

2026 Rental Contract

Date Contract Made : \_\_\_\_\_

**PRAIRIELAND COMMUNITY CENTRE**  
216 McPherson Street

**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 invoices 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	\$ 535.50
Main Floor ALL – 1 day + next day clean up (8am-11am)	\$ 688.50
Main Floor ALL – 3 days	\$ 943.50
Main Floor ALL – 4 days	\$1050.60
Main Hall only - 1 day (excluding perks, no kitchen or bar)	\$ 377.40
Meeting Room only (including perks)	\$ 122.40
Meeting Room with Kitchen	\$ 224.40
Auctions Sales per day	\$ 1020.00
Projector to a maximum of 4 days	\$ 40.80
Chairs (for outside rental)	51 cents each
Basement or Main Contract rental	\$ 56.10/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 is 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)**

- Contact Bar Coordinator at 834-9061 five days prior to event to arrange to drop off liquor and confirm numbers.
- Any liquor service in the Community Centre must be served through the Kinsmen Bar.
- Meals are to be provided to bartender if function is over the mealtime.
- Renter is required to supply- liquor permit/license, spirits, milk and specialty glasses (wine).
- 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).
- Approximate number of people attending \_\_\_\_\_ (needed to determine number of bartenders)

**GUARANTEE**

We do hereby guarantee that the named renter will fulfil all the obligations required in this agreement (pages 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 : \_\_\_\_\_

## Prairieland Community Centre Contract

### Page 2

#### 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 card 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 are to be made out to the 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 time of departure.
- j) No nails, tacks or staples are used on walls. No paint is removed with tape. No confetti were used.
- k) Decorations are all removed.
- l) No smoking in hall, including the main entrance.
- m) All chairs, tables and other furniture are left in the 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.
- p) **Sound System Use and Damage Deposit**
  - i. The sound system may only be operated by the renter or a person specifically appointed by the renter and approved by Town staff. Unauthorized use or operation by unapproved individuals is strictly prohibited.
  - ii. The renter is fully responsible for the proper use and care of the sound system and all related audio equipment during the rental period. Any damage, loss, or malfunction resulting from misuse, negligence, unauthorized operation, or failure to follow staff instructions will be the responsibility of the renter.
  - iii. Repair or replacement costs may be deducted from the damage deposit. If repair or replacement costs exceed the damage deposit amount, the renter agrees to pay the additional costs upon invoicing by the Town of Kerrobert.

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 if 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 concern. 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, renters are 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 – 3
  - o These are found in the mezzanine in the sound room.

**Rental Terms for Mezzanine use :**

I, \_\_\_\_\_, the renter accepts 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 should use the railing inappropriately (for 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 people, 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 users, one day per week, will be bumped for other rentals, must clean themselves.

**In case of emergency please contact 834-7788**

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For office use only:

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

Communication regarding events: