

VILLAGE OF DEBDEN CENTENNIAL HALL

Rental Agreement

THIS AGREEMENT, made this _____ day of _____, 20 ____

BETWEEN:

The Village of Debden AND
Box 400, Debden, SK
S0J-0S0
(306)724-2040

Name _____
(hereinafter called "the Renter")
Address _____

Phone: _____

WHEREAS the Village and the Renter desire to enter into a rental agreement for the use of the Debden Centennial Hall owned by the Village of Debden,

NOW THEREFORE, the parties agree to the following:

Event _____

Event Date: _____

Rental Cost \$ _____

Damage Deposit \$1500.00

1. Damage/Cleaning deposit is to be received 30 days before event if paying by cheque (to clear the bank.) If paying by cash, it is to be received no later than 10 business days before day of event. The key will not be issued until the damage deposit is received.
2. Keys must be picked up during business hours 10:00 – 3:00 Tuesday-Thursday and must be returned by 1:00 p.m. one business day after the rental. A walk through will be arranged between the Manager and the Renter.
3. The damage deposit will be used to cover any cost for missing/damaged equipment, repairing damages to the hall, contents and the grounds resulting from carelessness or neglect by the Renter or anyone in the group. If required, cleaning costs at \$25.00/hour will be deducted from the deposit. Deposit is refundable within 5 business days after the event, providing all outline rental policies have been adhered to and there is no damage. The earliest that the damage deposit will be refunded after a weekend event will be the following Tuesday by 1:00. If you wish to have the Village contract the clean-up, it will be billed out at **\$25.00 per hour** and generally takes about 5-6 hours. We require at least 1 week notice to arrange schedules to accommodate the cleaning.

4. **COVID19 Coronavirus Addendum:**

_____ Use of the facility is only authorized under the strict condition that each RENTER and its guests will adhere to all Public Health Orders applicable to their activity on the date upon which activity takes place. _____

5. Rental group is responsible for the operation and security of the coat check room.
6. Rental group is responsible for the security of their event and must be present until ALL patrons have vacated the premises.

7. If liquor is being served, the Renter is required to obtain, at its sole cost and expense, a Liquor License. This must be posted during the event. Additionally, it is recommended that the Renter obtain self-insurance for the event.
8. All renters must take steps to avoid un-necessary disfiguring of walls and floors. **NO TAPE, STAPLES OR TACKS ARE ALLOWED ON THE WALLS OR CEILING.**
9. All tables and chairs are to be washed and returned to the area where they were found. Unless otherwise specified, any person/organization renting the facility is required to clean the facility. This includes, but is not limited to all areas of the bar (including wiping down the fridge), the bathrooms, the hall area, general sweeping and washing of the floors, (including the main hall floor, hallways, bar, foyer, stairs and bathroom.) **Dumping mop water in bar sink will result in forfeit of damage deposit.** All garbage is to be tied up and removed to the garbage bin on the side of the hall. You are also responsible for the garbage/recycling in the parking lot.
10. Remove all recyclables. Break down cardboard and deposit in the Recycle bins, located behind the hall.
11. Do not slide tables or chairs when setting up or taking down as it scratches the floor. **DO NOT BLOCK fire doors to ensure safe exit in case of an emergency.**
12. All fire and safety regulations are to be strictly obeyed. Smoking is strictly prohibited in the Debden Centennial Hall. **The Hall is 100% SMOKE FREE.**
13. Ensure all interior and exterior doors are locked on departure.
14. The Village of Debden is not responsible for any equipment or supplies left in the building upon completion of the event nor is the Village responsible for lost, stolen or damaged personal property. Furthermore, the RENTER or Organization and guests will at all times, indemnify and save harmless the Village of Debden, their Mayor, Councillors, directors, officers, volunteers, employees from and against all loss, or damages or claims or liability or suits or costs and any further associated expenses that have been brought ,made or incurred by or against the Hall by reason of or arising out of, or in any way related to the Hall by the Renter, its agents, employees, or guests except where the action, claim, demand, cost or expense was caused by intentional acts or gross negligence by the Owner.

DISREGARD OF ANY OF THE RESPONSIBILITIES AND/OR GUIDELINES SET OUT HEREIN, OR ANY DAMAGE SUSTAINED TO THE HALL DURING YOUR EVENT, WILL RESULT IN THE TOTAL FORFEITURE OF THE DAMAGE DEPOSIT.

I, _____, representing _____ herein rent the
(Renter's Name, please print) (Event or Organization)

Debden Centennial Hall on _____, 20 _____. And I hereby acknowledge that I have read the above terms and conditions and agree to comply with the terms and conditions stated therein.

Date: _____

Renter Signature: _____

Date: _____

Administrator/Hall Manager _____

Village Representative Contact for your event: _____

MAIN HALL	BAR
<p>_____ Trash Removed to outside bin</p> <p>_____ Tables Washed and put away</p> <p>_____ Chairs Washed and Put away</p> <p>_____ Décor & supplies removed</p> <p>_____ Floors Swept and Washed</p> <p>_____ Lights are off</p> <p>_____ Free from damage</p>	<p>_____ Trash/Recycling removed to outside bin</p> <p>_____ All personal items removed</p> <p>_____ Fridge Wiped Down</p> <p>_____ Counter Tops/Sink Wiped Down</p> <p>_____ Floors Swept/Washed</p> <p>_____ Cleaning Supplies put away</p> <p>_____ Free from damage</p>
FOYERS and OUTSIDE And Coat room	WASHROOMS
<p>_____ Parking lot is free from trash</p> <p>_____ All hallways, stairs, foyers and landings are cleared of trash</p> <p>_____ Hallway, stairs, foyers and landings all swept and washed</p> <p>_____ Coat Room Swept and Washed</p> <p>_____ Free from damage</p>	<p>_____ All toilets are flushed and cleaned</p> <p>_____ All trash is emptied</p> <p>_____ Floors are swept and washed</p> <p>_____ Lights are off</p> <p>_____ Free from damage</p>
Notes	

IMPORTANT

Dumping of mop water in the upstairs bar sink is strictly prohibited and will result in loss of damage deposit. Mop water should be dumped in a toilet downstairs and flushed multiple times.