

Community Centre Rental Agreement

Town of Langenburg
Box 400 Langenburg SK S0A 2A0
(306)743-2432

And

LESSEE: _____

ADDRESS: _____

PHONE: _____

Date Booked _____

PART I Rental Request (To be completed by Lessee)

Dates Requested _____
(Approved dates and times located in Part II of agreement)

1. The Lessee agrees as follows:

a) To pay to the Town the rental fee as hereby set forth in Schedule AA@ attached hereto and forming part of this agreement.

i)	Wedding/Major Events Package (Friday 8:00am to Sunday 3:00pm)	\$600.00
ii)	Whole Facility (one day 9:00am to 4:00am)	\$345.00
iii)	Main Hall (one day 9:00am to 4:00am)	\$205.00
iv)	Dining Room (one day 9:00am to 4:00am)	\$ 90.00
v)	Kitchen (one day 9:00am to 4:00am)	\$ 80.00
vi)	Dining Room & Kitchen (one day 9:00am to 4:00am)	\$170.00
vii)	Prior Day Set Up (9:00am)	\$200.00

Total Rental
\$ _____

b) To deposit with the Town, a damage deposit in the amount of **\$250.00** which shall be refunded upon receipt of the caretaker=s report indicating:

- i. NO damage was caused to the facility during the duration of this lease. The cost to repair any damage shall be deducted from the said deposit and retained by the Town.
- ii. NO breach of the rental agreement contract has occurred
- iii. NO entry to the facility has occurred other than during accepted time in Part II of this agreement

c) To pay a deposit on account for the rental fee in the amount of **\$150.00** (if booking the whole facility)

or **\$75.00** (for individual portion), upon signing this agreement. The balance of the rental fee shall be paid prior to occupying the facility. In the event of cancellation, the Town may retain the deposit paid on account for the rental

d) To abide by the regulations as set out in Schedule AB@ attached hereto and forming part of this agreement and any additional regulations the Town may impose as set out in Schedule AC@ attached hereto and forming part of this agreement.

e) To save harmless, the Town, against any loss or liability arising from injury, or damage to any person or property during the Lessee=s occupation of the Langenburg Community Centre or portion thereof, except where such injury, loss or damage is caused by negligence of the Town, its servants or agents.

2. The Lessee shall be responsible for any damage to the facility, caused by any person while the Lessee in occupation of the facility or portion thereof any damages caused that exceed the damage deposit will be charged to the Lessee.
3. The Lessee acknowledges that the maximum occupation load of the facility is **484 persons**, and hereby agrees to insure the occupation load is at no time exceeded during the term of this lease.

Number of guests expected _____.

4. The Lessee acknowledges that Pursuant to the Tobacco Control Act, the facility is Non Smoking.
5. Contents or fixtures of the facility shall not be removed without the prior consent of the Town.
6. The Town shall not be liable for nonfulfillment of this agreement due to destruction by fire, act of God, public enem, strike, authority of the law or any other cause beyond its control.
7. The Town shall not be responsible or liable for any property of the Lessee or other person while such property is in the facility
8. This agreement shall not be assigned or transferred.

Dated this _____ day of _____, 20_____

Lessee(s)

PART II (To be completed by Office Staff)

1. The Town hereby grants an exclusive lease to occupy that portion of the Langenburg Community Centre as indicated in Clause 2(a), subject to municipal and provincial law, on the following day(s) and during the times indicated:

The Lessee is entitled to the use of the facility ONLY during the hours stated, unless otherwise stated in writing below.

Date: _____ from _____ a.m. to _____

Time _____ to _____.

2. Keys maybe Picked up on _____(date) during regular office hours from 8:00am to 12:00 noon or 1:00pm to 4:30pm.
3. Keys must be returned by _____(date) _____(time).
(keys maybe returned through the mail slot at the town office)

Damage Deposit to be returned once Caretaker has signed and providing no breach of this agreement has occurred.

Other Comments

Dated this _____ day of _____, 20____

Town of Langenburg

PART III (to be completed by the caretaker)

- i) The Facility has been cleaned and No damages have occurred to the facility or town property as a result the approved function.

