

Town of Spirit River Centennial Hall Rental Agreement

POLICY STATEMENT

The Town of Spirit River will establish and maintain an orderly system for rental and use of the facility and any supplies and equipment.

POLICY OBJECTIVES

To provide a rental system for the public for the use of the facility.

To ensure Renters are aware of responsibilities and costs of renting the facility.

To provide specific guidelines to the Renters on expectations and requirements for clean up after

BOOKINGS, KEYS & DAMAGE DEPOSIT

1. Bookings and booking requests for the facility shall be made at the Town Office during normal working hours.
2. Required keys will be supplied as per arrangements of the rental and only after the fee and applicable deposit is paid and the instructive walk-through has been completed.
3. Keys will be returned as per arrangements of the rental.
4. Bookings are not deemed to be confirmed until the Rental Agreement (this document) is returned signed by the Renter.
5. Any damage, loss or breakage is paid for from the damage deposit.
6. If damage, loss or breakage exceeds the amount of the damage deposit, the Renter is responsible for all costs of the repairs and will be invoiced the difference. The Renter is held responsible for the actions of its patrons of their function.
7. Damage Deposit Fees shall be assigned as follows:
 - a. Any event involving alcohol will require a damage deposit.
 - b. Day and multi-day events will require a damage deposit.
 - c. Hourly events and service groups will be at the discretion of Administration.

RENTER RESPONSIBILITIES

1. This facility is a smoke-free environment.
2. Absolutely no nails, screws, hooks, staples, tape, tacks or any other damage-causing materials are to be applied to the walls, ceiling or floors. Renters are allowed to use "sticky tack" only.
3. All decorations must be removed by the Renter at the end of their function or have made prior arrangements with Administration.
4. All garbage and recycling must be removed by the Renter. Garbage dumpster is located on the northeast corner of the Hall (beneath the display sign). Recycling bins are located in blue bins along 48th Ave. Failure to comply will result in additional charges.
5. Renters are responsible for the removal of all empty beverage bottles and cans from the facility at the end of their function. Empty beverage bottles and cans in bags or boxes may be donated to the Spirit River & District Museum; a drop-off bin is located nearby.
6. Tables are to be washed, placed in their respective racks and returned to the storage room.
7. Tables, chairs, contents, or supplies do not leave the facility.
8. Renters must remove all belongings including food, decorations, gifts, alcohol, equipment or other possessions of the Renters from the facility immediately after the function. Any belongings left in the facility are not the responsibility of the Town of Spirit River.
9. All fire exits must remain accessible.
10. Renters must provide a responsible adult to ensure that all attendees behave in an appropriate manner and adhere to any rules. Failure to behave in a responsible fashion can result in loss of right to use the facility.
11. The Renter is responsible for ensuring all guests have vacated the facility and that all doors are secure upon completion of their event.
12. When alcohol is present, the Renter must ensure that liquor license regulations are enforced.
13. Caterers using the kitchen are expected to adhere to food safe practices and it is their responsibility to follow any rules and regulations required by the Province.
14. It is the sole responsibility of the Renter to determine what additional insurance coverage, if any, would be advisable to have in force for their event for their own protection at their cost.
15. It is the responsibility of the Renter to immediately notify the Town staff of any equipment or inventory that is missing, any damage, or if anything is not functioning properly.

C.O.R.E. / JOINT USE AGREEMENT

1. The Town of Spirit River agrees to rent the facility at no charge or reduced rates as decided by Council to the two (2) schools indicated in the C.O.R.E. / JOINT USE AGREEMENT.
2. The Schools in question are as follows:
 - a. Spirit River Regional Academy
 - b. Ste. Marie's Roman Catholic School
3. The Town of Spirit River will charge the above noted schools for janitorial services at the contracted hourly rate for cleaning. All functions sponsored by the above schools shall be charged a minimum of two (2) hours for cleaning with major functions including graduation be charged additional hours to a maximum of fifteen (15) hours.

AUDIO/VIDEO SYSTEMS

Use of the audio/video systems must be requested during rental arrangements and time must be scheduled for instruction on the system the equipment will be unlocked for use. No exceptions allowed.

SAFETY INSTRUCTIONS

1. The Renter must ensure capacity does not exceed the maximum allowable capacity as posted.
2. All exit doors must be kept clear of any obstructions or obstacles at all times.
3. Use of candles or other open flame devices is not allowed.
4. Adequate fire lanes shall be observed allowing for fire or medical response units if needed. This is the responsibility of the Renter and barricades can be requested from the Town to assist them in this responsibility.

Please remember that this facility is available through the use of community funds for the enjoyment and use of the entire community. With this in mind we ask that you treat this facility with care and respect.

TOWN OF SPIRIT RIVER RENTAL AGREEMENT ACKNOWLEDGEMENT

Name of Renter:	
Address:	
Phone Number(s):	
Misc Arrangements:	
Time and Date of Informative Walk-Through:	
Time and Date of Key Pick Up:	Time and Date of Key Return:
Do you wish to participate in a completion walk-through? ___Yes ___ No	
As the Renter I have read and understand the policy as well as the arrangements and conditions for my rental of this facility.	
Signature:	

2018 CENTENNIAL HALL FEE SCHEDULE

FEES DO NOT INCLUDE G.S.T.

Centennial Hall Rental (includes hall, kitchen and bar)	Day Rate	\$500.00
	Hourly Rate (5+ hours moves to day rate)	\$100.00
	Memorial Service	\$250.00
	Multi-Day Events (Fri. Noon through Sunday)	\$1500.00
Kitchen Only		\$ 2/person \$ 100.00 minimum
Ross Family Room	Hourly Rate	\$ 100.00
Security Deposit		\$ 500.00
Key Replacement		\$ 500.00

IF RENTER IS SERVING ALCOHOL, PROOF OF LIQUOR LICENSE AND LIABILITY INSURANCE IS REQUIRED.

RENTER IS REQUIRED TO SUBMIT FEES AND ANY APPLICABLE DEPOSIT AND PARTICIPATE IN AN INSTRUCTIVE WALK-THROUGH BEFORE RECEIVING KEYS