

**SCHEDULE C of R&C Policy No. 03**

**WOLSELEY SPORTSPLEX SUMMER RENTAL AGREEMENT**  
**TOWN OF WOLSELEY • BOX 310 • WOLSELEY, SK S0G5H0**  
**PHONE 306.698.2477 • FAX 306.698.2953**

Date: \_\_\_\_\_

Renter: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Box #/Street Address City/Town Prov/State Postal Code

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

**DATE OF RENTAL:** \_\_\_\_\_ **PAYMENT OF RENT TO BE RECEIVED BY:** \_\_\_\_\_

**ARRIVAL TIME:** \_\_\_\_\_ am/pm

**TIME OF EVENT:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

In the event problems occur or service is required while you are occupying the facility, the Renter can contact the Caretaker, \_\_\_\_\_ @ (306)\_\_\_\_\_. Any issues with the Wolseley Sportsplex (i.e. cleanliness) should be raised with the Caretaker as soon as practicable, and the issues will be resolved immediately. The Caretaker is to be treated in a professional manner, and any abusive or profane behavior directed towards the Caretaker **will not be tolerated**.

Telephone land lines are Long Distance blocked, calling card or third party charging is required and emergency 911 is acceptable.

**FEES & CHARGES**

1. Complete Facility (Arena &Lobby, all washrooms, basement showers, and kitchen)	\$650.00	\$
2. Arena &Lobby, including kitchen	\$500.00	\$
3. Arena &Lobby, excluding kitchen	\$400.00	\$
4. Hourly Rate for Meetings,etc. (Lobby, excluding kitchen)	\$50.00/hour	
5. Arena Level & Basement (includes basement washrooms, showers, changerooms; no access to Lobby)	\$30.00/hour	
6. Additional Usage* (see below)	\$60.00/day	
7. Security Deposit payable at this time (Please issue a separate cheque or credit card imprint)		<b>\$500.00</b>
<b>TOTAL PAYABLE AT THIS TIME</b>		<b>\$</b>

*\*If event requires use of the Wolseley Sportsplex (i.e. additional set up time or catering setup) prior to the date preceding the rental's date or the date following the rental.*

**The facility will have been deemed to be booked upon receipt by the Town Office for the deposit and a signed Rental Agreement. Full payment of rent is due 15 days prior to the function.**

CANCELLATION CLAUSE

Cancellation notice must be given **30 days** prior to the event, otherwise you will forfeit the amount of security paid.

RENTAL INFORMATION

1. As Renters of facility it is your responsibility to ensure the garbage in rooms has been placed in the garbage cans provided. Failure to do so may result in cancellation of all future rentals and a cleaning fee.
2. This facility is a **smoke free** building.
3. Renter(s) or authorized representative(s) of a Group Renter must do a walk through with a designated facility representative (i.e. Councillor in charge, Caretaker, or Arena Board Member) before and after the event.
4. The Wolseley Sportsplex will be cleaned and vacated prior to 12:00PM the following day, unless the facility has been rented.
5. If the Wolseley Sportsplex has a booking the day prior to your event, access will not be allowed until 12:00PM the day of your booking unless prior approval has been received from the previous Renter and the Town of Wolseley.
6. **Should usage of any portion of the facility be required prior to the day preceding the rental date there will be a charge assessed for each additional day.**
7. Any additional time past your rental period of the facility for cleanup will be assessed.
8. In the event you have not cleaned up after your allotted time, you will be assessed and it will be taken off your security deposit.
9. The Renter is expected to ensure all waste is properly placed in waste containers provided.
10. If Arena area is rented, the ice surface area must be mopped after the event.
11. Please ensure that all counter tops and ranges are wiped off after use. If you have brought in cooking utensils, please be sure to take them home at the end of the event. Soiled dish cloths and drying towels are to be left on the counter in the kitchen.
12. Tables and chairs are not provided and may be rented from the WOLSELEY LIONS CLUB.
13. Please ensure that if a spill is made during the function, please use mop & pail and clean up immediately and place precautionary signs in the wet floor area.
14. All groups wishing to serve alcoholic beverages must secure and display in their designated bar area the necessary permit in addition to complying with all rules and regulations established by the Saskatchewan Liquor and Gaming Association (SLGA).
15. Any costs due to damage incurred or disregarded for established rental policies will be the responsibility of the Renter.
16. The authorized representative of a Group Renter acknowledges group financial liability in the event of willful damage to the facility, furniture or equipment. Failure to pay will result in termination of future reservations until payment is received. Security deposit is forfeited and Renter will be assessed any additional costs.
17. **The last person vacating the Wolseley Sportsplex must ensure all exit doors are properly closed and locked, all bathrooms are checked, all lights are off and no overhead heaters are left running.**

***Please check with the Caretaker as to the location of the electrical service in the event a breaker is tripped.***

I/We, \_\_\_\_\_ have read and understand the Rental Information  
Print Name  
clause. If I am acting on behalf of another individual, an organization or group I am authorized to sign on their behalf.

\_\_\_\_\_  
Authorized Signing Authority (Renter)

\_\_\_\_\_  
Accepted by the Town of Wolseley

\_\_\_\_\_  
Authorized Signing Authority (Renter)