

**DUNDURN COMMUNITY HALL  
RENTAL AGREEMENT**

**APPLICANT INFORMATION:**

Name (individual/organization) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Date of Rental \_\_\_\_\_

Time of Rental (includes set-up and clean-up) \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

- Whole Hall      \$350 per day
- Main Hall       \$250 per day       \$25 per hour minimum 3 hours
- Legion Room       \$100 per day       \$25 per hour minimum 3 hours
- Kitchen       \$100 per day       \$25 per hour minimum 3 hours

Liquor License Approval # (if applicable) \_\_\_\_\_

(ANY event on Municipal property where liquor is served MUST have a special occasion permit.)

I/We have read and understand the rules and regulations of the Town of Dundurn pertaining to the rental of the above noted Community Hall, and I/we agree to abide by them. I/We further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damages arising from our occupancy.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Town of Dundurn Approval**

\_\_\_\_\_  
**Date**

- Rental Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_
- Deposit Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

- Key Returned: \_\_\_\_\_
- Key Deposit Returned: \_\_\_\_\_

## COMMUNITY HALL RENTAL RULES & REGULATIONS

1. The Community Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. The Town of Dundurn requires a minimum of seven (7) days' notice of rental cancellation.
3. The Applicant will be responsible for setting up the Community Hall for the event.
  - a. Use the chair lifters that are available - do not drag the chairs across the waxed floors as excessive damage to the floors will be the responsibility of the applicant.
4. Private functions are responsible for their own food and beverages.
5. No masking tape or duct tape is to be used on walls or floors. Please contact the Town Office for approval if using nails or hooks for decorations.
6. Use of confetti inside the Community Hall is prohibited.
7. No exposed candles may be used.
8. No unauthorized alcohol shall be permitted in the Community Hall:
  - a. Consumption of alcohol may be permitted provided the Applicant follows the regulations of the Saskatchewan Liquor & Gaming Association (SLGA).
  - b. A copy of the Special Occasion Permit (SOP) shall be provided to the Town of Dundurn representative when the application for Community Hall Rental is submitted.
  - c. The SOP must be posted in a conspicuous place in the Community Hall during the scheduled event.
9. Exit doors shall remain unblocked at all times.
10. The Applicant agrees that the use of the Community Hall beyond the period stated on the application (i.e. next morning clean up) will result in an additional charge to the Applicant.
11. The Town of Dundurn accepts no responsibility for any items left in the Community Hall by the Applicant, organization members or function attendees.
12. It is understood that the Applicant shall indemnify and hold the Town of Dundurn harmless from and against all claims or demands with respect to the use of the Community Hall. The Town of Dundurn is not responsible for personal injury or damage or for loss of personal items or equipment of the Applicant or anyone attending on the invitation of the Applicant.
13. The Applicant will clean the Community Hall at the conclusion of the event. The list of expected cleaning is attached for reference and also posted at the Community Hall.
14. All garbage and recyclables are to be removed from the Community Hall by the Applicant.
15. Lock the doors, set the alarm system and return the key to the Town Office.