

Springside Centennial Town Hall Rental Agreement

This Agreement made this _____ day of _____, 2022.

Between:

Town of Springside
Box 414,
Springside, SK, S0A 3V0
(Hereinafter known as the "Owner")

And

(Hereinafter known as the "Renter")

Address: _____

Phone No. _____

1. **Terms of Rental:** The Renter desires to rent Springside Centennial Hall (the "Hall") located at 217 Railway Avenue, Springside, Saskatchewan, from ____ am/pm on _____, 2022 to ____ am/pm on _____, 2022, (the rental period) and the Owner is in agreement with the Renter using the Facility for the purpose of _____ (the "Function").
2. **The Renter is at least 18 years of age and will assume all responsibility for adhering to the terms of this Hall Rental Agreement and agrees:**
 - a) To use the Facility only for the Function as indicated above, during the agreed upon rental period.
 - b) That all supplies, furniture, fixtures, and equipment brought onto the premises during the rental period shall be done at the Renter's own risk. The Town of Springside is not responsible for lost, stolen, or broken items or other damages caused by any items brought into the hall.
 - c) To pay for any supplies, furniture, fixtures, or equipment damaged or destroyed during the rental, beyond acceptable wear and tear as determined by the Town of Springside.
 - d) That any securities requirements for the rental are the sole responsibility of the Renter.
 - e) That Medical and First Aid provisions and personnel are the sole responsibility of the Renter.
 - f) That this agreement shall not be sub-leased.
 - g) To adhere to all maximum capacity regulations as deemed by the Springside Fire Department. These maximum capacity numbers are as follows:
 - Occupancy load-maximum 160 persons in facility. The maximum amount of tables (rectangular, round or a combination thereof) is 20. The Springside Fire Department may request changes to the floor plan for public safety.
 - All aisles, corridors, doorways and exits are to be kept clear and free of obstructions at all times.
 - h) To indemnify and save harmless the Town of Springside from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of their participants, servants, employees, patrons, or guests. The Town of Springside advises the Renter that the Town of Springside's liability insurance coverage **does not** extend to include negligence on the part of its users. The Town of Springside recommends that the Renter seek out and carry sufficient liability insurance coverage for losses or damage for which the Renter may be responsible.

i) To ensure that all Federal and Provincial Guidelines and Saskatchewan Health Authority restrictions are followed concerning COVID-19. The Owner is released from all responsibility if these guidelines and restrictions are not followed.

3. In the event the Function is to serve or allow liquor in the hall, it is the responsibility of the Renter, at its sole cost and expense, to arrange for and ensure that a Liquor Permit is obtained. It is agreed by the Renter that they shall sign and provide to the Owner at the time of execution of this Agreement, an Acknowledgment, and Waiver, in the form attached hereto as Schedule "A".

4. In the event the Function is to serve food in the hall, it is the responsibility of the Renter, at their sole cost and expense, to arrange for and ensure that a Temporary Food Service Vendor Permit is obtained and a copy forwarded to the Owner within seven (7) days of the Function.

5. The Renter agrees to leave the hall in the condition in which it was found. Janitorial items (broom and dustpan, dry mop, wet mop, dishcloths, tea towels, etc.) for the Renter to use at the end of their rental as required and in accordance with Schedule "B" attached hereto.

- a) The Town of Springside reserves the right to limit usage for those who leave the facility in an untidy state.
- b) The Renter agrees to be invoiced for any additional janitorial work required to clean up after the rental period, above normal cleaning wear and tear.
- c) All rentals are subject to a \$300.00 damage deposit, unless otherwise approved by the Town Administrator.
- d) The damage deposit includes a deposit related to the hall keys. Keys must be returned to the Town Office on the next business day following the function. A drop-off slot is available at the Springside Town Office Door. If keys are not returned the cost of replacing the lock will be charged to the Renter.
- e) An inspection of the hall will be conducted by Town of Springside staff after the rental. The Town Administrator will determine if the damage deposit is to be returned.
- f) Any costs exceeding normal cleaning and wear and tear will be paid from the damage deposit and the remainder returned to the Renter. If costs exceed the damage deposit an invoice will be issued to the Renter for the balance.

6. Rights and Responsibilities of the Owner:

- a) During the Function, the Owner will permit the Renter to use the Facility for permitted activities and no other purpose whatsoever, subject to the terms and conditions set forth herein.
- b) The Town of Springside reserves the right to remove any person(s) from the hall with just cause.
- c) The Owner will retain control of the Facility and the Owner will not unreasonably interfere with the Renter's use and enjoyment of the Facility. The Facility will be available to the Renter's agents, servants, employees, and invitees following the policies of the Owner relating to such use.

