

RENTAL AGREEMENT (TERMS AND CONDITIONS)

FOR THE RENTAL OF THE CARROT RIVER COMMUNITY HALL

1. Bookings

All bookings must be made through the Town Office located at 5 Main Street. Bookings can be made in person, by phone to 306-768-2515 or by email to office@carrotriver.ca

2. Payment of Fees

All rental fees are payable to the Town of Carrot River and must be submitted to the Town Office. All rates are subject to GST. Invoices will be issued upon request.

3. Booking Deposit

A booking deposit of \$100.00 plus GST is required at the time of booking and will be applied to the rental fee.

Bookings are confirmed only upon receipt of this deposit.

The first renter to submit payment will be deemed to have a confirmed booking.

Cancellations made 31 days or more prior to the event will receive a full refund. Cancellations made 30 days or less prior will result in forfeiture of the deposit.

4. Damage Deposit

A separate \$100.00 damage deposit is required and will be held as security against damage and/or failure to meet rental requirements.

Following the event, Town staff will assess the facility. The renter is responsible for all damages or deficiencies, which may result in partial or full forfeiture of the deposit.

Failure to return keys or equipment as required may also result in the deposit being withheld.

The renter is responsible for any repair costs exceeding the deposit amount.

5. Access to Facility

The renter is responsible for obtaining and returning the facility key from the Town Office. Town Office hours are Monday to Friday, 9:00am – 4:30pm (open through the noon hour), closed for statutory holidays.

6. Vacating the Facility

All materials, including those provided by third parties, must be removed from the premises before 8:00 a.m. the day following the event unless otherwise arranged.

If additional time is required for clean-up the following day, the Community Hall must be booked for extended time at an additional fee of \$100, allowing access until 12:00pm.

7. Decorations and Facility Care

The use of nails, tacks, or similar fasteners on walls, ceilings, or fixtures is strictly prohibited.

Damage, including holes, markings, or scuffs, will be subject to a \$5.00 charge per occurrence.

Decorations must not be attached to soundboards.

All tape must be completely removed during clean-up.

8. Closing and Cleaning Responsibilities

The renter must ensure all lights are turned off and all exterior doors are securely locked upon leaving the building, including doors not directly used by the renter.

The renter is responsible for leaving all areas used, including the kitchen, bar, main hall, washrooms, meeting room, and coat room in a reasonably clean condition.

“Reasonably clean” includes:

- Cleaning up all spills
- Wiping down tables, counters and surfaces
- Removing all garbage and recycling to designated exterior bins
- Returning the space to the condition it was found

9. Limited Kitchen Use

Limited kitchen use includes coffee urns and countertop use only.

All garbage and recycling must be placed in the designated bins located outside the south door.

Full kitchen use is permitted with appropriate rental agreement.

10. Bar Equipment

The bar is equipped with liquor jiggers, a freezer (capacity for nine (9) bags of ice supplied by the renter), and two (2) beverage coolers.

11. **Beverage Restrictions**

Glass bottles are not permitted beyond the bar area. Evidence of glass outside this area may result in forfeiture of the security deposit. Canned beverages are permitted.

12. **Alcohol Service Requirements**

Any event serving alcohol must:

- Receive written authorization from the Town in accordance with the Liquor Permit Policy
- Obtain a Special Occasion Permit through the Saskatchewan Liquor and Gaming Authority
- Provide proof of liability insurance, including a minimum of \$1,000,000 host liquor liability
- Failure to comply may result in loss of deposit and/or denial of future bookings.

13. **Tables and Chairs**

All tables must be cleaned and returned to storage. Broken tables must be left out and reported. Round tables require table coverings, disposable coverings will be available, or you may provide your own.

Chairs must be cleaned if required and stored in the designated area along the south wall or in the storage room south of the stage.

Failure to complete these requirements may result in forfeiture of the security deposit.

14. **Linens**

Dish cloths and towels provided must remain at the Community Hall. These will be cleaned by janitorial staff.

15. **Facility Controls**

Controls for the main hall lights and ceiling fans are located in the bar area.

The air exchange unit is located in the storage room and operates on a timer to maintain air quality.

The thermostat for the main hall is located between the bar and kitchen. The stage thermostat is located on the north wall of the stage.

16. **Supplies**

Additional paper products are located in the storage room. The renter is responsible for restocking dispensers as required.

17. **Responsibility for Facility**

The Community Hall and its equipment are provided in trust to the renter. The renter assumes full responsibility for the facility and its contents during the rental period.

18. **Wi-Fi Access**

Wi-Fi is available for use. Password: 3067680000.

19. **Audio/Visual Equipment**

Audio/visual equipment is available for use with hall rental.

Keys and equipment (including microphones and control cases) must be returned to the Town Office by 2:00 p.m. on the next business day.

Failure to return equipment as required may result in forfeiture of the security deposit.

An 80-inch television is available in the meeting room and must be returned after use.

A piano is available and must be returned to its original location if moved.

Any issues with equipment should be reported to the Town Office.

20. **Maximum Occupancy**

The renter must not exceed the maximum occupancy limits:

- Main Hall: 340 standing, 255 chairs only, 170 tables and chairs
- Meeting Room: 35 standing, 25 chairs only, 20 tables and chairs

21. **Damage Reporting**

Any pre-existing damage must be reported to the Town Office prior to the event. Failure to report may result in the renter being held responsible.

22. **Conduct and Compliance**

The renter is responsible for the conduct of all guests and must ensure compliance with all municipal bylaws, including noise and disturbance regulations.

23. **Rental Rates and Fees**

All rental rates and applicable fees are outlined in the Community Hall Fee Schedule. Written requests for special rates or considerations may be submitted to the Carrot River Recreation Board.

APPENDIX A – COMMUNITY HALL INFORMATION GUIDE

The following information is provided to assist renters in planning and organizing their event. Information is subject to change as facility improvements and updates occur.

1. Facility Capacity

Main Hall Setup	Maximum Capacity
Standing Room Only	340 persons
Chairs Only	255 persons
Tables & Chairs	170 persons

Meeting Room Setup	Maximum Capacity
Standing Room Only	35 persons
Chairs Only	25 persons
Tables & Chairs	20 persons

2. Facility Features

- Main Hall
- Stage & Stage Storage
- Commercial Kitchen (double cooler, 3 stoves, electric roasters, coffee urns, etc.)
- Bar Area (double and single cooler, wine glasses, jiggers, freezer, etc.)
- Meeting Room
- Accessible Washroom
- Public Washrooms
- Coat Room
- Audio / Visual Equipment
- Free Wi-Fi
- Accessible Main Entrance

3. Tables & Chairs

Thirty-five, rectangular banquet tables are 96 inches long, 32 inches wide and 31 inches high.

Six smaller, rectangular meeting tables are 60 inches long, 31 inches wide and 31 inches high.

Twenty, 84-inch round tables are available. Table coverings are required.

Standard banquet chairs are available and included with rental.

Suggested seating per table: 6–8 people.

4. Audio / Visual Equipment

- Sound system
- Microphones and cords (pick up from office, along with key)
- Stage lighting controls (pick up from office, along with key)
- 80-inch portable television
- Piano

5. Cleaning Expectations

- Remove all decorations and personal items
- Wipe tables, counters, and surfaces
- Sweep floors and clean spills
- Remove garbage and recycling to outdoor bins
- Return tables and chairs to designated storage areas
- Turn off lights and lock all doors
- There are checklists posted in the building for reference

6. General Hall Layout

The following layout is provided as a general reference for planning purposes.

