



# TOWN OF WADENA

## Wadena Community Legion Hall

### Rental Contract

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Organization/Business: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Check option	Rental Period D=Day, 12 hours H= Hourly 1/2 D=6 hours @ 1/2 Day rate MD=multi-day, 48 consecutive hours	Rate	Start Time	End Time
	<b>SIDE ROOM</b> (North/Club) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$51.50 D \$206 1/2 D \$103 MD \$257.50			
	<b>MEETING ROOM A</b> (South/Court) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$77.25 D \$283.75 1/2 D \$142.14 MD \$309			
	<b>KITCHEN</b> <i>Deposit: \$200</i> H \$77.25 D \$257.50 1/2 D \$128.75 MD \$309			
	<b>MAIN HALL</b> (includes Stage & Bar) <i>Deposit: Liquor \$500, No liquor \$300</i> H \$103 D \$360.10 1/2 D \$180.25 MD \$ 463.50			
	<b>COMPLETE HALL</b> <i>Deposit: Liquor \$500, No liquor \$300</i> D \$927 MD \$ 1133			
	<b>Coffee/tea, Supplies &amp; Coffee Perk</b> Incl. cups, napkins, cream, sugar, etc. \$50/perk (when Kitchen not booked)			
	<b>Projector with Screen \$50</b>			

	<b>Total Rate</b>	\$	Rates are plus applicable taxes. Deposit is not taxable. Total Booking MUST be paid at the time of booking.  * Funerals/Memorials receive kitchen use at no extra cost. *
Only one deposit is required per booking (Whichever is larger)	<b>Deposit</b>	\$	
Extra Town Staff required for Cleaning \$50/hr	<b>Other</b>	\$	
	<b>Subtotal</b>	\$	
	<b>GST</b>	\$	
<b>Receipt #:</b>	<b>TOTAL</b>	\$	

\* Rates, Rules and Policies of use are per "RC-001 Recreation Facility Use and Allocation Policy"

### **Agreement**

- 1) Terms of this agreement are subject to and may be in addition to the "RC-001 Recreation Facility Use and Allocation Policy". By signing below the Renter confirms they have reviewed and received a copy of the Hall rental portion of the policy and understand the rules and regulations therein. The Hall is the muster point for our Emergency Measures Organization (EMO). Should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled.
- 2) Renters are expected to clean up after themselves during their rental period. All items on the "Clean up Sheet" must be completed unless otherwise discussed with Community Recreation Coordinator. If items on the list have not been completed or to the satisfactory to the Town of Wadena Staff or representatives' necessary measures will be taken following the RC-001 Recreation Facility Use and Allocation Policy.
- 3) If **ALCOHOL** is to be served, it is the Renter's responsibility to obtain the appropriate liquor permit for the function.
- 4) **ABSOLUTELY NO HOMEMADE ALCOHOLIC BEVERAGE OF ANY KIND** is permitted at a function for which a Special Occasion Permit is issued – as per Sask. Liquor & Gaming Authority regulations.
- 5) **NO CONFETTI OF ANY KIND** is allowed.
- 6) **NO** hanging items from the ceiling
- 7) **NO** tape, glue, staples, or blue sticky tack can be used on the wall in the venue
- 8) White sticky tack and painters tape **CAN** be used on the walls in the venue
- 9) **NO** dancing or standing on furniture this includes the tables, chairs, armchairs, benches etc.
- 10) Absolutely **NO SMOKING** in the Hall. Smoking is allowed outside the Hall. However, cigarette butts must be discarded in the appropriate receptacles.
- 11) Adults must supervise youth functions.
- 12) Caterers, bartending companies, and other vendors or service providers must obtain and have on site, a valid Town of Wadena Business License, subject to penalty under bylaw. It is the Renters responsibility to ensure they obtain proof of license from vendors.
- 13) Town of Wadena Staff and Representatives will not tolerate harassment, verbal, or physical abuse from the Renter or the guests of the renter. If any form of abuse or harassment does occur Town of Wadena Staff and Representatives have the authority to remove the guest in question or the event as a whole from the venue.
- 14) The Renter agrees to and accepts responsibility for abiding by the maximum occupancy requirements for the Hall and spaces therein.
- 15) **Deposit fees and full rental fees** must be paid to the Town of Wadena at the time of booking. Bookings may not be confirmed without full payment. After an inspection of the facility has been completed to ensure that the hall has been left in a clean condition with "Clean Up List" completed (satisfactory to the Town or its representative), that all keys have been returned, and that no damage has occurred and no items are missing, the deposit will be refunded within 14 days after the event. The Renter is responsible for the cost of any additional required cleaning, repair of damages to the Hall or equipment, and/or replacement of any missing items. If the cleaning, repair, and/or item replacement costs exceed the amount of the deposit, the Renter shall pay the outstanding balance owing within thirty days of being billed by the Town.
- 16) Renters can obtain keys to the venue at 9am on the day the rental starts unless otherwise discussed with the Community Recreation Coordinator. If renters are to lose the key to the venue, they will be responsible to pay the replacement cost of the key and/or the doorknob.
- 17) Cancellations, penalties, refunds, etc. are as per the "Recreation Facility Use and Allocation Policy" provided.
- 18) The Renter is responsible for ensuring that the Hall is locked up securely before leaving the premises.

