

FACILITY RENTAL AGREEMENT – KIPLING COMMUNITY CENTRE

TOWN OF KIPLING
BOX 299
KIPLING, SASKATCHEWAN
S0G 2S0
306-736-2515

RENTER: _____

BILLING ADDRESS: _____

PHONE: _____ PURPOSE: _____

DATE: _____ TIMES: _____

RENTAL COST: _____ (AS PER FEE SCHEDULE)

CARETAKER SET UP REQUESTED: _____ (\$40 FEE)

If you require the sound system, a there is a damage deposit of \$100 cash required, payable at the Town Office before your event.

SOUND SYSTEM DAMAGE DEPOSIT: _____

SOUND SYSTEM DAMAGE DEPOSIT REFUNDED: _____ (For office use only)

DAMAGE DEPOSIT (EQUAL TO RENTAL CHARGE) FOR EVENTS WITH ALCOHOL: _____

COMMUNITY FUNDRAISERS RECEIVE 50% DISCOUNT OFF TOTAL RENTAL CHARGES. TO HAVE YOUR EVENT CONSIDERED A COMMUNITY FUNDRAISER; PROCEEDS MUST STAY IN THE COMMUNITY AND BENEFIT A LOCAL NON-PROFIT ORGANIZATION AND/OR LOCAL PROJECT.

CANCELLATIONS: CANCELLATIONS MUST BE MADE AT LEAST TWO WEEKS IN ADVANCE OR FEES WILL STILL APPLY.

OCCUPANCY RATE OF THE HALL:

THEATRE STYLE SEATING CAPACITY – 350
BANQUET – 320
DANCE – 350

HALL TABLES:

TABLES – RECTANGULAR – 40 ROUND – 14 SMALL (5FT) LARGE – 6 (6FT)
CHAIRS - 300

PIANO: THE PIANO IS THE PROPERTY OF THE KIPLING & DISTRICT ARTS CLUB, ARRANGEMENTS MUST BE MADE WITH MONA LYNN STENDER @ 306-736-2263 PRIOR TO USE.

EVENTS WITH ALCOHOL – THE HALL COMMITTEE REMINDS YOU THAT IF YOU ARE PROVIDING ALCOHOL TO YOUR GUESTS YOU MUST HAVE A PERMIT AS DETERMINED BY SASK LIQUOR AND GAMING. PERMITS AVAILABLE ONLINE FROM SASK LIQUOR & GAMING.

THE HALL COMMITTEE STRONGLY RECOMMENDS THAT IF YOU ARE SERVING ALCOHOL THAT YOU PROVIDE THE OPTION OF DESIGNATED DRIVERS.

DISPENSERS ARE THE RESPONSIBILITY OF THE RENTER. THE BAR IS TO BE LEFT CLEAN AND THE COOLER TURNED OFF.

THE KITCHEN IS TO BE LEFT CLEAN. STOVE, OVENS, SINKS, AND CUPBOARDS SHOULD BE WIPED DOWN. COFFEE URNS ARE TO BE TURNED OFF AND WASHED. TEA TOWELS ARE PROVIDED, HOWEVER, THE RENTER MUST ENSURE THAT THEY ARE LAUNDERED AND RETURNED TO THE HALL WITHIN 24 HOURS.

THE TOWN SUPPLIES A GARBAGE BIN OUTSIDE THE KITCHEN. ALL GARBAGE IS TO BE PUT IN THE SUPPLIED BIN AND NEW BAGS PUT INSIDE THE CONTAINERS. GARBAGE BAGS ARE IN THE DRAWER BY THE BACK DOOR.

A LIST OF CLEAN UP ITEMS ARE POSTED IN THE KITCHEN AND MUST BE COMPLETED AT THE END OF A FUNCTION.

DECORATIONS ARE TO BE PLACED ON THE WALLS WITH STICKY TACK ONLY. CONFETTI, TAPE ON THE WALLS, HELIUM BALLOONS AND BURNING CANDLES ARE PROHIBITED IN THE COMMUNITY CENTRE. FISHING LINE MAY BE USED TO HANG LANTERNS ETC ACROSS THE HALL DANCE FLOOR, BUT MUST BE REMOVED AFTER THE EVENT.

NO DECORATIONS IN THE HALLWAY

ALL DAMAGES/MISSING ITEMS WILL BE BILLED TO THE RENTER.

KEYS MAY BE PICKED UP AT THE TOWN OFFICE DURING REGULAR OFFICE HOURS A DAY OR TWO BEFORE YOUR EVENT. MONDAY TO FRIDAY – 8:30AM-12:00PM 1:00PM TO 4:30PM STAT HOLIDAYS EXCLUDED.

IN THE CASE OF AN EMERGENCY PLEASE CALL THE CARETAKER, JIM FICKEN AT 306-736-8178

As the renter or organization representative, I have read and understand these rental guidelines for the community hall.

Renter or Authorized Representative

Hall Rental Representative

THIS IS A COMMUNITY FACILITY – WE ASK THAT YOU LEAVE IT AS YOU FOUND IT.