

FACILITY RENTAL AGREEMENT – KIPLING COMMUNITY CENTRE

TOWN OF KIPLING
BOX 299
KIPLING, SASKATCHEWAN SOG 2S0
Email: kiptown@sasktel.net Phone: 306-736-2515



RENTER: _____

BILLING ADDRESS: _____

PHONE: _____ PURPOSE: _____

DATE: _____ TIMES: _____

RENTAL COST: _____ (AS PER FEE SCHEDULE)

If you require the Sound System there is a damage deposit of \$100 required, payable at the Town Office when you pick up your keys. It will be refunded if there are no damages to the Sound System after your event.

SOUND SYSTEM DAMAGE DEPOSIT: _____

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

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

Cancellations: Cancellations must be made at least two weeks in advance or fees will still apply.

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.

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 liquor permit** as determined by Sask Liquor and Gaming. Permits are available online from Sask Liquor & Gaming. you should allow 10 days to for this permit to be approved. All public events must carry extra liability insurance.

The Hall Committee strongly recommends that if you are serving alcohol that you provide the option of Designated Drivers.

Kitchen : The Town of Kipling kitchen is an Approved Kitchen under Public Health guidelines. If your event is serving food to the public a copy of the caterer’s Public Health Licence or a Temporary Food Service Approval from Public Health may be required. For further information, contact public health at 306-842-8618.

Clean up after your event: A list of clean up items are posted in the kitchen and must be completed at the end of a function.

The following are not allowed in the hall:

- **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**
- **No bouncy castles allowed in the community centre**

all damages/missing items will be billed to the renter.

In the case of an emergency, please call the caretaker, Adam Viczko at 306-605-9153.

As the renter or organization representative, I have read and agree to these rental guidelines for the Community Hall.

Renter or Authorized Representative

Town of Kipling Hall Rental Representative

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

ALL FUNCTIONS MUST BE FINISHED BY 2:30AM.