Community Hall as a named insured on the policy.

## **Exclusion of liability, assumption of risk, jurisdiction:**

As a condition of renting the Saint Walburg Community Hall, the renter assumes all risk of liquor liability issue, personal injury, death, or property loss resulting from any cause whatsoever including but are not limited to the negligence, breach of contract, or breach of statutory duty of care on part of the SWCH, its directors, officers, volunteers, employees, agents, representatives, or sponsors. The renter agrees that the SWCH

board shall not be liable for any such liquor liability issue, personal injury, death or property loss and releases SWCH and waives all claims with respect thereto.

**Hold harmless and indemnity clause:**

That by signing this agreement the renter agrees to save harmless and indemnify SWCH and its directors, officers, employees, volunteers, agents, representatives, or sponsors, from all liabilities and claims that may occur from renting the Saint Walburg Community Hall.

**Cancellation by SWCH:**

This agreement may be cancelled, and the renter required to vacate the premises immediately, together with any patrons, guests, or invitees, if in the discretion of the representatives of the SWCH, the conduct of the renter or any patrons, guests or invitees is likely to cause damage to the facility.

**Signatures:**

I/We, the renter, have read and agree to the above terms of the agreement.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Print Renter Name)

\_\_\_\_\_  
(Renter Signature)

\_\_\_\_\_  
(Print Renter Name)

\_\_\_\_\_  
(Renter Signature)

\_\_\_\_\_  
(Print SWCH Representatives Name)

\_\_\_\_\_  
(SWCH Representatives Signature)

Witnessed by: \_\_\_\_\_  
(Print Name of Witness)

\_\_\_\_\_  
(Witnesses Signature)

**For office use:**

Booking Deposit \$ \_\_\_\_\_; Date Paid: \_\_\_\_\_; Receipt # \_\_\_\_\_ .

Balance of Payment \$ \_\_\_\_\_; Date Paid: \_\_\_\_\_; Receipt # \_\_\_\_\_