

Village of Belle Plaine

OFFICE OF THE ADMINISTRATOR

Belle Plaine Community Hall Rental Agreement

This Agreement made on the _____ day of _____, 20 ____

BETWEEN

Village of Belle Plaine

And

NAME: _____ (hereby referred to as "the Renter")
ADDRESS: _____
PHONE NO: _____

The Community Hall is owned and operated by the Village of Belle Plaine and has been developed to ensure long term enjoyment for all Village and area residents. It is a service to the Village that our community hall is maintained. The Village of Belle Plaine is committed to maintaining our excellent facility so that it is always safe, clean and attractive. We anticipate that our renters share that commitment.

In consideration of the Village of Belle Plaine permitting the Renter to use the Facility the Renter agrees as follows:

1. Rental fees are payable in full at the time of booking the Hall rental. If a renter cancels a booking prior to 60 days before the planned event, a 10% penalty shall be deducted from the returned rental fee. If the renter cancels a booking prior to 30 days before the planned event, a 20% penalty shall apply. If the renter cancels a booking prior to 10 days before the booking, a 50% penalty shall apply. In the case of cancellation in the last 10 days prior to the planned event, the rental fee in full shall be forfeited. Notwithstanding the above, an appeal of such penalty of forfeit may be submitted by letter to the Village Council when there are extreme circumstances.
2. Refundable damage deposits shall be required unless waived by the action of Village Council. Damage deposits will be refunded only after a complete check of the hall and its contents has taken place. All damages and losses, including excessive clean-up costs, shall be charged against the damage deposit. Renters may be charged over and above the damage deposit if necessary, to cover damages or losses. In order to facilitate a complete check of the hall and its contents damage deposit returns cannot be assured prior to a date two weeks after the event. All damage deposits shall be paid in full one day prior to the event or at the time of booking if the booking occurs immediately prior to the event. It is understood that these stipulations would not apply in the case of funerals and emergent situations when most arrangement are made by telephone, fax or email.
3. Regarding the reserving of the hall for the evening before the events it is understood that this is for purposes of decorating / preparation / setting up only. Careful communication regarding such things as cleaning schedules is expected. If parties or family meals and gatherings are planned for the prior evening in the hall, the renters would be required to pay the usual daily hall rental fee.

Nature of Event or Function: _____

Date and Time of Event or Function: _____

Keys

Keys can be picked up the last business day before the function. They must be returned to the office on the next business day following the function unless other arrangements have been made with the Village Office. If keys are not returned the renter will not receive the damage deposit of \$100.00 back.

Date Signed out: _____ By: _____ Phone No: _____

Date Returned: _____ By: _____ Phone No: _____

Occupancy

Total occupancy of the hall shall not exceed 100. Seating in the hall dinner theatre style the occupancy is 100. The renter is responsible for ensuring occupancy is not exceeded.

Decorations

The renter shall undertake the setup and takedown of the hall. Changes required during the event shall be the responsibility of the renter. Existing decorations at the hall are to remain in place and unaltered. Renters are not to remove or change décor items (drapes, pictures, etc.). All hall items (furniture, dishes, etc.) shall not be removed from the hall or used in another venue unless prior approval has been granted.

General Clean Up Duties

The renter shall have responsibility at the end of the event to assure that all tasks on the renter's checklist have been completed.

A copy of the Renter's Checklist is attached to be filled out & returned. The Village of Belle Plaine is responsible to provide appropriate cleansers and soaps, garbage bags and garbage receptacles. It is requested that all renters use only the cleansers and soaps provided.

If any damages occur to the building or its contents, please notify the Village office as soon as possible. Items that need to be fixed, replaced, or purchased should also be reported to the Village office.

The Village shall seek to have a person available for emergency calls relating to the facility. The renter should know who that person is and how they may be contacted.

As a renter, I have read and agreed to the terms of the rental as described about and in the appended form. I have received a copy of the Rental Agreement and of the Renter's Checklist. I will personally accept, or assign responsibility to my agent, to abide by the agreement, follow the checklist, close the hall at the end of the event and return the checklist and any keys I have been given to the Village office.

Signed: _____

Name Printed: _____

Belle Plaine Community Hall Check List

Thank you for choosing the Belle Plaine Community Hall as your location to hold event.

Keys can be picked up the last business day before the rental and the keys must be returned on the first business day after the rental or as per prior arrangements.

Damage deposits will be refunded only after the complete check of the hall and the completion of the rental check list. All damages and losses, including excessive clean-up costs, shall be charged against the damage deposit. Renters may be charged over and above the damage deposit if necessary, to cover damages or losses.

Group	Town	Check List
		Check bathrooms to ensure that toilets and urinals are flushed, cleaned and lights turned off. Garbage is to be emptied and deposited into garbage bin outside.
		Garbage is bagged and removed from kitchen. Deposit garbage in bin outside.
		Coffee pots are emptied and cleaned; dishes are washed and sanitized and returned to their prior location; microwave is cleaned inside and out.
		Take home soiled linens (eg. dishtowels/cloths), wash and return within one week of event.
		Wipe down sinks and appliances that have been used. Ensure all appliances are turned off.
		Sanitize counters using supplied disinfectant wipes.
		All food stuffs are removed from the refrigerator and freezer. Wipe down inside/out if needed.
		Tables are to be wiped clean and returned to proper location.
		Wipe down soiled chairs with disinfectant wipes. Stack and return to their prior position.
		Sweep and mop entrances, hall, kitchen and bathrooms
		Exterior and interior lights are turned off and all doors are locked.
		Turn thermostat down to 68 degrees
		Keys are returned to the Village office (if after hours, drop keys in mailbox)

SIGNED: _____

NAME PRINTED: _____

ON BEHALF OF: _____

Additional COVID-19 Requirements

The Village will carry out additional disinfection of commonly touched surfaces like door handles and light switches. Renters of the Community Hall use the facility at their own risk as the Village of Belle Plaine cannot guarantee the level of disinfection required between uses.

The Renter also agrees to the following provincial and municipal regulations. Failure to comply may result in the loss of the \$100 damage deposit.

- ☐ Use at own risk.
- ☐ Disinfect tables, counters, and other commonly touched surfaces BEFORE and AFTER use. Cleaning products are supplied by the Town and available under the kitchen sink.
- ☐ Physical distancing must be maintained, when required.
- ☐ Follow the provincial group gathering size restrictions.
- ☐ People must stay at home when they are sick or if they have been in recent contact with someone who tested positive for COVID-19.
- ☐ Vulnerable individuals, such as seniors and those with underlying health conditions, should continue to exercise caution and minimize high-risk exposures, such as public outings.
- ☐ Practice good personal hygiene, including frequent hand washing and proper cough and sneezing etiquette.
- ☐ Use of PPE when required.
- ☐ Follow any other provincial health orders and regulations not listed above.

For more information on provincial regulations visit
<https://www.saskatchewan.ca/coronavirus>.

Signed: _____