



Strasbourg Memorial Hall Facility Rental Contract

Name/Organization: _____

Address: _____

Phone #: _____ Email: _____

Type of Event: _____ Number of Attendees: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Do you require a bar at your event? ☐ Yes ☐ No

Please initial beside each point that you have read and understood:

RENTAL FEES & DAMAGE DEPOSIT

_____ I understand that the rental fees and damage deposit are to be paid prior to the rental date and prior to obtaining an access code for the Hall. The rental fees are set out as per the Town's Memorial Hall Bylaw.

Rental Fees: \$ _____ Damage Deposit: **\$400.00**

_____ I understand that a damage deposit of **\$400.00** is required with the Town Office for all events, unless waived by the Chief Administrative Officer. The damage deposit can be paid by cash, cheque, or by holding a credit card number on file. The damage deposit will be refunded conditional that there is no damage and/or untidy conditions in the Hall. Once the caretaker inspects, the cash or cheque will be returned.

RENTAL INCLUSIONS

_____ I understand that the rental of Lower Hall includes tables, chairs, use of kitchen and all supplies, all appliances, steam tables, use of microphone, podium, and sound system. Rental of Upper Hall includes use of stage, auditorium, Legion Room, microphone, and podium. All rentals include use of the elevator.

_____ I understand that I will be responsible for providing anything over and above what is supplied at the Hall, e.g. more chairs, tables, etc.

_____ I understand that if the Upper Hall is rented and the use of the sound/light board, projector and/or screen is required, arrangements must be made ahead of the event with an individual on the technical help list to operate the technical equipment, as well as pay the required fee.



RESPONSIBILITIES OF THE RENTER

- _____ I understand I am responsible for policing the inside and outside of Hall during the period of use.
- _____ I understand that the elevator is available for use and is located on the north east corner of the Hall. To unlock the elevator doors, the instructions to unlock are listed on the panic bars and the door can be unlocked with the hanging allen key. Panic bars must be locked after the event.
- _____ I understand that I am responsible for setting up and putting away of all tables and chairs. Chairs are to be stacked in the coat room in **stacks of 10 high**. Tables are to be put away in the room beside the stage **stacked neatly on their trolleys**. Please take note of the pictures. Tables and chairs are to be washed and dried thoroughly.
- _____ I understand that I am responsible for a rough cleaning the Hall at the end of the event, including gathering of paper cups, napkins, bottles, etc. and tidying up the bathrooms as per the Renter's Cleaning Checklist.
- _____ I understand that I am responsible for the **removal of all garbage from the facility** and that it is to be emptied into the Loraas Disposal bins in the Hall parking lot.
- _____ I understand that if the kitchen was used, that I am 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. **Please do not remove the dish towels and dish clothes** – they will be laundered by the caretaker.
- _____ I understand that no tape, staples, or tacks/pushpins are allowed on the walls or ceiling, and that any decorations must be removed immediately after the event.
- _____ I understand that before leaving the Hall, I am to ensure that all bathrooms are checked for running water, lights are turned off, and **ALL** doors are locked. The door to the Lower Hall can be locked and unlocked with the allen key. **Make sure to check the elevator door and the east side door by the bar!**
- _____ I understand that I need to have all belongings **removed** from the Hall by **11:00 a.m.** the following day, unless express permission has been given by the Chief Administrative Officer to stay longer.

OTHER RESTRICTIONS

- _____ I understand that the use of floor wax is not permitted on the Lower Hall floor.
- _____ I understand that there is to be no smoking or vaping in any portion of the Hall.
- _____ I understand that no confetti or sprinkles are allowed in the Hall.
- _____ I understand that black-soled shoes that create scuffmarks are not permitted to be worn in the Lower Hall.



INSURANCE & REGULATIONS

_____ I understand that it is my responsibility to obtain event insurance, specifically for those events where alcohol is purchased and consumed.

_____ I understand that it is my responsibility to adhere to the Hall capacity, as determined by the Fire Chief and Saskatchewan Public Safety Agency (SPSA). Fire exits are to be kept clear at all times.

_____ I understand that it is my responsibility to follow all Saskatchewan Health Authority guidelines and regulations regarding food service, public gatherings, etc.

I, _____ accept and agree to the terms and conditions set out in this Agreement.

Dated this _____ day of _____, 20____

RENTER SIGNATURE

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 and hauled out to Loraas bins in parking lot <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 in designated locations <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 and hauled out to Loraas bins in the parking lot <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked (elevator door & upper door)	<input type="checkbox"/> Parking lot is free from glass, garbage, cigarette butts, etc. <input type="checkbox"/> Free from damage
KITCHEN	WASHROOMS	
<input type="checkbox"/> Trash put in garbage cans and hauled out to Loraas bins in parking lot <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. DO NOT UNPLUG! <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 *Dish towels will be laundered by the janitor – DO NOT TAKE HOME!	<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 Bathrooms - Main Entrance, Lower Hall, and Handicapped (Lower Hall)	
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. **Caretaker *Call First**
(306) 725-7022
2. **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 coatroom 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 and by the elevator entrance to the auditorium. The rest of the lights for the stage are backstage on the south wall.

Do You Need “Technical” Help?

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

1. Lorne Gottselig – (306) 725-7006
2. Pete Frostad – (306) 552-7944
3. Jim Erickson – (306) 725-8021