

# DUNDURN SPORTS CENTRE RENTAL AGREEMENT

## APPLICANT INFORMATION:

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

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

Address \_\_\_\_\_

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

Phone Number (306) \_\_\_\_\_

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

Phone Number (306) \_\_\_\_\_

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

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

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

- |   |                              |
|---|------------------------------|
| <input type="radio"/> Full Building Rental              | \$300 per day                |
| <input type="radio"/> Ice Area Rental (with no Kitchen) | \$40 per hour                |
| <input type="radio"/> Lobby Area Rental                 | \$25 per hour                |
| <input type="radio"/> Damage Deposit                    | \$150 per event (refundable) |

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 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

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

\_\_\_\_\_  
Date

Rental Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Key Returned: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Cheque # \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

## **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 Community Hall:**
  - 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 Community Hall Rental is submitted. The SOP must be posted in a conspicuous place in the Community Hall during the scheduled event.**
7. **Exit doors shall remain unblocked at all times.**
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.**

## **SPORTS CENTRE RULES OF ETIQUETTE**

The Dundurn Sports Centre is owned and operated by the Town of Dundurn 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.
12. If the event is over and the Sports Centre is being vacated prior to the scheduled time, please notify the Custodian \_\_\_\_\_.