

Springside Centennial Hall Rental Terms & Conditions

Standard Terms

- Hall rentals are not confirmed until a signed Hall Rental Agreement and a Hall rental deposit is received by the Town of Springside.
- The Applicant agrees to pay the indicated fees associated to the Hall rental. Keys will not be provided to the applicant until the rental fees are paid in full.
- The Applicant is at least 19 years of age, agrees to the terms and conditions listed in this document and will assume all responsibility for adhering to these terms and conditions during the rental.
- The Applicant agrees to pay the full rate of the scheduled rental if cancellations and/or changes are not received a minimum of **seven (7) business days prior** to the start date of the rental.
- “No Show” rentals are subject to the full rental rate.
- Facilities are reserved only for the times listed in the Hall Rental Agreement. Any additional setup or tear down times must be communicated at the time of booking and may incur additional rental fees.
- The Town of Springside reserves the right to refuse any application, or to relocate or cancel any rental on short notice due to special events or circumstances beyond its control.
- Physical and verbal abuse of Town of Springside employees, contractors, service providers, and members of the public is strictly prohibited.
- The Town of Springside reserves the right to remove any person(s) from the Hall with just cause.
- The Applicant agrees that all supplies, furniture, fixtures, and equipment brought onto the premises during the rental term shall be done at the Applicant’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.
- The Applicant agrees to indemnify and save harmless the Town of Springside from any and against any and 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 Applicant 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 Applicant seek out and carry sufficient liability insurance coverage for losses or damage for which the Applicant may be responsible.
- Additional liability insurance coverage (minimum two million dollars) may be required for some events and at the discretion of the Town of Springside.
- The Applicant agrees that the Hall will not be sub-leased without written consent from the Town of Springside.
- The Applicant agrees that they will comply with any additional Rules & Regulations posted at the Hall.

Fire, Safety & Security

- The Applicant agrees to adhere to all maximum capacity regulations as determined by the Town of Springside. For events that expect more than 150 people in attendance, a floor plan for table set up is required. Please see Schedule “A”. All aisles, corridors, hallways, and doorways are to be always kept clear and free of obstructions.
- The Applicant agrees that any security requirements for the rental are the sole responsibility of the Applicant.
- No Parking along the south side of the building. The driveway needs to remain clear if emergency vehicles need access.
- The Applicant agrees that Medical and First Aid provisions and personnel, if required, are the sole responsibility of the Applicant.

Springside Centennial Hall Rental Rates

Rental Term	Rental Rate
Hourly Rate	\$ 26.00
Full Day Rental (rentals 8 hours or more in length)	\$200.00
Weekend Rental (Friday NOON till Sunday NOON)	\$400.00
Service or Community Group Rental	\$50.00
Damage Deposit (Required by all Groups)	\$500.00

Food, Drink & Alcohol

- Food and drink are permitted during the rental. The applicant agrees to dispose of all items at the end of their rental.
- Saskatchewan Liquor and Gaming Authority (SLGA) Rules and Regulations are enforced for all rentals where alcohol is present. The renter, at its sole cost and expense shall arrange for and ensure that proper liquor permits are in place.
- A Temporary Food Service Vendor Permit is required for all public events serving food in the hall. The renter, at its sole cost and expense shall arrange for and ensure that proper food service permits are in place.

