



214 Third Street
 Office Phone: (306) 492-2202
 Emergency contact: (306) 492-7765
 Today's Date: _____

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: _____

A late fee of \$100.00 will be charged if the key to the Community Hall is not placed in the key dropbox in the double door entrance at the end of the event, unless prior arrangements have been made.

(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.**
- Any damage to the building or contents will be the responsibility of the renter.
- A credit card number and authorization will be held for a damage deposit and any applicable cleaning fees
- Minimum of 48 hours cancellation notice or the deposit will be forfeited
- We consider a day to be from 6 a.m. to 4 a.m. If building is not cleaned by 4 a.m., renters are subject to cleaning fees.
- Credit card information will be kept on file until inspection by staff has been completed.
- Credit card information may be charged for late fees, cleaning fees, or damages due to renter/organization
- Call the Town Office at 306-492-2202 or email info@townofdundurn.ca for more information or to book space.



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. Chairs, tables, picnic table, may not be rented offsite.
3. The Town of Dundurn requires a minimum of 48 hours notice of rental cancellation or the applicant's deposit will be forfeited.
4. 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.
5. Private functions are responsible for their own food and beverages.
6. 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
7. Use of confetti inside the Community Hall is prohibited.
8. No exposed candles may be used.
9. 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.
10. Exit doors shall always remain unblocked.
11. The Applicant agrees that the use of the Community Hall beyond 4 a.m. will result in an additional charge (\$50/hour) to the applicant.
12. 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 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.
13. The Applicant will clean the Community Hall at the close 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 drop the key into the key dropbox in the main double door entrance.
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: _____



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 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. 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 a.m.

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



Applicant's Name: _____

Date of Rental: _____

FOR 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: _____