



Dundurn Community Hall Rental Agreement

214 Third Street
Phone: (306) 492-2202
Caretaker, Noel: (306) 471-4985
Today's Date: _____

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: _____

(FYI – we consider a day rental to be from 6 a.m. to 2 a.m.)

Purpose of Rental: _____ Number of Attendees: _____

Rental Fees

Level 1 South Door Meeting Hall
 - \$75 minimum 3 hours
 - \$25/hr after 3-hour period

Level 2 & 3 Main Banquet Hall
and Kitchen Banquet Hall
- \$350.00/day

Refundable Deposit

Level 1 (South Door)
- \$40.00

Level 2 & 3 (Main & Kitchen)
- \$175.00

Extra Fees if Required

Level 2 & 3 (Main & Kitchen)
Half day for set -up. - \$175.00

Total Rental Fee: _____
Deposit Receipt #: _____ Rental Receipt #: _____
Key Returned: _____ Deposit Returned: _____

Liquor License Approval # (if applicable): _____

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

GENERAL TERMS & CONDITIONS

- All rentals and deposits must be prepaid in advance at the Town Office. Minimum of seven (7) days cancellation notice or the deposit will be forfeited. Call the Town Office at 306-492-2202 or email info@townofdundurn.ca for more information or to book space.
- The deposit will be refunded if the premises are left in good condition (ex. chairs and tables stacked, floors swept, garbage removed, and spills mopped.) Please allow 48 hours for inspection by staff.
- Any damage to the building or contents will be the responsibility of the renter.
- If the Main level is needed for setup the day before the actual rental there will be an additional charge of \$175.00 for a half day rental (if the community hall is available).
- The half day rental rate is only for renters that require more time for setup before their event. The community hall will not be rented out for a half day event.
- We consider a day to be from 6 a.m. to 2 a.m. If building is not cleaned by 2 a.m., renters are subject to cleaning fees.



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 or the applicant's deposit will be forfeited.
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 2 a.m. will result in an additional charge (\$50/hour) 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 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.
16. 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.

Applicant's Initials: _____



COMMUNITY HALL RULES OF ETIQUETTE

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

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

We ask that you please 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. Heat has been turned down to 15 degrees Celsius, and the air conditioner (if used) has been turned off.
11. All doors and windows have been closed, and the alarm system has been set.
12. Please note that the Community Hall is unavailable Sunday mornings. Clean up must be done by 2 a.m.

I/We have read and understand the rules/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

Town of Dundurn Approval

Date