Additional Charges May Be Applied

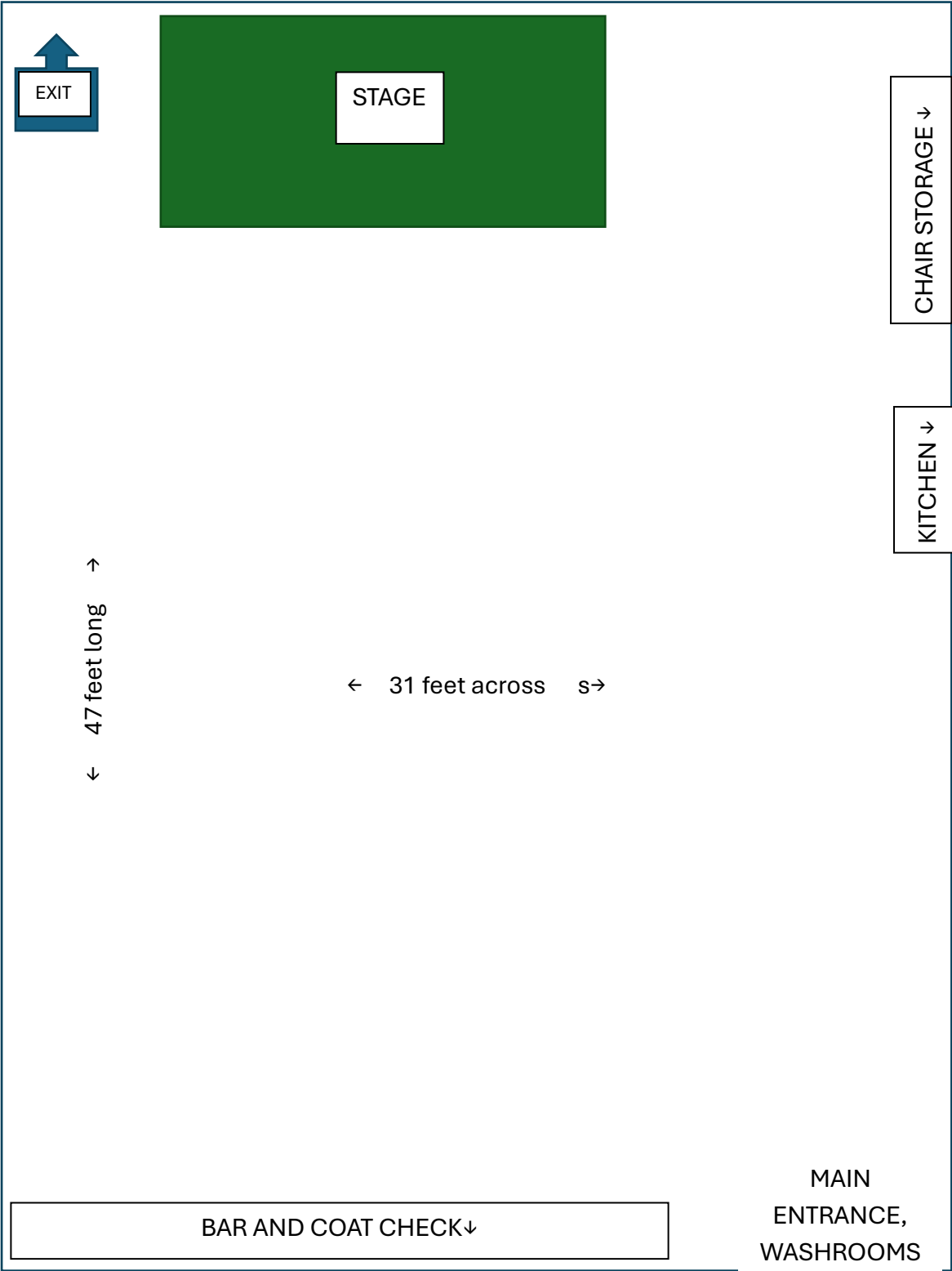
- The Applicant agrees to pay for any supplies, furniture, fixtures, or equipment damaged or destroyed during the rental, beyond acceptable wear and tear as determined by the Town of Springside. Any damage is to be reported to the Town of Springside immediately and at the latest the first business day following the rental.
- Thumbtacks, nails, staples, tape, and like items are not to be used in to affix items to walls. “Sticky tack” is permitted. Additional charges will be applied for the removal and restoration of damage caused by non-permitted item usage.
- Confetti and confetti-like substitutes are not permitted. Charges may be applied for additional cleanup if required.
- A Minimum call-out fee of \$100.00 will be charged to any user causing Town Employees to respond to a user-related call-out (false alarms, after-hours user requests or changes, etc.).
- Town of Springside facilities are non-smoking. This extends to all tobacco related products including vaporizers, e-cigarettes and chewing tobacco. Additional charges may be applied for smoking in non-smoking areas.
- Facilities are to be left in the condition in which they were found. Cleaning responsibilities are attached in Schedule “B”. Charges may be applied for additional janitorial and rental cleanup, beyond normal wear and tear.

Facility Keys & Access

- Under no circumstances are facility keys to be given to another individual.
- The Applicant is not permitted to have additional keys cut.
- Keys which are lost or stolen must be reported to the Town of Springside immediately and at the latest the next business day.
- A valid credit card is required to sign out and obtain keys for facility access. The Applicant will be charged if the Town of Springside is required to re-key the hall due to a key holder violating these terms and conditions.

Schedule “A” – Floor Plan

Required for events with anticipated attendance above 150 people.



Schedule “B” – Cleaning Responsibilities

Cleaning Item	✓
General Hall Area (including Coat Check):	
Stack Chairs (10 per stack)	
Stack tables with black legs on the rolling cart	
Stack tables with grey legs against the wall	
Return round tables to rolling cart	
Vacuum all entrance rugs, stage & stage steps	
Sweep all floors with a broom and/or dust mop	
Remove all smudges, stains and marks from floors using a damp mop with warm water and detergent	
Dust all surfaces within reach	
Remove all smudges, fingermarks and stains from walls, partitions, doors and mirrors	
Bathroom Area:	
Sanitize all washroom fixtures (toilets, urinals, sinks)	
Sweep & wash all floors	
Wash and polish all mirrors, shelves, counters and taps	
Remove all smudges, fingermarks and stains from walls, partitions, doors and mirrors	
Empty and clean all waste and sanitary disposal receptacles	
Kitchen Area:	
Remove leftover food from fridge/ovens (anything left in the fridge will be thrown in the garbage)	
Drain coffee urns, wash, and leave upside down on the counter	
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 cooler	
Wipe spills in the oven/stovetop and/or replace aluminum foil	
Clean grills using grills stones, oil after cleaning and empty grill trap	
Wipe all counter surfaces	
Leave soiled dish cloths and tea towels in the laundry basket	
Bar Area:	
Wipe countertops, freezer top and interior/exterior of cooler	
Remove beverages, condiments, and empty bottles/cans	
Sweep & wash all floors	
General:	
Empty all garbage cans & deposit in garbage carts outside of the hall	
Take out all recycling & deposit in recycling cart outside of the hall	
Close and lock all windows and doors	
Vacuum all mats (front entrance, kitchen entrance, emergency entrance)	
Return setting for either heat (winter) or air conditioning (summer) to 68F and set in “auto” position	
Turn off all lights	