

Town of Strasbourg Hall Rental Contract



1. Rent is to be paid in advance when picking up the key at the Town Office. The key is to be returned the next working day.
2. A **DAMAGE DEPOSIT** of **\$250.00** is required with the Town Office for **ALL** functions. This can be paid by cash, cheque or we hold a credit card number. Said deposit will be refunded conditional that there is no damage and/or messy conditions in the Hall. **Once the caretaker inspects, cash or cheque will be returned.**
3. Hall capacity, as recommended by the Fire Commissioner, is posted and shall be adhered to. Fire exits are to be kept clear at all times.
4. No smoking allowed in any portion of the facility.
5. Number of tables and chairs needed is to be requested at the time of booking. Caretaker will place out the requested number of tables and chairs, but it is your responsibility to arrange the tables and chairs how you see fit if no plan is given. If you have a drawing of the table layout, please provide to the Town Office well in advance of the event so that the caretakers can arrange. Tables must be wiped down after the event. Tables and chairs do not need to be put away.
6. If kitchen is rented, cleaning of all dishes, cutlery, coffee urns, stoves, ovens, dishwasher, counter surfaces, fridges, coolers, and tables must be done.
7. If serving alcohol, six liquor jiggers are available at the Town Office if requested. They must be returned to the Office, washed, when the key is dropped off.
8. Please remove all recycling bottles and cans from the premises **THAT DAY/NIGHT**. Otherwise, the recycling becomes the property of the Hall.
9. The elevator is available for use and is located on the north east corner of the Hall. To unlock the elevator doors, follow the instructions on the panic bars and **unlock with the hanging allen key**. Remember to lock the panic bars after the event.
10. If renting the Hall prior to event (for decorating, etc.), it is your responsibility to remove any garbage and clean any mess that you may have made during the day. You must pay \$100.00 per day for every day prior that the Hall is rented.
11. Before leaving the Hall, please ensure all bathrooms are checked for running water, lights are turned off, and doors locked. **The door to the Lower Hall can be locked and unlocked with the allen key.**
12. Please have all your belongings **removed** from the Hall by **11:00 a.m.** the following day.

Your signature below indicates that you have been made aware of the above rules and regulations, and you have been given a copy thereof, and that, in addition, you have received a key to the Hall.

DATE

ORGANIZATION

SIGNATURE OF LESSEE

For Office Use

Damage Deposit Received Rent Money Received Photocopy Agreement for Renter

Some Important Information about the Hall

Who to Contact

If there are issues during your rental, you should contact the Maintenance Caretaker first. The Town of Strasbourg office is only open during the day Monday to Friday until 4:00 p.m.

Roy Erickson – (306) 725-3219

Light Switches, Breaker Boxes, etc.

BREAKER BOXES - There are two breaker boxes located in the Lower Hall – one in the backroom of the kitchen, and the other is in the handicapped washroom on the east side behind the bar. There is a breaker box located in the Upper Hall in the lobby storage room.

LIGHT SWITCHES LOWER HALL – Most switches are easy to find, however there are a few tricky ones. The Lower Hall has several – the majority are in the kitchen on the south wall by the coolers. There is a switch as you are coming down the stairs to the Lower Hall. There are also two switches way up high on a pillar between the coat room and the kitchen. There are also light switches over by the bar, in the bathrooms, and in the alcove.

LIGHT SWITCHES UPPER HALL – The lobby switches are in the storage room on the south side. The lights for the auditorium are in the sound booth on the west wall. The rest of the lights for the stage are backstage on the south wall.

PHONE – Available in janitor's room behind the bar on the east side.

Did you Rent the Kitchen?

It is **your responsibility** to make sure that the following items are cleaned after your rental:

- Counters and tables
- All dishes including, plates, cups, silverware, juice jugs, coffee urns, pots, etc.
- Sinks
- Dishwasher
- Ovens and stoves
- Fridges and coolers
- Trolleys and steam trays

Food is not to be left in the fridge. Washing dishtowels is the responsibility of the caretaker. Do not remove from the Hall. Make sure all items are put away in their proper places.

Other Important Numbers

Don Acton – Electrician – (306) 725-8260
Dwight Fichter – Electrician – (306) 725-7383
Josh Flavell – Plumber – (306) 725-7743
Kevin Acton – Plumber – (306) 725-7546
Trent Hilderman – Refrigeration – (306) 725-7896

Please double check with caretaker prior to phoning someone on this list.

Do You Need “Technical” Help?

Does your event require someone to run the Upper Hall lights and sound system, or the Lower Hall sound system and TV? Please contact one of the following individuals for assistance:

1. Lance Cornwell – (306) 725-7602
2. Jon Josephson – (306) 526-2968
3. Jim Erickson – (306) 725-8021