

Regular Rental Agreement

Between the

Paradise Hill Community Centre

Box 282, Paradise Hill, SK S0M 2G0

(Hereinafter known as the "PHCC")

And

(Hereinafter known as the "Renter")

Contact Information:

Name: _____

Mailing Address:

Telephone No.: _____

Cell Phone: _____

Email Address: _____

The Renter agrees to rent the Paradise Hill Community Centre for:

Date(s): _____

Hours: _____

Type of Function:

(Eg. Wedding, funeral, meeting)

Multiple Use Basis: **(Applies to rentals that occur over a time period of less than 6 weeks. For rentals 6 weeks and over, refer to the *Recurring Rental Agreement*)**

Start date: _____ End Date: _____

Frequency (weekly, monthly, etc. or dates as listed) _____

Estimated Number of Guests/Participants: _____

(Seating Capacity - 450 people, 700 theatre seating)

Facility:

- Schedule “A” to this agreement contains a floor plan of the community centre, showing the size of each room within the facility.
- Schedule “B” to this agreement contains information regarding availability/quantity of equipment.

Fees and Charges:

- Schedule “B” to this agreement contains a schedule of fees for corporate and private rentals and shall be completed by the Renter to indicate areas required, times required, and corresponding fees.
- Schedule “C” to this agreement contains a schedule of fees for registered charity rentals and shall be completed by the Renter to indicate areas required, times required, and corresponding fees.

Terms and Conditions:

•Booking and Payment:

- Tentative bookings will be held for a 15-day period from the date the agreement is mailed/mailed. By the end of this 15-day period, a signed rental agreement must be received and booking deposit (50% of rental) must be paid to reserve the booking. PHCC will not hold a date past the 15-day tentative booking period without deposit and signed rental agreement in place.
- A booking deposit of 50% of the facility rental is required to reserve the date.

Following refunds will apply upon cancellation.

6 months priorFull refund
3 months priorRefund half deposit
1 month priorNo refund

- The balance owing** on the facility rental (including any extra hours required) must be paid in full **30 days** in advance of the rental date. Once the facility rental is paid in full, building access arrangements will be made. The **damage deposit and certificate of insurance** (see #7) must accompany the balance of the facility rental payment. **If all amounts owing are not received at this time, all deposits will be forfeited and the booking will be cancelled and made available to other parties.**

- If booking is made within 30 days of event, payment in full is required at time of booking. No refund is available upon cancellation.**

- Damage deposit** is due at the same time as the remaining balance of the facility rental. Damage deposit will be returned to the renter after event, less deductions for damage and/or missing items, and/or extra cleaning expenses. If damages exceed deposit, the Renter will be charged actual cost incurred for repairs, replacement costs, or cleaning expenses. Please allow the staff a minimum of 48 hours to do the inspection and prepare the refund, communication will be made at that time to discuss the refund.

The damage deposit will be forfeited if any of the conditions contained in the rental agreement are violated.

- Extra cleaning charges** may apply at a rate of \$25.00 per hour, if there is additional cleanup required after the rental (above usual clean up duties as determined by the custodian). Damage deposit may be applied toward extra

cleaning charges but costs exceeding the amount of the damage deposit will be charged to the renter.

- PHCC reserves the right to waive the requirements of the damage and/or rental deposit by a local business, service club, or a locally recognized organization which accept the responsibility for damage under the terms and conditions of this rental policy and further, that if the said Renter defaults or cancels their function, they will be governed by item 1. a, b, and c.

•**General Conditions:**

- Single Day Rental** permits the Renter access to the facility on the date of the event beginning at 8:00 am and must be vacated by 3:00 am. Any additional time outside of these hours will be subject to the hourly rate.

- Extended Rental** permits the Renter access to the facility beyond the single day hours. Refer to rate schedule for Extended Rental options. Any additional usage outside of Extended Rental hours will be subject to the hourly rate.

- The renter is permitted access to the facility the day prior to the event, for the sole purpose of decorating and preparing for the event, at no charge, if the facility is not booked by another party. If prior day booking is requested by another party, the Renter shall have first option to book prior day. Payment must be received within 48 hours to hold prior day booking.

- The renter is permitted access to the facility until noon on the day following the event, for the sole purpose of clean up, at no charge, if the facility is not booked by another party. If following day booking is requested by another party, the Renter shall have first option to book following day. Payment must be received within 48 hours to hold following day booking.

