



“The Loft” Rental Agreement

Loft Rental Inquiries	Monday – Friday (9:30am – 5:00pm)
Loft Rental Viewings	Monday – Friday (9:30am – 5:00pm)
Loft Rental Email Contact	branelle.zenuk@melfortliquorloft.com
Loft Rental Phone Contact	(306) 752 - 5638

Applicant Information	
Name of Applicant(s)	
Phone Number	
Additional Contact Name(s) and Phone Numbers	1) 2)
Mailing Address	
Name of Organization (if applicable):	
Email Address	
Rental Purpose	
Rental Date(s)	
Rental Time(s)	
# of people expected (recommended 80 person maximum)	
<i>Please note that a Special Occasion Permit from SLGA is required for any event where liquor is served.</i>	

Rental Fees

Select from the following rental types:

- Daily Rate (9:00am – 2:30am) - \$585.00
- Hourly Rate - \$58.50 Rental Times _____ to _____ = _____ hours
- Non-Profit Daily Rate (9:00am – 2:30am) - \$400.00
- Non-Profit Hourly Rate - \$40.00 Rental Times _____ to _____ = _____ hours
- Event Set-Up (after 6:00pm day prior) - \$175.00
- Weekend Package (Friday 9:00am – Sunday 11:59pm) - \$1395.00

If the renter requests to enter the venue earlier than his/her contractual times, the additional hours will be charged at a \$58.50 hourly rate. This includes requests for caterers to enter early for set-up.

Prices do not include GST.

Professional Cleaning

After every event, a professional cleaning is required at the expense of the renter.

- Events 4 hours or less - \$100.00 + GST
- Events 4 hours or longer - \$150.00 + GST

Booking Guidelines

<p>Deposit</p> <p><i>Payments can be made by cash, credit, or debit.</i></p>	<p>A 50% deposit is required at time of contract signing. Booking is not finalized until deposit is received.</p> <p style="text-align: right;">Applicant's Initials _____</p> <p>Deposit will be refunded if the condition of the space, furnishings and equipment are as they were prior to rental.</p> <p style="text-align: right;">Applicant's Initials _____</p>
<p>Rental Payment & Key Deposit</p>	<p>The full rental fee is due a minimum of 3 days prior to the rental date. In addition to that, a \$75 key deposit fee will also be charged. Once the key is returned, the applicant will be reimbursed the \$75 fee.</p> <p style="text-align: right;">Applicant's Initials _____</p>
<p>Cancellation Policy</p>	<p>If applicant chooses to cancel the rental more than thirty (30) days prior to the start of the rental period, the deposit will be refunded to the applicant minus a \$50 administration fee.</p> <p style="text-align: right;">Applicant's Initials _____</p> <p>If the applicant chooses to cancel the rental thirty (30) days or less prior to the start of the rental, the deposit will not be refunded.</p> <p style="text-align: right;">Applicant's Initials _____</p>

Rental Guidelines

1. The Loft is only available to adults for rental and the applicant must be in attendance for the duration of the rental – children can be in attendance.
2. If the renter requires excess tables and chairs to be removed from The Loft, this must be communicated with Melfort Liquor Loft management at least 1 week prior to the event.
3. Included in the rental are tables, chairs, data projector, podium, wireless presenter remote, and Bluetooth speaker for music, Wi-Fi.
4. The Loft does not provide linens, chair covers, silverware or tableware.
5. Available upon request are wine glasses at a rate of \$1.00/glass.
 - a. Any glasses broken during the event will be charged to the renter at a rate of \$6.50/glass.
 - b. If glasses are rented, they are to be placed on the back counter at the end of the event for Melfort Liquor Loft staff to wash afterwards.
 - c. The use of wine glasses will be counted and charged after the event when the renter receives a refund for their deposit.
6. **The dishwasher is not to be used by the renter.** Only Melfort Liquor Loft staff are permitted to operate the dishwasher.
7. The following are strictly prohibited: use of nails, tacks, hooks, screws, candles/sparklers, liquid smoke, confetti, rice, fake snow, bubbles, and glitter.
8. Any décor applied to the walls must be secured with a wall/paint-friendly adhesive at the renter's own risk.
 - a. If any damage to the walls incurs, the cost to repair will be taken from the damage deposit.
9. Exit doors shall not be blocked at any time.
10. Emergency Exit door is not to be opened unless there is an emergency – alarm will sound otherwise. This means the emergency stairwell on the north end of the building cannot be used for smoking.
11. Indoor smoking or vaping of any kind is strictly prohibited – any violation of this will result in a \$375 charge.
12. All events must end no later than 1:30am. The building will automatically arm at 2:30am, giving the renter 1 hour to clean and vacate the venue.
13. **Use of The Loft beyond the contractual times will result in a full day, \$585.00 fee.**
14. The Loft accepts no responsibility of any lost or stolen items.
15. Use of the elevator is strictly for patrons with mobility limitations.
16. Drapes are permanently stitched to keep their proper form; they cannot be closed at any time.
17. Any damage to the facility or contents of the facility must be reported to The Loft management and the renter will be charged at full replacement/repair cost.
18. Animals are not permitted in the venue.
19. **Parking is only permitted on Melfort Liquor Loft property**
 - a. **Renters and their guests are not to park in stalls along the immediate south side of the liquor store.**
20. Consumption of alcohol is only permitted when renter has an approved liquor Special Occasions Permit from SLGA.
21. Only permitted liquor purchased under a Special Occasion Permit can be on site. **Patrons are not allowed to bring non-permitted liquor into the venue. If a guest brings non-permitted liquor on site, the permit holder will assume all legal fines. Renter must also communicate this with all guests prior to their event during the "Housekeeping" or welcoming comments.**
22. All liquor purchased from Melfort Liquor Loft will be delivered in the order's entirety on the date of the Special Occasions Permit. It is the renter's responsibility to manage and organize the liquor once it is delivered to The Loft.
23. Liquor permit must be posted on the north emergency exit door with the magnets provided.

Applicant's Initials _____

After Event Responsibilities

1. The renter is responsible for completing the following cleaning tasks:
 - a. All garbage and recycling have been removed from the facility and placed in Melfort Liquor Loft's bins.
 - b. Floors have been swept and any spills have been mopped.
 - c. Kitchen area is tidy and in good order – all kitchenware is clean and placed back and returned to their proper locations, sink rinsed, etc.
 - i. Tables and chairs must be clean; chairs are NOT to be stacked.
 - d. Bathrooms are clean and in good order.
2. All sink taps are checked and turned off.
3. Freezer and fridge are emptied, clean and doors are properly closed.
 - a. Any left-over ice provided by Melfort Liquor Loft may be left in the freezer or taken with the renter.
4. All décor is removed from the rental (including any adhesive).
5. All lights are turned off.
6. Exterior door must be locked, and venue must be vacated no later than 2:30am as the alarm will automatically set at that time.

Applicant's Initials _____

COVID-19 Regulations

It is the renter's responsibility to know and understand all public health restrictions as mandated by the Government of Saskatchewan for social gathering. If the renter breaches such restrictions and is fined by authorities, Melfort Liquor Loft will not be held liable.

Applicant's Initials _____