



214 Third Street
 Office Phone: (306) 492-2202
 Emergency Contact: (306) 492-2065

Community Hall Rental Agreement

APPLICANT INFORMATION

Name (individual/organization): _____

Contact Name: _____

Address: _____ Postal Code: _____

Phone Number: _____ Email: _____

Secondary Contact Name: _____

Phone Number: _____ Email: _____

EVENT INFORMATION

Date of Rental: _____

Time of Rental (includes set-up & clean-up) Start: _____ End: _____
(Day rental 6 a.m. to 4 a.m.)

Purpose of Rental: _____ Number of Attendees: _____

Rental Fees

Location: _____ Fee: _____

Key Pickup is at the Town of Dundurn Office, during business hours same day or the last business day prior to the booked event. A late fee of \$100.00 will be charged if the key to the Community Hall is not placed in the key dropbox by the double door entrance at the end of the event, unless prior arrangements have been made.

All bookings are subject to an administration cancellation fee: local: \$75.00, non-local: \$150.00.

(Any event on municipal property where liquor is served must have a special occasion permit.)

GENERAL TERMS & CONDITIONS

- **A 50% deposit is due upon booking an event and payment in full must be received prior to the event.**
- **Minimum of seven (7) days cancellation notice, or the deposit will be forfeited. Bookings greater than three (3) consecutive days deposits are nonrefundable upon cancellation.**
- A credit card number and authorization will be held for late fees, cleaning fees, or damages due to renter.
- Any damage to the building or contents will be the responsibility of the renter.
- A day rental is considered 6:00 AM to 4:00 AM. If the building is not cleaned by 4:00 AM, renters are subject to cleaning fees.

Call the Office of the Town of Dundurn at 306-492-2202 or email info@townofdundurn.ca for more information or to book and event.



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Rental Rules & Regulations

1. All Renters of the Dundurn Community Hall must adhere to the Town of Dundurn's code of conduct. https://townofdundurn.ca/uploads/dm/80505/Code_of_Conduct_Policy.
2. The Dundurn Community Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
3. Chairs, tables, picnic table, may not be rented offsite.
4. The Town of Dundurn requires a minimum of seven (7) days notice of rental cancellation or the applicant's deposit will be forfeited. Bookings greater than three (3) consecutive days deposits are nonrefundable upon cancellation.
5. The Applicant is responsible for setting up the Community Hall for the event, and returning the hall to the state it was found in.
 - a. Use the chair lifters that are available – do not drag the chairs across the waxed floors as excessive sliding damage to the floors will be the responsibility of the applicant.
6. Private functions are responsible for their own food and beverages.
7. No use of masking tape or duct tape on walls or floors. Please contact the Town Office for approval if using nails or hooks for decorations.
8. Use of confetti inside the Community Hall is prohibited.
9. No exposed candles may be used at any time.
10. No unauthorized alcohol shall be permitted in the Community Hall:
 - i. Consumption of alcohol is only permitted provided the Applicant follows the regulations of the Saskatchewan Liquor & Gaming Association (SLGA).
 - ii. 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.
 - iii. The SOP must be posted in a conspicuous place in the Community Hall during the scheduled event.
 - iv. No alcohol may exit the building at any time during the scheduled event.
11. Exit doors shall always remain unblocked.
12. The Applicant agrees that the use of the Community Hall beyond 4:00 AM will result in an additional charge (\$50.00/hour) to the applicant.
13. The Applicant hereby indemnifies and holds the Town of Dundurn harmless from any and all claims, costs, and any other liabilities that any or all may incur in connection with damage to or loss of any property or bodily or personal injury to or the death of any person or entity or any other type of claim, loss, or damage arising from, in connection with, or resulting from the Town granting this Agreement for the Community Hall. The preceding indemnity agreement shall apply to the Applicant or anyone that the Applicant is responsible for in law, and such injury, damage, costs, or other liabilities which are caused by the Town's gross negligence or the gross negligence of the Town's representatives, employees, contractors, or those for whom it is responsible for in law.
14. The Applicant will clean the Community Hall at the close of the event, latest being 4:00 AM. The list of expected cleaning is attached for reference and posted at the Community Hall.
15. All garbage and recyclables are to be removed from the Community Hall by the Applicant.
16. Lock the doors, set the alarm system, and drop the key into the key dropbox in the main double door entrance.
17. Renters are completely responsible for keeping the key safe, making sure the facility is secure, and returning the key in a timely manner. Failure to keep safe the security of the hall may result in additional charges, if any break-ins or thefts occur. Key Replacement is \$100.00, plus actual costs of loss and/or repairs for any other instance of security breaches.

