

# NEUANLAGE COMMUNITY CENTRE

C/O RM OF ROSTHERN #403

## RENTAL FEES

	<b>General</b>
	<b>Local &amp; Non-Local</b>
<b>Full Day (10-12) hours</b>	\$140
<b>Half Day (up to 8 hours)</b>	<b>\$100</b>
<b>Week-end Rate</b>	\$350
<b>Hourly Rate (Mon-Thurs)</b>	\$30
<b>Damage Deposit for more than full Weekend</b>	\$350

## NOTES:

- All rentals are subject to GST.
- Full Day Rental is max of 12 hrs.
- Half Day Rental is a maximum of 8 consecutive hours in one day.
- Weekend rental is Friday night to Sunday Noon. These hours are fixed.
- Lessee must be a minimum of 18 years of age and must be in attendance the entire event.
- Rental items include set-up and take down time. An extra hourly charge will be added if this time is overstayed.
- Lessee agrees to take all reasonable steps to ensure that the event is carried on in a safe and orderly manner and to ensure that the safety of all people attending or working at the event are not compromised.

- The Lessee is expected to follow posted operating instructions for kitchen appliances and ensure the kitchen is left clean, all countertops, cabinets and appliance surfaces are to be wiped down, garbage bagged and recycling placed in the containers provided. All leftover food must be removed from the facility at the end of the term of lease. Tables and chairs put away at the completion of the rental.
- The Hamlet of Neuanlage assumes no responsibility for personal injury or damage or for lost or stolen articles of permit holder and persons attending the event.
- Permission is required from the Hamlet of Neuanlage to serve alcohol on the premises. All **SGLA Special Occasion Permits** are the responsibility of the Lessee and must be posted during the event. No alcohol of any kind will be permitted unless a permit is acquired.
- The Lessee is responsible for the behavior of all those attending and associated with the event.
- *The Tobacco Control Act* designates all municipal buildings as smoke free. Ensure that there is no smoking in the Centre or within 5 meters of all building entrances and exits.
- The Lessee shall comply with the facilities Fire Safety Plan as follows:
  - Make note of all locations of Fire extinguishers.
  - Make note of all fire exits. DO NOT BLOCK EXITS. All exits must be kept clear at all times. Fire regulation clearance is 3'6" for all doors.
  - Prior to start of event, inform occupants/guests that in the event of a fire, they must evacuate via the nearest exit to a designated safe area and remain on the site until otherwise directed by the Fire Department
- The Lessee agrees to observe, comply with, keep and enforce all applicable laws and regulations, all insurance and related documents, and all rules, regulations and by-laws of the RM of Rosthern, Hamlet of Neuanlage, the Hague or Osler Fire Department and of any Provincial or Federal, but not limited to, matters affecting sanitation, health, fire prevention, safety, noise and crowd control.
- The Lessee **may not** use tacks, screws, nails, staples and other tape to affix objects to walls, windows, floors tables, chairs and ceilings. Tape may be used to only secure electrical cords to the floor. Entrances, exits and aisles must be kept free from obstruction. The Lessee must remove all decorations and adhesive materials at the end of the event.

- Candles are permitted if they are used on a birthday cake or fully enclosed in a non-flammable container such as glass. **Rice, and confetti and no tape or pins are not permitted.**
- The Lessee shall not play music, whether recorded or performed after 1:00 am and shall ensure all guests have cleared premises by 2:00 am. With the exception of event organizers who are permitted to remain for clean-up purposes.

## CANCELLATION POLICY

The Hamlet of Neuanlage must be notified of any cancellations in writing. All deposits and rental fees may be refunded if received greater than 14 days prior to the event. In the event that notice is not given the deposit and rental fees will be forfeited.

\_\_\_\_\_ *Initial's*

## RESERVATION DEPOSIT FOR WEEKEND WEDDINGS, REUNION, ETC.

A reservation deposit (\$350) is required at the time of booking, and full payment must be received thirty (30) days prior to the function. Fees for rental reservations made less than thirty (30) days prior to the function are due at the time of booking.

## AMAGE DEPOSIT - For weekend and longer than 12 hour rental.

A damage deposit is required at the time of booking for a weekend. The Renter is financially responsible for all damages to the facility during the function. In the event of damage to the facility or equipment, appropriate charges will be applied and the damage deposit will be forfeited. The Renter is also responsible for all additional charges exceeding the amount of the damage deposit. The damage deposit should be paid with a cheque dated on the date of the function. The cheque will only be deposited in full or partially if damage to the facility occurred during the rental. Otherwise, the cheque will be discarded or returned to the Renter.

**PLEASE REPORT ALL ITEMS THAT ARE NOT WORKING so we may repair them in a timely manner.**

**NAME OF Group or Organization** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone: ( )** \_\_\_\_\_ **Cell Phone ( )** \_\_\_\_\_

**Date Of Event:** \_\_\_\_\_ **time** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Alcohol served?** \_\_\_\_\_ **YES** \_\_\_\_\_ **No**

If **YES**, then the Lessee is responsible for providing copies, at least one week prior to the event, of the "Special Occasion Permit"

**Documents attached:**

**Total Attendance:** \_\_\_\_\_ (**NOTE:** maximum seating capacity is 100-125)

\_\_\_\_\_  
*Signature*

## **PAYMENTS MADE**

All Payments shall be made to the **RM of Rosthern #403, C/O Neuanlage Community Hall,**

**3-1<sup>st</sup> Avenue, Neuanlage, SK. S0K 1X1** Payment received as cheques only.