



RESORT VILLAGE OF TOBINLAKE COMMUNITY HALL Rental Agreement

904 Willow Drive
Phone: (306) 862-2895
Email: rvtobinlake@sasktel.net

Applicant(s) Name(s) (please print): _____

Mailing Address: _____

Phone #: _____ Email: _____

Date(s) of rental: _____

Number of people: _____ Type of event: _____

Liquor to be served at the event? _____ Between the hours of: _____
(Any event on Municipal property where liquor is served MUST have a special occasion permit. Please put a request in with the administrator for Council's approval for a liquor permit AT LEAST a month in advance & the liquor license must be posted at the event.)

Rental Costs:

Hall \$ _____ Grounds \$ _____ Grill/BBQ \$ _____
(200/day or 100 ½ day) (50.00/day) (50.00/day)

Deposit Costs: (\$400)

Total Rental Fee: \$ _____ Paid via: _____ Rental Receipt #: _____
Deposit Receipt #: _____ Paid via: _____
Key Returned On: _____ Deposit Returned On: _____

A late fee of \$15.00/day will be charged from your deposit if the key to the community hall is not returned within 48 hours; or if on the weekend, key must be returned on the next business day, unless prior arrangements have been made.

GENERAL TERMS & CONDITIONS

- All rentals & deposits must be prepaid in advance at the Village Office. Minimum of thirty (30) days cancellation notice or the deposit will be forfeited.
- The deposit will be refunded if the premises are left in good condition. Please allow 48 hours for inspection by staff.
- Any damage to the building or contents will be the responsibility of the renter.
- If the hall is needed for setup the day before the actual rental there will be an additional charge of \$100. (if the community hall is available).
- All rates are subject to change.



RESORT VILLAGE OF TOBIN LAKE COMMUNITY HALL

Rental Rules & Regulations

Rates:

1. Private functions will be charged a rate of \$200 per day or \$100 per ½ day (up to 4 hours) for the interior use of the hall.
2. An additional charge of \$50 is required for use of the outdoor fenced and bar.
3. Grill and BBQ usage will be charged \$50. Propane tanks are not included and must be supplied by the renter.
4. \$400.00 cash or e-transfer deposit is required and will be returned upon inspection of the hall being returned in its original state which includes security or damage related problems as well as the grill and BBQs being properly cleaned if used. If we find the inspection unsatisfactory your \$400 deposit will not be returned.
5. The village office requires a minimum of thirty (30) days notice of rental cancellation or the applicant's deposit will be forfeited.
6. Any security or damage related problems could result in loss of the right to hold future functions in the hall and surrounding area.

Renters Responsibility:

1. No alterations or repair shall be made to any part of the hall and surrounding area without consent of the Council and Recreation Board of the Resort Village of Tobin Lake.
2. The renter agrees the facility will not be used for any other purpose other than that stated in this application, this includes sleeping purposes. The renter is responsible for their equipment, supplies and vehicles while in the rented community hall. The village accepts no responsibility for any items left in the Community Hall by the Applicant, organization members or function attendees.
3. Neither the Resort Village of Tobin Lake nor any of its Council, Recreation Board, volunteers and/or employees shall be responsible in any way for death or injury to person or for loss of or damage to any property belonging to the renter or their invitees.
4. The Applicant will clean the Community Hall at the conclusion of the event. The list of expected cleaning is attached for reference and posted at the Community Hall.
5. No tacks, nails or staples are to be used in walls, cupboards or doors.
6. Tea towels, dish cloths, paper towels, paper goods, coffee and condiments are not included in this rental and must be supplied by the renter.
7. Coffee maker, filters, pots, pans, dishes, garbage bags, dish soap and cleaning supplies are included in this rental.
8. A late fee of \$15.00 a day will be charged from the rental deposit if the key to the community hall is not returned in 24 hours. Renters are completely responsible for keeping the key safe and making sure the facility is secure. Failure to keep safe the security of the hall may result in additional charges, if any break-ins or thefts occur.
9. Fireworks are prohibited in the outdoor grounds of the hall and in the park.
10. The maximum occupancy is 30 when set up with tables & chairs, 50 with only chairs & 80 when used for standing only (furniture removed & no seating). The capacity for the outdoor fenced area is not limited. The renter agrees not to exceed these limits.
11. Bylaw No. 16/1979 requires quiet enforcement at 12:00 a.m. The premises must be vacated by 2:00 a.m.



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Rules of Etiquette

The Community Hall Rental Rules and Regulations apply to all individuals or organizations.

We ask that you please review the cleaning checklist below prior to 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. Clean up on the day after the event must be completed by 12:00 p.m.

Cleaning Checklist:

1. Floors have been swept, and all spills have been mopped up.
2. Kitchen, bathrooms & outdoor grounds (if used) 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 garbage inside and outside the hall must be picked up, bagged, and placed by the front door inside the hall.
5. Tables must be folded, chairs stacked and returned to wall. Tables and chairs are not permitted outdoors.
6. Decorations have been removed without any marks or damage to the Community Hall.
7. All lights have been shut off.
8. All fans have been shut off (if used).
9. All doors and windows have been closed.
10. Lock the doors and return the key to the Village Office.

I/We have read and understand the rules/regulations of the Resort Village of Tobin Lake 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.

Rental Applicant Signature

Date

RVTL Staff Authority Signature

Date



RESORT VILLAGE OF TOBIN LAKE COMMUNITY HALL

For Village Staff Only

Applicants Name: _____

Date of Rental: _____

No Issues

Damage

Garbage/Cleaning Neglected

Description of damage/ other issues: _____

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Inspected by: _____ Date: _____