

I / We \_\_\_\_\_ agree to the following terms for the rental of the Spiritwood Civic Centre, Spiritwood, Saskatchewan.

**Function Information:**

TYPE/NAME:	DATE:	TIME:
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**Contact Information:**

NAME:	ADDRESS:	PHONE:
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<input type="checkbox"/> <b>Wedding, Anniversary, or other such event – (3 WEEKEND PACKAGE)</b> INCLUDES: - Kitchen, dishes, coffee percolators, main bar - Renters enter hall at Friday morning at 8:00 a.m. and exit Sunday evening. (NO exceptions – additional charge of \$100.00/day will be charged if failure to vacate by allotted time)	\$600.00
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<input type="checkbox"/> <b>Public Dances, Socials, Banquets</b> INCLUDES: - Kitchen, dishes, coffee percolators, main bar - Renters enter hall at 8:00 a.m. the day of the function and vacate by 2:00 a.m. if facility is rented the next day. (additional charge of \$100.00/day will be charged if failure to vacate by allotted time)	\$450.00
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<input type="checkbox"/> <b>Public Meeting, Event or Other</b> As per schedule: - Main Hall, Meeting Room - First 3 days, Subsequent Days & Weekly Rate	FIRST 3 DAYS	SUBSEQUENT	WEEKLY	MAIN HALL	MEETING ROOM
	\$200/DAY	\$100/DAY	\$850	\$250.00	\$75.00

<input type="checkbox"/> <b>Accessories</b> NOTES: - Main Bar, Kitchen and Event Set Up	EVENT SET UP	MAIN BAR	KITCHEN
	\$100.00	\$75.00	\$125.00

**BOOKING DEPOSIT:** R# \_\_\_\_\_  
 Non-refundable / Non-transferable deposit at the time of booking

**DAMAGE DEPOSIT:** R# \_\_\_\_\_  
 Please complete attached form, giving name and address of where the damage deposit is to be sent, once the caretaker has confirmed no damage.

<b>SUBTOTAL:</b>	=	
LESS: Booking Deposit	-	
<b>TOTAL RENTAL DUE:</b>	=	
Damage Deposit	+	\$200.00
<b>AMOUNT DUE</b>	=	
DUE DATE:		

**PAYMENT TERMS:** Balance of hall rental, along with Damage Deposit is due TWO WEEKS prior to the event. No access to the facility will be allowed unless this agreement is PAID IN FULL. Any damages to hall or property and cost incurred, are the responsibility of the renter. Rates can be subject to change on a yearly basis.

**ADDITIONAL RENTAL CONDITIONS AND REQUIREMENTS:**

1. Stove & Sinks must be left clean, chairs and tables put away (if used), all plates, cups, glasses, cutlery, must be washed in the dishwasher and all debris must be removed from tables and counters and placed in garbage containers.  
**Failure to comply with these requirements could result in an additional charge of \$200.00**

I / We the said Renter(s) named in this Agreement understand and agree to the conditions stated in this Agreement.

**RETURN OF DAMAGE DEPOSIT  
CIVIC CENTRE Rental**

Cheque to be made payable to:

NAME:	ADDRESS:	PHONE:
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A Damage Deposit of \$200.00 was paid to the Town of Spiritwood for the rental of the Civic Centre on:

A refund of:

\$200.00

\$200.00 minus the following damages

Less: \_\_\_\_\_ for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

has been confirmed by the Civic Centre Caretaker on: \_\_\_\_\_

Town of Spiritwood: \_\_\_\_\_

## **CIVIC CENTRE RENTAL POLICY**

1. All renters must pay half (1/2) rate of rental at the time of booking to confirm. If booking is cancelled, this is non-refundable.
2. All renters must pay a damage deposit of \$200.00
3. **NO ONE** is to enter Civic Centre on day that is not booked by the renter (i.e. the day prior or day following an event/function). Anyone doing so will be charged a \$100 per day set up or take down fee.
4. All renters are responsible for policing inside of hall during the period of use.
5. All renters must take steps to avoid unnecessary disfiguring of walls and floors. **NO TAPE, STAPLES OR TACKS ARE ALLOWED ON THE WALLS OR CEILING.** It is the duty of the renters to remove decorations IMMEDIATELY at close of events.
6. In the case of a teen dance, a local organization must sponsor the dance as well as provide a list of four acceptable chaperons to the Town Office upon confirming booking.
7. Renters are responsible for setting up own tables and chairs for all functions **AND MUST FOLD UP ALL TABLES, STACK CHAIRS AND SET AGAINST WALLS OF THE CIVIC CENTRE IMMEDIATELY AFTER THE EVENT/FUNCTION.**
8. Renters must immediately remove unused supplies brought in for the occasion at the end of the function (i.e. liquor, etc.)
9. No confetti or sprinkles are allowed in the Civic Centre.
10. The Town of Spiritwood reserves the right to withhold the use of the hall even though the hall may not be in use.
11. The Town of Spiritwood is not responsible for the disruption of any function caused by the interruption of power, natural gas, telephone or sewer and water service.
12. The Town of Spiritwood is neither required, nor responsible for the supply of tables and chairs over and above those available at the Civic Centre at a given time. Any additional furnishings required are the responsibility of the renter.
13. Any renter wishing to guarantee the use of the Civic Centre the day before the function (i.e. to decorate for a wedding) may book the hall and pay the \$100 events setup fee. If the Civic Centre is not booked, the renter may go in the night before (after 6:00 p.m.) at no charge, any cleaning required from that evening is the responsibility of the renter.
14. Bylaw No. 390/03 states the Civic Centre is a non-smoking facility.
15. If a renter is operating a trade show in the Civic Centre and is not a tax paying business of the Town of Spiritwood, but is in direct competition with a tax paying business in the Town of Spiritwood then the shall be required to pay an additional fee of \$500 upon renting the Civic Centre.
16. All renters are required to supply their own pop for their function.
17. All renters must pay the damage deposit and will be responsible for the replacement of items that are missing and/or damaged from the bar and kitchen. **Inventories will be checked after each function.**
18. The floor is professionally waxed and buffed the use of floor wax is not permitted.

## **DISHWASHER OPERATION**

1. **THOROUGHLY SCRAPE AND RINSE** the dishes to remove particles of food and debris.
2. When racking dishes, **DO NO STACK ONE OF TOP OF ANOTHER**, as water must have free access to both sides of every dish.
3. Stand plates and flat dishes edgewise in the peg rack.
4. Cups, glasses and bowls should be placed open side down in the combination rack.
5. Knives, forks, spoons, and other small items should be scattered loosely over the bottom of the combination rack.
6. Turn on at bottom of dishwasher. Dish soap and rinse agent are automatic.
7. Unlatch and open the door and slide the rack carrier out. Place rack on carrier and slide them in to the dishwasher.
8. Close the door and latch handle. The pilot light will glow until cycle is completed.
9. When the cycle is completed, the pilot light will go out. Unlatch and open door. Slide the clean rack out, remove it, and the dishwasher is ready for a repeat operation.

## **CLEANING**

1. To clean machine, open the door and slide the rack carrier out. **LIFT OFF THE WASH ARM ASSEMBLY BY THE HUB, NOT BY ANY OF THE ARMS**, and remove the strainer assembly. Clean both in a sink.
2. With a damp cloth, wipe the interior and exterior of machine. Re-install the filter and wash arm. Leave the door ajar to allow machine to dry and air out.