

2023 Rental Contract

Date Contract Made : _____

PRAIRIELAND COMMUNITY CENTRE
216 McPherson Avenue

RENTAL CONTRACT
THE TOWN OF KERROBERT

433 Manitoba Avenue
Box 558, Kerrobert, SK S0L 1R0
306-834-2344 Fax 306-834-2633
(As owner)
-And-

As Renter (name of person renting)

Name of Function (to appear on online calendar): _____

Address to send invoice to: _____

Telephone # of main contact : _____

Rental begins at: _____ (am or pm) date _____ month _____ 20 _____

Rental ends at: _____ (am or pm) date _____ month _____ 20 _____

Damage Deposit \$200 (to be paid to confirm rental) Date received : _____

Facilities available

Main Floor ALL - 1 day	\$ 525.00
Main Floor ALL – 3 days	\$ 925.00
Main Floor ALL – 4 days	\$1030.00
Main Hall only - 1 day (excluding perks, no kitchen or bar)	\$ 370.00
Meeting Room only (including perks)	\$ 120.00
Meeting Room with Kitchen	\$ 220.00
Auctions Sales per day	\$ 1000.00
Projector to a maximum of 4 days	\$ 40.00
Chairs (for outside rental)	50 cents each
Basement or Main Contract rental	\$ 55/month
GST will be charged at time of payment	
Bartending Fee (set by Kinsmen)	
Mix Fee (set by Kinsmen)	
<i>GST is charged on all rentals</i>	

Payment to be received as follows :

- Damage Deposit may be returned following rental
- Invoice for full use will be sent following rental after building has been inspected for damages and Kinsmen bartending fee and mix fee is received from the Kinsmen.

Bartender Information (by contract with the Prairieland Community Center Committee as their main fundraiser)

- a) Contact Bar Coordinator at 834-9061 five days prior to event to arrange to drop off liquor and confirm numbers.
- b) Any liquor service in the Community Centre must be served through the Kinsmen Bar.
- c) Meals are to be provided to bartender if function is over the mealtime.
- d) Renter is required to supply- liquor permit/license, spirits, milk and specialty glasses (wine).
- e) Bartenders will supply all required mix including Clamato, juice, bottled water, ice and large and small cups (by Contract with the Prairieland Community Centre Committee).
- f) Approximate number of people attending _____ (needed to determine number of bartenders)

GUARANTEE

We do hereby guarantee that the named renter will perform all of the obligations required in this agreement (page 1 and 2). We will also make good any damage which occurs during the rental period whether or not the damage exceeds the amount of the damage deposit, and in the event the renter does not perform their obligations, we the undersigned agree that we shall be personally liable to make good the default by the renter, and will pay such sums as are payable by the renter to the Town. We will also ensure that all government mandated guidelines are followed.

Date: _____ Signature of Renter: _____

Name: _____

Date : _____ Signed on behalf of the TOWN OF KERROBERT : _____

Name : _____

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Payment

1. Damage deposit must be paid to confirm rental. Until damage deposit is received, the rental is considered tentative.
2. Payment can be made by cheque, credit car or cash. All payments must be made at the Town of Kerrobert, Box 558, Kerrobert SK, S0L 1R0 during office hours or over the phone. All cheques to be made to Town of Kerrobert.

Damage Deposit

The damage deposit will be refunded provided the following conditions are met:

- a) The facility is left with no damage after being used on the booking date.
- b) There has been no vandalism of articles in and around the Prairieland Community Centre site.
- c) The booking is cancelled 30 days in advance of the booked date.
- d) The keys are returned to the Town Office or dropped off at the Kerrobert Post Office by the next business day. There is a \$20.00 Charge for late returned keys.
- e) Renters will be charged \$10.00 for each un-cleaned coffee perk, and/or tables left with any debris.
- f) Renters must leave kitchen and its contents clean after any function and counters free from debris with all contents back in their place.
- g) Renters must remove all items/garbage from tables and tables must be wiped clean. They do not need to be put away.
- h) All garbage must be removed from the hall and placed in the receptacles found behind the facility.
- i) Renters must have left the facility at the agreed upon time of departure.
- j) No nails, tacks or staples are used on walls. No paint is removed tape. No confetti was used.
- k) Decorations are all removed.
- l) No smoking in hall, including the main entrance.
- m) All chairs, table and other furniture is left at hall.
- n) Only areas agreed to will be used. Further areas used will be charged for (kitchen, basement)
- o) Candles are not to be used without holders to prevent wax dripping on floor.

In the event that there is damage done to the Prairieland Community Centre during the rental period, the damage deposit shall be applied for purposes of repair of that damage, and in the event that there is any surplus above the cost of repair, the surplus shall be returned to the renter. The renter shall in addition, be responsible for, and shall pay the Town of Kerrobert the cost or repair of any damage that occurs to the Community Centre during the rental period, over and above the amount of the damage deposit. The renter shall also be responsible for the conduct of and for any damage caused by any person that it allows onto, in, or to use the Community Centre during the rental period.

Other Information :

- a) Please check the facility (including sound system and kitchen) upon arrival and contact the office immediately with concerns. If you require assistance, you must contact the office during weekdays as someone may not be available to assist you on the weekends.
- b) Decoration may be attached to the birch accent trims or wires with tape only. Hanging decorations from the roof of the facility is at the renter's own risk and is NOT recommended for safety purposes.
- c) Keys can be picked up at the earliest on the last business day before the function from the Town Office. They can be returned to the Town office in person or in the drop box at the front door.
- d) Renters are urged to purchase liability insurance for their function.
- e) For public events with food service, renter is responsible for contacting public health. For private events, food handlers are expected to hold the Safe Food Handlers Course.
- f) All prices subject to change with 30 days' notice.
- g) Camping behind the facility or along the roadway **is NOT permitted**. The Wild Goose campground is within walking distance.
- h) Hall capacity – 464
- i) Mezzanine capacity – 59
- j) Meal Settings capacity– 350
- k) Round Tables – 34 (seat 8 to total of 270)
- l) Long Tables – 35 (seat 10 to total of 280)
- m) Microphones cordless – 2
 - o These are found in in the mezzanine in the sound room.

Rental Terms for Mezzanine use :

I, _____, the renter accepts any and all risks associated with using the mezzanine at the Kerrobert Prairieland Community Center and agree to abide by the following terms of use:

- a) That no one under the age of eighteen is permitted to use the mezzanine without adult supervision.
- b) That no one shall use the railing inappropriately (example climbing or hanging on it).
- c) That no unauthorized persons shall be inside the sound booth or use the sound equipment.
- d) That the number of people on the mezzanine shall not exceed fifty-nine persons, as is restricted by the fire regulations.
- e) The Town of Kerrobert is not liable for any damage of the renter's property or injury to any persons using the mezzanine however caused, and the renter agrees to exempt the Town of Kerrobert against financial consequence of any such liability.

Rental Terms for Basement or Main Contract User:

This type of rental will be considered if the following conditions are met and agreed upon with the Recreation Director: non-prime time (day) use for non-profit, local user, one day per week, will be bumped for other rentals, must clean themselves.

In case of emergency please contact 834-7788

For office use only:

- ___ custodian notified
- ___ Rec Director notified
- ___ Online Calendar
- ___ Town staff notified for yard work
- ___ Kinsmen notified

Communication regarding event :