

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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TOWN OF SPIRITWOOD POLICY NO. 10

- 5.04 Renters of the facility must enter into a rental agreement, "Schedule C" of this policy.
- 5.05 All renters must pay the full rate of the rental and the damage deposit a minimum of THREE WEEKS prior to the event to secure the booking.
- 5.06 All renters must pay a damage deposit equal to the full amount of the rental or a minimum of \$200 if the rental rate is less than \$200.
- 5.07 If the booking is cancelled within Two weeks prior to the event then \$200 of the damage deposit will be non-refundable.
- 5.08 NO ONE is to enter the Civic Centre on a day that it is not booked by the renter (i.e. the day prior or day following an event/function). Anyone doing so will forfeit a portion of their damage deposit.
- 5.09 All renters will be responsible for policing inside of hall during the period of use.
- 5.10 All renters must take steps to avoid un-necessary disfiguring of walls and floors. **NO TAPE, STAPLES OR TACKS ARE ALLOWED ON THE WALLS OR CEILING.** It is the duty of renters to remove decorations IMMEDIATELY at close of events.
- 5.11 Renters are responsible for setting up tables and chairs for all functions **AND MUST FOLD ALL TABLES, STACK CHAIRS AND SET ALL AGAINST WALLS OF THE CIVIC CENTRE IMMEDIATELY AFTER THE EVENT/FUNCTION.**
- 5.12 Renters are responsible for rough cleaning of the premises at the end of functions, including gathering of paper cups, napkins, bottles, etc. The oven, sinks and fridges must also be cleaned.
- 5.13 Renters are responsible for rough cleaning of Kids Land (if used) at the end of functions, including removing all trash and tidying any messes or spills created on the playground equipment.
- 5.14 Renters must immediately remove unused supplies brought in for the occasion at the end of the function (i.e. liquor, etc.)
- 5.15 **NO CONFETTI OR SPRINKLES ARE ALLOWED** in the Civic Centre.
- 5.16 Bylaw No 390/03 states the Civic Centre is a non-smoking facility.
- 5.17 All renters must pay a 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.**
- 5.18 The floor is professionally waxed and buffed and the use of floor wax is not permitted.
- 5.19 All renters must follow the dishwasher operation and cleaning instructions set out in "Schedule C" - the Rental Agreement.
- 5.20 In the case of a teen dance, a local organization must sponsor the dance as well as provide a list of four (4) acceptable chaperons to the Town Office upon confirming booking.
- 5.21 All renters are required to supply their own pop for their function.

Rental Options	Rental Fee	Amount
3 DAY ALL-INCLUSIVE PACKAGE INCLUDES: Main Hall, Meeting Room, Kitchen, dishes, coffee percolators, main bar Renters enter hall at 8:00 a.m. on the first day and exit at 5:00 p.m. on the third day (NO exceptions – failure to vacate by allotted time may result in loss of part or all of the damage deposit)	\$700.00	
1-DAY ALL-INCLUSIVE PACKAGE INCLUDES: Main Hall, Meeting Room, Kitchen, dishes, coffee percolators, main bar Renters enter hall at 8:00 a.m. and exit by 2:00 a.m. (NO exceptions – failure to vacate by allotted time may result in loss of part or all of the damage deposit)	\$525.00	
1-WEEK PACKAGE INCLUDES: 7 days: Main Hall, Meeting Room 2 days: Kitchen, dishes, coffee percolators, main bar Renters enter hall at 8:00 a.m. on the first day and exit by 5:00 p.m. on the last day (NO exceptions – failure to vacate by allotted time may result in loss of part or all of the damage deposit)	\$950.00	
EVENT SET-UP Renters enter hall at 4:00 p.m. on the day prior to the event for set up	\$150.00	
MAIN HALL Renters enter hall at 8:00 a.m. and exit by 2:00 a.m. (NO exceptions – failure to vacate by allotted time may result in loss of part or all of the damage deposit)	\$275.00	
MEETING ROOM Renters enter hall at 8:00 a.m. and exit by 2:00 a.m. (NO exceptions – failure to vacate by allotted time may result in loss of part or all of the damage deposit)	\$75.00	
MAIN BAR *only to be added on to a 1-day rental of the main hall or meeting room	\$75.00	
KITCHEN *only to be added on to a 1-day rental of the main hall or meeting room	\$150.00	
	Subtotal	
	Damage Deposit	
	TOTAL DUE	

PAYMENT TERMS: Balance of rental, along with Damage Deposit is due THREE WEEKS prior to the event. \$200 Cancellation Fee if the booking is cancelled within 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.

The Town of Spiritwood reserves the right to withhold a renter’s damage deposit for the following reasons: damage to any Town property, stolen property, failure to adhere to any of the conditions outlined in Policy No. 10 or the rental agreement.

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

Signature of Renter

Signature of Witness

Date

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 OF DISHWASHER

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.

Ensure all doors are locked before leaving the facility.