7. **Payment of Rent:** Payment in full of the rent and the damage deposit (separate cheque) is due at the time of booking. Keys to the facility will not be turned over to the Renter until the rent is paid in full. Rent, as agreed upon between the Owner and Renter, is as follows:

_____ \$ _____

Damage deposit (**\$300**) _____ \$ _____

Springside Centennial Hall Rental Rates	
Half Day Rental (4 hours or less)	\$100.00
Full Day Rental (up to 8 hours)	\$150.00
Service or Community Group	\$50.00
Damage Deposit (All Groups)	\$300.00

8. **General Provisions:** The terms and conditions set forth herein constitute all of the terms and conditions of this Agreement, and there are no terms, conditions, covenants, agreements, representations, or warranties, either express or implied, arising between the parties hereto except as expressly set forth herein.

OTHER RULES & REGULATIONS

- Contents from the Community Hall must not be removed at any point in time. Please do not move the piano.
- All Town of Springside facilities are non-smoking. At no time and under no circumstances shall the Renter permit smoking in the hall. This extends to all tobacco related products including vaporizers, e-cigarettes and chewing tobacco.
- Please do not park along the south side of the building. The driveway needs to remain clear if emergency vehicles need access.
- All decorations must be free-standing, **ABSOLUTELY NO** confetti, soap bubbles, glitter, rice, tape, staples, or tacks allowed on the walls or ceiling, or floors.
- All doors must be kept closed at all times.

BEFORE LEAVING THE COMMUNITY HALL ENSURE THE FOLLOWING:

- Turn off all lights (including bathrooms) – light switches are located in the kitchen.
- Ensure that you return the setting for either heat or air conditioning to 68F and set it in the “**auto**” position
- Lock doors - Check all exits to make sure all doors are closed properly
- Report items to the Town Office that need to be fixed, replaced, or purchased
- If any damages occurred to the building or its contents, please notify the Town Office

IN CASE OF EMERGENCY CONTACT Trevor at 306-621-7514

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

Town of Springside
by its authorized representative

Witness

RENTER

Witness

RENTER

Witness

Schedule "A" - Acknowledgement and Waiver

The Renter, as defined in the Agreement dated _____, 20____, herein acknowledges that it is their sole responsibility to obtain all necessary liquor permits, required licences and Liquor Permit, as defined in the Agreement.

The Renter, their agents, employees, invitees, or contractors for alcoholic beverages, of any kind, acknowledges that it will purchase and agrees to provide to the Owner, or its representative, a copy of the Liquor Permit not less than seven (7) days before the Function, as defined in the Agreement.

It is further agreed that at all times the Renter, without limitation, indemnifies and saves harmless the Town of Springside, its Councillors, employees, officials, volunteers, and all other representatives from and against all liability, claims, actions, losses, costs or damages arising out of actions or omissions of the Renter.

This Waiver/Acknowledgment shall survive the termination and/or expiration of the within Rental Agreement between the Owner and the Renter.

Dated this _____ day of _____, 20____, at Springside, Saskatchewan.

Town of Springside by its authorized representative

Per: _____
RENTER

RENTER

Acknowledgment

The Renter acknowledges, by its initials, that alcohol will be served at the Function. _____

The Renter acknowledges, by its initials, that alcohol will **NOT** be served at the Function. _____

Schedule "B" – Cleaning Responsibilities

Cleaning Item	✓
General Hall Area:	
Stack Chairs (10 per stack)	
Stack tables with grey legs on the rolling cart	
Stack tables with black legs against the wall	
Dry mop floor	
Wet mop any spills	
Bathroom Area:	
Dry mop floor	
Wet mop any spills	
Clean counters & sinks	
Kitchen Area:	
Remove leftover food from fridge/ovens	
Drain coffee urns, wash, and leave upside down on the counter	
Empty all garbage cans – garbage carts outside of the hall	
Take out all recycling – recycling cart outside of the hall	
Wash all dishes (following proper dishwashing practices) and return them to the proper cupboard (as per photos on the doors and shelf tags)	
Wipe spills in refrigerator	
Wipe spills in the oven and/or replace aluminum foil	
Wipe all counter surfaces	
Leave soiled dish cloths and tea towels in the laundry basket	
Bar Area:	
Wipe countertops	
Remove beverages, condiments, and empty bottles/cans	
Wipe spills in and around the bar area	
General:	
Close and lock all windows and doors	
Turn off all lights	
Return setting for either heat or air conditioning to 68 F and set in "auto" position	