

Avonlea Community Hall Rental Agreement

Name and address of organization or individual wishing to rent

Name: _____

Address: _____

Phone: _____ **Cel:** _____

Email: _____

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

- | | |
|------------------------------------------------------------|--------------------------|
| <input type="radio"/> Full Facility | \$500/day |
| <input type="radio"/> Main Hall (capacity 250) | \$250/day |
| <input type="radio"/> Kitchen/Meeting Room (capacity 50) | \$ 75/day |
| <input type="radio"/> Bar | \$ 50/day |
| <input type="radio"/> Lobby (capacity 130) | \$ 50/day |
| <input type="radio"/> Booth | \$ 75/day |
| <input type="radio"/> Additional Days (Full Facility only) | 1/3 of the total per day |

Event Date: _____

Time premises are required: _____ am/pm to _____ am/pm

****** A \$300 damage deposit is due at time of booking ******

Payment is due before or on event date key pick up. NO PETS ALLOWED INSIDE BUILDINGS.

Village of Avonlea

P.O. Box 209

avonlea@sasktel.net

Avonlea, SK S0H 0C0

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

Deposit Fee Paid: _____ Date: _____

Rental Fee Paid: _____ Date: _____

Deposit Fee Returned: _____ Date: _____

Declaration

I have read agree and accept the "Terms and Conditions" of this rental agreement and will not hold the Village of Avonlea responsible for the actions or consequences of persons attending the function.

Signature

Date

Terms & Conditions of Use

1. • A booking will be confirmed on receipt of a completed booking form and payment
2. • If the applicant intends on having liquor at the function the applicant will comply with the current licensing laws in every respect and be 100% responsible and liable with all laws and conditions that go along with it
3. • The venue, furniture and kitchen must be left in a clean and tidy condition. If additional cleaning is required the renter may be responsible for costs incurred.
4. • The kitchen is fully equipped including sinks, stoves, fridges, freezers, dishes and walk in cooler. Food cooking should not be left unattended and all equipment should be used in accordance with manufacturer instructions. If any damages the renter may be responsible for costs to repair or replace.
5. • Smoking is **not permitted** in any area of the centre including - the kitchen, meeting rooms and the washrooms.
6. • Any person causing a nuisance by reason of indecent language, violent or indecent behavior must be removed immediately by the hirer.
7. • If more than 1 group/organization is using the centre at the same time then all parties must show consideration to other users present.
8. • Any decorations, working papers, posters etc. may only be attached in a manner that will not cause damage to the walls. No staples, tacks, duct tape or pins. No confetti. Damages to wall renter will lose damage deposit
9. • The Village of Avonlea, employees and volunteers will not accept liability for the loss or damage to goods or equipment owned or hired by the applicant or their guests.
10. • The applicant is responsible for all breakages to equipment, furniture and fixtures and any property that may be removed from the centre.
11. • The applicant is responsible to do general clean up, leaving the facility the way it was found. All garbage is to be placed in the bin outside. If the facility is not cleaned according to the Village of Avonlea approval the damage deposit will not be refunded. Sweep floors and mop any wet areas.
12. Wash tabletops. Tables are to be placed in the table caddy and returned to the storage room. Stack chairs and return to storage room.
13. • The applicant is advised to take out appropriate insurance to cover loss or damage of property belonging to them.
14. • If the applicant requires storing equipment at the centre this is at the discretion of the Trustees and is on the condition that the applicant has the appropriate insurances in place.
15. • When leaving the premises the applicant must ensure that all doors are securely locked and all guests have vacated the building. All lights are shut off, toilets and urinals flushed and all electrical equipment and appliances are turned off.
16. • The applicant is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.
17. • Applicants must make themselves aware of Fire Regulations and procedures in force and as displayed in the centre.