



Community Hall and/or Recreation Centre Rental Agreement and Contract

Renter Name: _____

Phone #: _____ Cell#: _____ Email: _____

Mailing address: _____

Event Date(s) Booked: _____

Deposit Pd: \$ _____, Date: _____ Receipt #: _____

Rental fee Pd: \$ _____, Date: _____ Receipt #: _____

Deposit Returned: \$ _____, Date: _____ Cheque or transfer #: _____

This agreement covers the use of the facility as marked below.

____ Town Hall, 211 Antrim St

____ Recreation Centre, 302 Belfast St

____ Maxwell Park

- Groups over 25 = \$150/day
- Groups under 25 = \$100.00/day
- Other (by special agreement) \$ _____
- Local Community Fundraiser \$ _____

A cleaning fee of \$120 will be charged if the rented space is not cleaned by the renter.

Any renter serving beverage alcohol must obtain a Saskatchewan Liquor and Gaming Authority permit and abide by the Authority's rules and regulations.

The Village of North Portal assumes no responsibility with respect to the well-being of patrons attending permitted functions. Liability insurance is the responsibility of the renter.

I, (please print) _____ (Renter) agree to pay a deposit of \$150.00 at the time of booking, Dated _____ and the full rental fee of \$ _____ on _____.

I, (Please print): _____ (the renter) have read, agree and accept the terms and conditions of this rental agreement and will not hold the Village of North Portal responsible for the actions or consequences of persons attending the function on (date) _____.

Signature: _____ Date: _____

****** The damage deposit will be refunded upon inspection and determination that any clean-up is required, no damage has occurred and/or damaged items repaired or replacement of broken or destroyed items.**

****** Costs in excess of the deposit amount will be billed to the renter. A full accounting of any damages, or missing items will be forwarded to you along with any applicable refund or amount owing within 30 days of the event.**

TERMS AND CONDITIONS OF RENTAL

KEEP DOORWAYS AND FIRE EXITS CLEAR AT ALL TIMES.

Do not exceed the seating capacity of 130 persons with tables & chairs.

1. All areas rented in the facility shall be left clean and tidy.
2. Clean up of washrooms and lobby: No paper towels in urinals. The renter must clean up vomit, excrement and any other waste material. All paper, glasses or such products must be picked up and disposed in garbage containers.
3. Kitchen and bar area are to be left clean and tidy – fridges, sinks, counters, coffee pots, bar dispensers etc. must be properly cleaned. Pots, utensils and dishes are to be properly washed and dried and returned to the proper storage areas. Any broken dishes, glasses, etc are to be reported to the Administrator. You will be responsible for the replacement of these and any utensils not accounted for.
4. Wash tabletops. Tables to be placed in appropriate table caddy and returned to storage room or area marked. Stacks chairs (all 10 high) and return to storage room in area marked. You will be responsible for the replacement of any that are damaged or not accounted for.
5. Hall, kitchen, stage, bathroom and bar floors must be swept. All spillage must be mopped as soon as spill happens. Cleaning equipment in maintenance room.
6. Garbage must be bagged and disposed of properly in garbage bin outside – no liquids to be disposed of in garbage bags. Recycle as much as possible in the supplied blue bin located outside.
7. Decorations on the walls are to be put up with fun tack only on drywalled walls. (Tape, staples, tacks or pins may be used on the carpeted walls at the Rec Centre) Please carefully remove all decorations at the end of your function. **NOT ALLOWED: Confetti, duct tape (on the floor or walls) and other tape (walls, etc), dance floor wax.**
8. Tea towels are washed by the renter and returned to building or administrator. Clean up to take place immediately after activity/event is finished or by _____ (as agreed at time of rental)
9. Before leaving the facility ensure all doors are locked, windows shut, lights are shut off, (hall, bathrooms, kitchen, stage, meeting room, entry, etc), toilets flushed and checked to make sure they are not running and all electrical equipment and appliances are turned off (ie: stoves and coffee makers).
10. NOTE: any and all damage to floors requiring repair, (ie: carpet, linoleum, tile) will be charged to the renter.

I, (Please print) _____ (the renter) have read, agree and accept the terms and conditions of this rental agreement and will not hold the Village of North Portal responsible for the actions or consequences of persons attending the function on _____. (Date(s))

Signature: _____ Date: _____

**** The Village of North Portal assumes no responsibility for lost or stolen personal items of the renter and guests.