



POW City Kinsmen - Sutherland Memorial Hall Rental Agreement

Applicant/Lessee Information:

Name (individual/organization) _____

Contact Name(s) _____

Phone #'s 1) _____ 2) _____

Address _____

Email _____

Purpose of Rental _____

Rental Date(s) _____ Time: _____ (Includes set-up and clean-up)

of people expected _____ (Main Hall capacity 300, ~ 200-225 seated, Upper Hall capacity – 50)
 (ANY event where liquor is served **MUST** have a special occasion permit and appropriate insurance if required)

Do we have your permission to put your last name online in our booking calendar YES _____ No _____

Rental Fee: *Make cheques payable to POW City Kinsmen

Main Hall: \$ _____ Meeting Room / Upper Hall: \$ _____

Rental Deposit: \$ _____ (50% of Rental Fee: Non-Refundable)

Date Received _____ *Payment Method* _____ *Receipt #* _____

Remaining Rental Fee \$ _____ (when key is picked up)

Date Received _____ *Payment Method* _____ *Receipt #* _____

Damage/Cleaning Deposit: \$ _____ (if required, \$200 - \$500 cash when key is picked up)

Kitchen Use required: Yes _____ No _____

I/We, the undersigned, have read and understand the rules and regulations contained in Schedule "A" and Schedule "B", pertaining to the rental of the Sutherland Memorial Hall, and I/we agree to abide by them. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy/event at full replacement cost.

Applicant/Lessee:

 Print Name

 Signature

 Date

Hall Manager:

 Print Name

 Signature

 Date

SCHEDULE "A"

Sutherland Memorial Hall Rental Rules and Regulations

1. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. **Booking is not finalized until deposit is received. Deposits are non-refundable.**
3. The Applicant will be responsible for setting up the Hall.
4. The Applicant will clean the Hall at the conclusion of the event according to the **Rules of Etiquette** listed in **Schedule "B"**. **Clean-up not in accordance with this agreement will result in a cleaning charge.**
5. All garbage and recyclables are to be removed from the Hall and locked in the garbage bin by the Applicant
6. No unauthorized alcohol shall be permitted in the Hall.
7. Consumption of alcohol may be permitted provided the user follows the regulations of the Saskatchewan Liquor & Gaming Association. A copy of the Special Occasion Permit must be posted in the Hall during the event.
8. Event Insurance is the responsibility of the Applicant/User.
9. Exit doors shall remain unblocked at all times.
10. **Technical responsibility of the sound system is the SOLE responsibility of the renter**
11. No exposed candles may be used.
12. **SMOKING is PROHIBITED anywhere inside the Hall. Any violation will result in a \$100 charge.**
13. **Use of LIQUID SMOKE, CONFETTI, SPARKLES, inside the Hall is prohibited.**
14. The Lessee agrees that use of the Hall beyond the period stated on the application will result in an additional charge to the Lessee.
15. The POW City Kinsmen accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
16. It is understood that the Lessee shall indemnify and hold the POW City Kinsmen harmless from and against all claims or demands with respect to the use of the Hall. The POW City Kinsmen is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the Lessee's event.
17. **ANY DAMAGE OR BREAKAGE MUST BE REPORTED AND WILL BE THE SOLE RESPONSIBILITY OF THE USER AND WILL BE CHARGED AT FULL REPLACEMENT COST.**
18. PARKING – free hall parking is located 3 lots west of the hall and in front of the side door. Street parking is subject to all city posted and enforced fee based parking rules. Parking in the Point Fitness Lot across the street is subject to ticketing.

SCHEDULE "B"

Sutherland Hall Rules of Etiquette

The Lessee is responsible to ensure the following cleaning tasks have been completed. The hall should be left in the same condition of cleanliness and repair as it was upon commencement of use.

- Floors have been swept and cleaned. Any spills have been mopped up.
- Kitchen is clean, tidy and in proper order.
- Dishes, pots, coffee pot and appliances are clean and returned to their original location.
- All running water has been shut off (including the washrooms).
- All garbage and recyclables are picked up and locked in the outside garbage bin.
- Tables and chairs must be cleaned, stacked and returned to their original location.
- Decorations (including tape) have been removed without any marks or damage to Hall.
- Bathrooms are clean and in proper order.
- All lights are shut off (including bathroom lights).
- All fans have been shut off.
- All doors and windows have been closed and the Hall has been properly secured.

Applicant Initial _____