

Civic Centre

Facility Rental Agreement

THIS AGREEMENT, made this _____ day of _____, 20_____.

BETWEEN: The Town of Birch Hills AND Name: _____
Box 206 Address: _____
BIRCH HILLS SK S0J 0G0 _____
hereinafter called the "Town" hereinafter called the "Renter"

WHEREAS the Town and the Renter desire to enter into a rental agreement for the use of the Civic Centre Hall owned by the Town

NOW THEREFORE, the parties agree to the following:

1. Event: _____ Date(s): _____
Contact Name: _____ Contact Phone #: _____
Email Address: _____ **Damage Deposit: \$500.00**
2. All users must pay the hall damage deposit before the Civic Centre is opened for the event. A \$50.00 fee will be charged if a renter neglects to book the hall during regular office hours and causes a call-out of an employee to provide access to the hall.
3. All bookings of the hall will be charged a damage deposit due and payable at least one month before using the hall. The deposit is to be \$500.00 per function. The deposit will be refunded if the renter cancels up to and including one month prior to the booking. A 50% refund will be given if the cancellation is received less than one month before the booking.
4. If no damage is found and the inventory audit list is accounted for, the damage deposit will be refunded no sooner than 10 calendar days.
5. The renter will be responsible for:
 - A. The cleaning of garbage in all rooms: kitchen, bar, dance floor, stage, entrance, meeting room.
Removal of:
 - Bottles
 - Paper cups
 - Decorations, including tape, anything used to fasten items to walls, ceiling, tables, etc.
 - Garbage—Greenland bin located outside on the west side of the building
 - Recycling—Greenland bin located outside on the west side of the buildingCleaning & putting away:
 - All dishes / cups
 - All pots / pans
 - All kitchen ware
 - All flatware
 - Coffee urns / hot water urnsWiping off & drying the tables and chairs.
Wiping off all counter tops & stove tops
The above must be completed by the end of the night on the day of the function

- B. The Town provides the use of the kitchen including dishes, canned heat for warmers, garbage bags, tea towels, dish soap, pot scrubbers, cleaning supplies, etc.
- C. The following items may be available on request: step ladder, podium, microphone, remote & cables for projector.
- D. The Town does not supply plastic nor linen table cloths, extension cords, condiments, office supplies.
- E. Fans for the hall are located in the kitchen by the electrical panel. The fans are to be turned off following the function for which they are used.
- F. The organization or persons using the facility must assume responsibility for the orderly conduct of its own members and their invitees.
- G. The organization or persons shall indemnify and save harmless the Town of Birch Hills against all claims and demands made by any members of the organization or the invitees for injury or damage to such member of the organization or the invitees resulting from the neglect, default or misconduct of the organization, its agents, servants or assistants during the term of this agreement.
- H. The organization and each member thereof and their invitees hereby agree to assume all risk of loss, damage or injury to person and property except to the extent of such loss, damage or injury as caused or contributed to by negligence of the Town of Birch hills, its servants, employees or agents.
- I. All commercial caterers must purchase a business license from the Town of Birch Hills. Please inform your caterer to do so.
- J. If liquor is going to be present at your function you must provide a copy of the liquor license to the Town Office before your event. Absolutely no liquor is allowed outside the venue.

I, _____ representing _____ herein rent the Birch Hills
 (Renter's Name—Please Print) (Event or Organization—Please Print)
 Civic Centre on _____, 20_____. And I hereby acknowledge that I received an
 inventory audit list and have read the above terms and conditions, and therefore agree to comply with the
 terms and conditions stated therein.

 Date

 Signature of Renter

 Date

 Signature of Hall Official