- 19) The Town of Wadena is NOT responsible for the reimbursement of outside service suppliers.
- 20) Renter is responsible to clean up any projectile bodily fluids during the rental period.
- 21) As Renter(s), I (we) understand that I (we) assume all risks when renting the Wadena Community Legion Hall, and hereby indemnify, release and forever discharge the Town of Wadena, its agents, employees or any other person(s) involved or connected with the Town of Wadena, from all liability and responsibility and from all claims for personal injury, or loss or damage of personal property to any parties while renting the facility.

*I (We) have read and agree to abide by the Rules and Policies for Use of the Wadena Community Legion Hall.*

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Signature of Renter

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Date

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Town of Wadena

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Date

## Clean Up List

*Leave "Clean Up List" on the Kitchen counter when completed*

	<b>INITIAL WHEN COMPLETED &amp; Add any notes or comments here:</b>
<b>Kitchen:</b> All items (cups, Plates, glasses, etc.) are washed in hot, soapy water, dried and put away in the proper location	
<b>Appliances:</b> (fridges, freezers, oven, stove, etc.) shall be wiped down, clear of debris, and dried.	
<b>Counters &amp; Sinks:</b> counters and sinks are to be wiped off with warm, soapy water, clear of debris and messes, and dried.  *No food or other objects down the sink*	
<b>Floors:</b> Shall be swept, clear of debris, and spot washed with warm water and sanitizer	
<b>Towels:</b> All towels and dish rags will be left on the counters layer out to be washed by the Town of Wadena Staff	
<b>Garbage:</b> All garbage will be taken out to the bins and the bags replaced.	
<b>North Club Room:</b>  <b>Tables:</b> Tops are to be wiped with warm water, clear of debris *Do not collapse or move the tables*	
<b>Floors:</b> Shall be swept, clear of debris, and spot washed with warm water and sanitizer so there are no sticky spots	
<b>Main Hall: Stage &amp; Bar included:</b>  <b>Chairs:</b> Chairs are to be wiped down with warm water and stacked in 10's	
<b>Tables:</b> Tops are to be wiped with warm water, clear of debris *Do not collapse or move the tables*	
<b>Floors:</b> Shall be swept, clear of debris, and spot washed with warm water and sanitizer so there are no sticky spots	
<b>Bar:</b> Fridge is to be cleaned out and wiped out Bar top is to be wiped down, clear of debris with warm, soapy water, and dried.	
<b>South Court Room:</b>  <b>Tables:</b> Tops are to be wiped with warm water, clear of debris *Do not collapse or move the tables*	
<b>Chairs:</b> Chairs are to be wiped down with warm water and stacked in 10's	
<b>Floors:</b> Shall be swept, clear of debris, and spot washed with warm water and sanitizer so there are no sticky spots	
<b>Bathrooms:</b>  <b>Counters &amp; Floors:</b> Clear of debris and if necessary clean up all bodily projectile fluids.	