- This public facility is subject to Section 11 of the Tobacco Control Act for the Province of Saskatchewan. **Smoking or holding lighted tobacco, E cigarettes and vaping is strictly prohibited within the facility.** Smoking can take place outside in the designated smoking areas.

- When leaving the hall at any time, the Renter is responsible for ensuring that:

- **all doors are locked and the building is secured**, and

- all lights, including meeting room, washrooms, kitchen, bar and stage, are turned off.

- The Renter agrees to maintain fire exits and access to fire equipment. The Renter further agrees to keep all fire lanes clear.

- No portion of the sidewalks, entries, exits, passages, and stairways of said premises, shall be obstructed by the Renter or used for any purpose other than for ingress and egress from the premises. The doors, windows, sprinkler heads, fire exit and house lighting attachments shall not be covered or obstructed by the Renter.

- The building and grounds must be left in the same condition in which they were found, with:

- All decorations, posters, paper or other debris removed

- Tables cleaned, wiped and stored

- Chairs stacked and returned to storage area, any stains wiped off (set aside if stain cannot be cleaned)

- Bar and kitchen left as clean as they were found and all contents returned to their respective storage locations – including appliances, counters, floors, utensils, small wares and coffee urns, etc.
 - Dishes are to be washed.
 - Carving knives and cutting knives are not supplied.
 - Coffee urns to be emptied and washed.
 - All burners ovens and grill must be cleaned after being used. Fan should be turned on when stove is in use and turned off after use.
 - Walk-in cooler shall be:
 - emptied of all contents brought in by renter and
 - turned off
- Garbage cans emptied, bags securely tied and deposited in the exterior garbage receptacle.
- Recyclable bottles and cans must be either:
 - Removed by renter, or
 - Donated to the Paradise Hill School graduation class (please make arrangements with the school, prior to your event, for bottle collection)
 - Placed in the garbage receptacle
- Any excessive spills mopped
- Pick up any large debris, spilled food from carpet (vacuuming not required)
- All garbage /cigarette butts/debris cleaned up from outside entrances, and PHCC parking lot.
- Personal belongings left after the event are left at the owner's risk. The PHCC is not responsible for any personal belongings left in the facility; however, any lost and found items will be turned into our main office.
- It is agreed that any matters not expressly provided for in this agreement will be decided and dealt with at the sole discretion of the PHCC.

•Facility Equipment:

- Tables and chairs are included with the hall rental. Additional tables and chairs beyond numbers in Schedule B above, are to be supplied by the renter, if required.
- PHCC, or a volunteer group designated by PHCC (example school sports team) will setup and take down tables and chairs for an additional fee and as per the following conditions:
 - Fee for setup will be \$50.00 plus \$1.00 per table and \$0.10 per chair.
 - Renter shall provide direction as to placement of tables and chairs.
 - Fee for takedown will be in addition to setup and is the same rate as setup.
 - Takedown fee includes takedown of tables and chairs and garbage removal.
 - Renter must ensure that tables and chairs are wiped, if necessary, and that garbage is bagged and tied.
 - Additional fee of \$50.00 will be charged if tables are not cleaned by renter
- The kitchen is fully equipped, with dishes, cutlery, and coffee urns. Amounts are shown in Schedule "B". There is no charge for coffee urns if kitchen is rented.

- Wi-Fi is available. Any Renter requiring access to the Wi-Fi will need to acquire the password from the PHCC Administration.
- There are volleyball, badminton, and basketball nets available with Main Hall rental.
- We do not supply extension cords or ladders.
- Tablecloths are available for rent for \$7.50 per tablecloth. PHCC will provide the laundering.
- PHCC has 400 wine glasses available for the renters use. The renter is required to wash and package the glasses after use. A \$20.00 charge will be implemented to cover the cost of breakage.
- There are 7 strands of string lights available for rental at \$20
- Several centrepieces and other decor are available for rental, please discuss this with the Administrator and prices will be available depending on the item.
- The fenced playground at the northeast corner of the PHCC is the property of Paradise Hill Early Learning Centre. Access to this playground is not allowed.