Comments

Dated this _____ day of _____, 20____

CareTaker

**Schedule AA @
Langenburg Community Centre Rental Rates**

Whole Facility

Wedding/Major Events Package	
Friday 8:00am to Sunday 3:00pm	\$600.00
1 Day Rental (9:00am to 4:00am)	\$345.00
Day Prior Set up (9:00am)	\$200.00

Individual Portions

Dining & Kitchen	\$170.00
Kitchen	\$80.00
Dining	\$90.00
Main Area	\$205.00
Rental Deposit (whole facility)	\$150.00
Rental Deposit (individual portions)	\$75.00

A refundable damage deposit of \$250.00 is required before key is given out and will be returned once the caretakers report has been received and no damages/breaches to contract have been reported. Your damage deposit maybe forfeited if:

- Building is not cleaned;
- Tables and chairs not cleaned and put away;
- Keys are not returned to the Town Office immediately following the event;
- Any terms of the rental agreement are breached.

Use of the Building other than the Specified Hours you have booked will result in the Forfeit of Damage Deposit or an extra day rental fee.

Keys maybe picked up at town office during regular office hours between 8:00am and 12:00 noon and 1:00pm – 4:30pm and must be dropped off immediately following the event.

Call out fee of \$50.00 will be charged for any keys not picked up during regular office hours.

A \$50.00 fee for Keys not returned promptly will be charged.

Schedule AB@
Langenburg Community Centre Regulations

Decorations: Decorations are to be hung only from the hanging clips already in place and then only with lightweight thread. **NO TAPE ON WALLS**

No confetti is allowed. This includes the decorative type used on tables etc.

Ice: Is supplied free of charge.

Place Settings: The Town maintains place settings for 200 people.

Damages: Lessee is responsible for all damages. To avoid damage, tables are to be carried, not dragged or pushed and chairs are to be moved with a chair dolly.

IF a caterer is hired, insure your caterer is aware of the terms of the lease and regulations. Remember you are responsible for any damages, missing articles etc.

During Function: Lessee is to insure no smoking takes place in the facility.

Lessee is to ensure that the doors remain closed since open doors defeat the purpose of air conditioning.

If the hall is rented for two (2) or more consecutive days, the Caretaker is not responsible for cleanup between days. This includes prior day setup.

If any problems arise with the facility during the function, contact the caretaker **Kim Wondrasek** at **(306) 743-2676**.

After The Function: Tables – Wipe down and put away.

Chairs – Stacked and put away.

(Please notify the Town Office if you find any broken chairs or tables.)

Kitchen - Dishes and utensils are to be washed and replaced in cupboards

- Coffee urns to be emptied and washed

- Tea towels to be put in kitchen sink

Bar - Clean out completely and remove bottles the same night.

Garbage - Put all garbage (**NO LIQUIDS**) into garbage bags and place bags into the outdoor storage bin, located at the rear of the building (keys for dumpster will be on key chain).

Recycling – to be taken to the dumpster behind the daycare (same key as garbage bin).

Decorations - Remove all string etc. along with decorations

Key - Return the key to the Town Office the next day.

Role of Caretaker

S Not responsible for setting up tables and chairs for functions.

S To make sure Lessee knows how to use sound, lighting, heat and air systems and be available should problems arise

- S After a function, to fill out a damage report, and report any damage to the Town Office
- S Measure and report the amount of mix used to the Town Office-

Schedule AC@

Additional Regulations

Dish Washer Instructions

- \$ Turn dish washer on at the breaker box (If not already on). Wait at least 10 minutes for the dishwasher to heat up. The temperature gauge on the dishwasher must reach 180 degrees.
- \$ If the dishwasher was not previously turned on at the breaker box, push the A ON/FILL@ switch to the on position. This will fill the tank with water. Wait until the temperature is up to 180 degrees before washing dishes.
- \$ Scrape dishes into garbage can
- \$ Rinse off the dishes in sink.
- \$ Load dishes into a tray
- \$ Open door of the dish washer and load the tray of dishes
- \$ Close door of the dish washer. It will start automatically.
- \$ Remove the tray of clean dishes from the dish washer when the cycle is complete. One cycle takes approximately 2 minutes.
- \$ Let dishes air dry and then put away in the cupboards.
- \$ When finished washing dishes, depress the off drain switch, close and latch the door. Turn off the dishwasher at the breaker box when the drain cycle is completed (Approx. 2 minutes).