



Box 341 Dundurn, SK, S0K 1K0

[info@townofdundurn.ca](mailto:info@townofdundurn.ca)

Ph. 306-492-2202

## 2024 Sports Centre Summer 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: \_\_\_\_\_

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\**

#### Security Deposit

\$150.00/event

**Total Rental Fee:** \_\_\_\_\_

**Rental Receipt #:** \_\_\_\_\_

**Key # Signed Out:** \_\_\_\_\_

**Key Returned: Y/N**

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

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



## **SPORTS CENTRE RENTAL RULES & REGULATIONS**

1. The Sports Centre shall be rented to responsible adult persons only. The Applicant/Contact Person(s) shall be in attendance for the duration of the function.
2. All bookings are confirmed with full payment prior to the event and prior to any keys, alarm codes handed out.
3. All cancellations will be refunded 60% up to seven (7) days prior to rental; if within 7 days, no refund will be given. Exception – severe weather
4. A credit card will be held on file in case damages are incurred or if the event goes on longer than the time listed on the rental form; fill out & return the Security Deposit Form. **This facility is under video surveillance!**
5. The Applicant/Contact Person(s) will be responsible for setting up the Sports Centre for the event. Private functions are responsible for their own food and beverages.
6. Please contact the Town Office for approval if using nails or hooks for decorations.
7. 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.
8. Exit doors shall always remain unblocked.
9. The Applicant hereby indemnifies and holds harmless the Town of Dundurn from and against any and all claims, costs, and other liabilities whatsoever that any or all of them 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 Sports Centre. 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.
10. The Applicant/Contact Person(s) will clean up the Sports Centre at the conclusion of the event including all garbage and recyclables. The list of expected cleaning is attached for reference.
11. Applicant/Contact Person(s) are completely responsible for keeping the key safe, making sure the facility is secure, and returning the key after the event ends to the key dropbox at the Community Hall at 214 2<sup>nd</sup> Ave in the double doors. 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 & 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 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. 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**

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

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