



Box 341 Dundurn, SK S0K 1K0

dundurnca@gmail.com

Phone: (306) 492-2202

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: _____

Purpose of Rental: _____ Number of Attendees: _____

Rental Fees

Full Building
\$400.00/day

Ice Area (with no kitchen)
\$50.00/hr minimum 3 hours

Lobby Area
\$30.00/hr minimum 3 hours

With no tables or chairs

Refundable Deposit

\$150.00/event

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.)



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SPORTS CENTRE RENTAL RULES & REGULATIONS

1. The Sports Centre 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 Sports Centre for the event.
4. Private functions are responsible for their own food and beverages.
5. Please contact the Town Office for approval if using nails or hooks for decorations.
6. No unauthorized alcohol shall be permitted in the Sports Centre:
 - a. Consumption of alcohol may be permitted provided the Applicant follows the regulations of the Saskatchewan Liquor & Gaming Association (SLGA). A copy of the Special Occasion Permit (SOP) shall be provided to the Town of Dundurn representative when the application for the Sports Centre Rental is submitted. The SOP must be posted in a conspicuous place in the Sports Centre during the scheduled event.
7. Exit doors shall always remain unblocked.
8. The Applicant agrees that the use of the Sports Centre beyond the period stated on the application (i.e. next morning clean up) will result in an additional charge to the Applicant.
9. The Town of Dundurn accepts no responsibility for any items left in the Sports Centre by the Applicant, organization members or function attendees.
10. 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 Sports Centre. 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.
11. The Applicant will clean the Sports Centre at the conclusion of the event. The list of expected cleaning is attached for reference.
12. All garbage and recyclables are to be removed from the Sports Centre by the Applicant.
13. Set the alarm system, lock the doors, and return the key to the Town Office.
14. 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 Sports Centre may result in additional charges; if any break-ins or thefts occur.

Applicant's Initials: _____



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SPORTS CENTRE RULES OF ETIQUETTE

The Dundurn Sports Centre is owned by the Town of Dundurn and operated by the Dundurn Community Association and is available for rental to ensure long-term enjoyment of all Town and Rural Municipality residents.

The Sports Centre 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 Sports Centre 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 if used.
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 Sports Centre.
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 Sports Centre.
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.

I/We have read and understand the rules and regulations of the Town of Dundurn pertaining to the rental of the above noted Sports Centre, 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

Dundurn Community Association Approval

Date