



SCHEDULE "C" to Bylaw 391/18 Hall Rental Agreement

1. Rent and damage deposit is to be paid prior to picking up the key at the Town Office. The key is to be returned the next available working day.
2. A damage deposit of **\$400.00** 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. Renters will be responsible for policing the inside and outside of Hall during the period of use.
6. Rental of Lower Hall includes tables, chairs, use of kitchen and all supplies, steam tables, use of bar, use of microphone, podium, and sound system. Rental of Upper Hall includes use of stage, auditorium, Legion Room, microphone, and podium.
7. Renters may choose to pay extra for table and chair set-up by the Janitorial Caretaker. If table and chair set-up is requested, the renter is required to supply a set-up diagram. If set-up diagram is not supplied prior to the event, the Janitorial Caretaker will set out the tables and chairs and it will be the renter's responsibility to arrange tables. Renters must clean the tables after the event.
8. Renters who opt not to purchase table and chair set-up, must clean the tables after each event, and put the tables and chairs away. Failure to do so will result in the damage deposit being withheld.
9. Renters must take steps to avoid unnecessary disfiguring of the walls, ceiling, and floors. No tape, staples, or tacks are allowed on the walls or ceiling. All decorations must be removed immediately after the event.
10. Renters are responsible for a rough cleaning of the Hall at the end of the event, including gathering of paper cups, napkins, bottles, etc. and tidying up the bathrooms.
11. If the kitchen is rented, renters are responsible for the cleaning of all dishes, cutlery, coffee urns, stoves, ovens, dishwasher, microwave, counter surfaces, freezers, and coolers. All kitchen supplies must be cleaned and returned to their original place. All unused kitchen and food supplies must be removed immediately after the event.
12. If the bar is used, renters are responsible for the cleaning of all liquor jiggers, counter surfaces, cooler, and sink. All unused liquor supplies must be removed immediately after the event.

13. 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.
14. All caterers must have a Town business license and provincial catering license.
15. Please remove all recycling bottles and cans from the premises **that day/night**. Otherwise, the recycling becomes the property of the Hall.
16. If the Upper Hall is rented and you are requiring the use of the Last Mountain Theatre Company's (LMTC) sound and light board, arrangements must be made with an individual on the LMTC technically inclined to operate the sound and light board.
17. No confetti or sprinkles are allowed in the Hall.
18. The use of floor wax is not permitted on the Lower Hall floor.
19. Renters are required to supply their own pop for their function.
20. 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.
21. 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.
22. 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.
23. 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

SIGNATURE OF RENTER

ORGANIZATION (if applicable)

NAME OF CATERER (if applicable)

SIGNATURE OF TOWN OFFICE STAFF

For Office Use

Damage Deposit Received

Rent Money Received

Photocopy Agreement for Renter

RENTER'S CLEANING CHECKLIST

To be completed by the renter at the end of an event.

LOWER HALL	UPPER HALL	OUTSIDE
<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Tables and surfaces cleaned <input type="checkbox"/> Outside equipment removed <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Tables & chairs put away <i>(if set-up fee isn't purchased)</i> <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked	<input type="checkbox"/> Parking lot is free from glass, garbage, cigarette butts, etc. <input type="checkbox"/> Free from damage
BAR AREA	WASHROOMS	KITCHEN
<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Cooler and freezer are emptied <input type="checkbox"/> Cooler, freezer, and sink are cleaned <input type="checkbox"/> Empty bottles/cans are removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> All toilets flushed <input type="checkbox"/> Check for toilets or sinks running <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <p style="text-align: center;">Bathrooms - Main Entrance, Lower Hall, and Handicapped (Lower Hall)</p>	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Food items removed <input type="checkbox"/> All dishes, cutlery and coffee urns cleaned and put away <input type="checkbox"/> Stoves, ovens & microwave are cleaned <input type="checkbox"/> Sinks, dishwasher, and steam tables are cleaned <input type="checkbox"/> Coolers and freezer are cleaned <input type="checkbox"/> Kitchen items returned to original places <input type="checkbox"/> Kitchen cleaned & returned to original state <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <p>*Dish towels will be laundered by the janitorial caretaker</p>
COMMENTS		

Dishwasher Instructions

1. **THOROUGHLY SCRAPE AND RINSE** the dishes and cutlery to remove particles of food and debris.
2. Use red and grey trays from bottom cupboard to put dishes on. Small tubs are for cutlery.
3. Insert plug (*long grey tube*) in bottom and two side trays in place.
4. Close the door and flip power switch **ON** about half an hour prior to use.
5. Stack dishes on trays and rinse first with spray wand.
6. Presoak cutlery first and then stack in tubs with handles down.
7. Push tray into dishwasher. Close lid and push button. Dish soap and rinse agent are automatic. **DO NOT ADD OTHER SOAP!**
8. Cycle takes about two minutes. Please lightly dry all dishes and cutlery.
9. Rinse out dishwasher when done and clean all drains.
10. Be sure to **shut machine off**.

Who to Contact

If there are issues during your rental, the following list of people can be contacted:

1. **(Facilities Attendant) Please call first - Roy Erickson**
(306) 725-3219 or (306) 725-8081
2. **(Janitorial Caretaker) Don Josephson**
(306) 725-725-3003 or (306) 531-3880
3. **Town of Strasbourg Office**
(306) 725-3707
(OPEN M-F 8:30 a.m. - 4:00 p.m.)

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.

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. Jon Josephson – (306) 526-2968
2. Justin Uhl – (306) 725-7669
3. Jim Erickson – (306) 725-8021
4. Pete Frostad – (306) 552-7944