•**Decorations:**

- Absolutely no decorations permitted to be hung from the ceiling.**
- Open flames are strictly prohibited.** Candles are permitted only if enclosed within an appropriate container/holder where the flame does not extend above the top of the rim of the container.
- Free standing decorations only may be used to decorate the hall.** Use of staples, nails, tape, funtac or tacks on walls or furniture is absolutely prohibited **except for on the metal strip along the east, north and south walls.** If these items are used, it will be considered as damage and the Renter will be charged for repairs.
- No confetti, sparklers or bubbles permitted within or outside the building.** No table glitter permitted. No peel and stick pictures or wall décor permitted. No dance wax permitted.
- Absolutely no tape is allowed on the hall floor. Extension cords and other items should be secured by covering with a rubber matting or runner, or something similar.**

•**Bar:**

- A liquor license is required when alcohol is being served.** Consumption of alcohol outside of the hours contained on the liquor license is strictly prohibited.
 - For a corkage fee of \$2.00 per person, PHCC will provide the following:
 - Mix including Coke, Diet Coke, Sprite, Ginger Ale, Clamato Juice, Club Soda, Orange juice, Cranberry juice
 - Plastic glasses – 10 oz and 16 oz
 - Ice
- Milk is not provided.
- Number of persons will be determined by the chairs set up for the event.
- Beer and liquor must be served in plastic containers. If Renter does not purchase corkage the Renter is responsible to provide their own ice, cups and pop. Wine bottles and wine glasses are allowed on the tables.

•**Sound System:**

•The PHCC is not responsible for any fees/taxes related to SOCAN/ReSound. It is the Renter's responsibility to pay all of these fees. More information can be found at www.socan.ca and www.resound.ca.

•*The Sound System is made available for renting parties to use the microphone for speakers and for prerecorded dinner or background music only. Unless board approved with a certified sound tech or a hired certified sound tech of board approval.*

•*Under NO circumstances are bands, DJ's, etc. allowed to hook in to any portion of the Sound System. This includes all speakers, sound boards, wiring, etc. Unless board approved with a certified sound tech or a hired certified sound tech of board approval.*

•*The settings on the Sound Board have been preset by a professional hired to do so by the Hall. No lessee is authorized to make any alterations or adjustments to the Sound Board other than with regards to master volume to maximum of 95 DB level, measured by SPL meter.*

•*The Lessee is responsible to ensure that no parties connect to or utilize any portions of the Sound System as outlined above. Any damage found to any portion of the Sound System will result in a corresponding loss of the damage deposit and possible replacement cost of damaged equipment.*

•**Insurance:**

•It is recommended, and at the discretion of the administration may be required, that the Renter obtain liability insurance, with a minimum of \$2,000,000 coverage, which includes public liability, liquor liability. In the event that it is required, the Renter shall provide a Certificate of Insurance, listing the Paradise Hill Community Centre as a named insured on the policy.

•**Exclusion of Liability, Assumption of Risk, Jurisdiction:**

•As a condition of renting the Paradise Hill Community Centre, the Renter assumes all risk of liquor liability issue, personal injury, death or property loss resulting from any cause whatsoever including but not limited to the negligence, breach of contract, or breach of statutory duty of care on the part of PHCC, its Directors, Officers, Volunteers, Employees, Agents, Representatives or Sponsors. The Renter agrees that the PHCC Board shall not be liable for any such liquor liability issue, personal injury, death or property loss and releases PHCC and waives all claims with respect thereto.

•**Hold Harmless and Indemnity Clause:**

That by signing this Agreement the Renter agrees to save harmless and indemnify PHCC and its Directors, Officers, Employees, Volunteers, Agents, Representatives, or Sponsors, from any and all liabilities and claims that may occur from renting the Paradise Hill Community Centre.

•**Cancellation:**

This agreement may be cancelled and the Renter required to vacate the premises immediately, together with any patrons, guests or invitees, if in the discretion of the representatives of the PHCC, the conduct of the Renter or any patrons, guests or invitees is likely to cause damage to the facility.

I/We, the Renter, have read and agree to the above terms of the agreement.

Signed this _____ day of _____, 20_____.

Renter Name (please print)for: Paradise Hill Community Centre

Renter Signature

Renter Name (please print)

Renter Signature

Booking deposit\$_____ paid on _____ Receipt
#_____

Balance of Payment\$_____ paid on _____ Receipt
#_____

Damage Deposit\$_____ paid on _____ Receipt #