Applicant's Initials: _____



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Rules of Etiquette

The Dundurn Community Hall is owned and operated by the Town of Dundurn and RM of Dundurn. It has been developed to ensure long-term enjoyment to all Town and Rural Municipality residents.

The Community Hall Rental Rules and Regulations apply to all individuals or organizations.

We ask renters to review the cleaning checklist below following the usage of the Community Hall to ensure that all rules and regulations have been complied with. At the termination of the Applicant's use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

Cleaning Checklist:

1. Floors have been swept, and all spills have been mopped up.
2. Kitchen is clean, tidy and in proper order.
3. Dishes, pots, coffee pots, appliances, and equipment are clean and returned to their original locations.
4. All taps have been shut off.
5. All garbage and recyclables are picked up and removed from the Community Hall.
6. Tables and chairs (if used) must be cleaned, stacked, and returned to their original location.
7. Decorations have been removed without any marks or damage to the Community Hall.
8. All lights have been shut off.
9. All fans have been shut off (if used).
10. All doors and windows have been closed, and the alarm system has been set.
11. Please note that the Community Hall is unavailable Sunday mornings. Clean up must be done by 4:00 AM

I/We have read and understand the Rules/Regulations and Rules of Etiquette 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

 Town of Dundurn Approval

 Date



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Security Deposit Authorization

The Town of Dundurn requires that a credit card be placed on file for all ice rental bookings at the Dundurn Sports Centre as a security deposit to recover the cost of any potential damages and/or fees that are incurred.

Consent to place credit card information on file includes agreement with the following:

1. I acknowledge that the credit card provided may be charged for late fees, cleaning fees, or damages due to renter/organization. There will be a credit card processing service fee applied.
2. I understand that additional charges will be laid depending on the extent of the damage and failure to pay this for the damages, the group(s) will no longer be able to access the Dundurn Sports Centre and/or the Ice Rink until paid in full.

RENTER/ORGANIZATION ACKNOWLEDGEMENT AND CONSENT

I acknowledge that I have read and fully understand this document and hereby authorize and consent to the Town of Dundurn to keep on file my credit card information until inspection by staff has been completed.

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #1: _____ Phone #2: _____

Email: _____

Credit Card Information:

Cardholder Name: _____

Card Number: _____

Expiry (MM/YY): _____ Security Code (CVC): _____

Signature: _____ Date: _____



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Applicant's Name: _____

Date of Rental: _____

TOWN OF DUNDURN STAFF ONLY

No issues

Damage

Garbage/Cleaning neglected

Description of damage/ other issues: _____

Checklist:

- Rental key is in the dropbox in the double doors.
- Floors have been swept, and all spills have been mopped up.
- Kitchen is clean, tidy and in proper order.
- Dishes, pots, coffee pots, appliances and equipment are clean and returned to their original locations.
- All taps have been shut off.
- All garbage and recyclables are picked up and removed from the Community Hall.
- Tables and chairs (if used) must be cleaned, stacked, and returned to their original location.
- Decorations have been removed without any marks or damage to the Community Hall.
- All lights have been shut off.
- All fans have been shut off (if used).
- All doors and windows have been closed, and the alarm system has been set.

Inspected by: _____

Date: _____