



Strasbourg Memorial Hall Facility Rental Contract

RENTER INFORMATION:

Name/Organization: _____

Address: _____

Phone #: _____

Email: _____

Type of Event: _____

Number of Attendees: _____

Do You Require the Upper Hall? ☐ Yes ☐ No

Do You Require the Lower Hall? ☐ Yes ☐ No

Start Date: _____

End Date: _____

Start Time: _____

End Time: _____

Who will be the Contact Person on Site? _____ Phone #: _____

BAR INFORMATION:

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

2. If yes, is this an open bar? ☐ Yes ☐ No

- If yes, an additional deposit will be required. After the event, you will be billed for any drinks sold over and above the deposit, or refunded the difference if less drinks were sold than the deposit.
- By signing this agreement, **you agree to pay the difference** from the deposit and the actual amount of drinks sold.
 - Funerals - \$500.00 deposit
 - Weddings - \$1000.00 deposit
- If no, all event attendees will be responsible for drink payment on site.

3. For certain events, renters are required to pay a corkage fee, depending on the number of guests.

1-75 Guests	\$100 Corkage Fee
76-200 Guests	\$275 Corkage Fee
201-350 Guests	\$450 Corkage Fee

This corkage fee will form part of your rental rate to the Town of Strasbourg.

TECHNICAL INFORMATION:

1. Do you require use of the technical equipment at your event?

- Upper Hall – Screen, Projector, Light & Sound Board, Microphones ☐ Yes ☐ No
- Lower Hall – Large TV, Screen, Projector, Sound System, Microphones ☐ 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**

Open Bar Deposit (if applicable): _____

Corkage Fee (if applicable): _____

_____ 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 will 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 northeast 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. The Loraas Disposal bins are locked and the key is hanging by the light switches in the kitchen on a large wooden key chain. The key **must be returned to its hanging spot**.
- _____ 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, _____ (printed name) 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/Email Agreement
for Renter



RENTER'S CLEANING CHECKLIST

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

LOWER HALL	UPPER HALL	OUTSIDE
☐ Trash put in garbage cans and hauled out to Loraas bins in parking lot ☐ Tables and surfaces cleaned ☐ Outside equipment removed ☐ Décor & supplies removed ☐ Tables & chairs put away in designated locations ☐ Lights are off ☐ Free from damage ☐ Doors locked	☐ Trash put in garbage cans and hauled out to Loraas bins in the parking lot ☐ Décor & supplies removed ☐ Lights are off ☐ Free from damage ☐ Doors locked (elevator door & upper door)	☐ Parking lot is free from glass, garbage, cigarette butts, etc. ☐ Free from damage
KITCHEN	WASHROOMS	
☐ Trash put in garbage cans and hauled out to Loraas bins in parking lot ☐ Food items removed ☐ All dishes, cutlery and coffee Urns cleaned and put away ☐ Stoves, ovens & microwave are cleaned ☐ Sinks, dishwasher, and steam tables are cleaned ☐ Coolers and freezer are cleaned. DO NOT UNPLUG! ☐ Kitchen items returned to original places ☐ Kitchen cleaned & returned to original state ☐ Lights are off ☐ Free from damage *Dish towels will be laundered by the janitor – DO NOT TAKE HOME!	☐ Trash put in garbage cans ☐ All toilets flushed ☐ Check for toilets or sinks running ☐ Lights are off ☐ Free from damage Bathrooms - Main Entrance, Lower Hall, and Handicapped (Lower Hall)	



Dishwasher Instructions

1. **CLOSE THE DISHWASHER LID FIRMLY AND FLIP POWER SWITCH ON** about half an hour prior to use.
 2. **THOROUGHLY SCRAPE AND RINSE** the dishes and cutlery to remove food particles and debris.
 3. **STACK DISHES ON RED AND GREY TRAYS** from bottom cupboard. Rinse dishes first with spray wand.
 4. **PRESOAK CUTLERY** and then stack in small tubs with handles down.
 5. **INSERT PLUG (LONG GREY TUBE) IN BOTTOM** and put two side trays in place.
 6. **PUSH ONE TRAY/TUB INTO DISHWASHER AT A TIME.** Close lid firmly and push button. Dish soap and rinse agent are automatic. **DO NOT ADD OTHER SOAP!**
 7. **WAIT TWO MINUTES FOR CYCLE TO COMPLETE.**
 8. **LIGHTLY DRY ALL DISHES AND CUTLERY** and put away in storage cupboard.
 9. **RINSE OUT DISHWASHER** when done and clean all drains.
 10. **SHUT MACHINE OFF**
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Who to Contact

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

1. **Hall Liaison * Call First**
(306) 725-xxxx
 2. **Caretaker Tracy Edwards**
(306) 725-7022
 3. **Town of Strasbourg Office**
(306) 725-3707
(OPEN M-F 8:30 a.m. - 4:00 p.m.)
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Light Switches & Breaker Boxes

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 east 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.



Other Hall Information

CAPACITY LIMITS

- UPPER HALL - Maximum Allowable Limit - 308 Persons
- LOWER HALL - Maximum Allowable Limit - 400 Persons (Entire Area - No Dance Floor Use)
325 Persons (Dance Floor in Use)

LOWER HALL CEILING HEIGHTS

- BANQUET SIDE - Seven feet, ten inches (7'10")
- DANCE FLOOR SIDE - Nine feet, eleven inches (9'11")

TABLE & CHAIR INVENTORY

- 5' Plastic Round Tables with Trolley - 20
- 6' Plastic Rectangular Tables with Trolley - 20
- 8' Plastic Rectangular Tables with Trolley - 20
- 4' Plastic Square Tables - 4
- Plastic Chairs - 300

TECHNICAL INVENTORY

- UPPER HALL
 - Podium
 - Microphones
 - 7.5K Video Projector
 - 15' Motorized Screen
- LOWER HALL
 - Podium
 - Microphones
 - 4K Projector
 - 100" Motorized Screen
 - 75" Viewsonic Portable TV
 - Sound System

