



Facility Rental Terms & Conditions

1. STANDARD TERMS

- a. **Facility rentals are not confirmed until all conditions are met:**
 - i. a signed Rental Application is received
 - ii. a Booking Confirmation created for the rental and sent to the applicant
 - iii. a deposit and/or payment of the rental is made to the Town of Wolseley
- b. The Applicant is at least 18 years of age and will assume all responsibility for adhering to these terms and conditions during the rental.
- c. The Applicant agrees to the terms and conditions listed in this document.
- d. The Applicant agrees to pay the indicated fees associated to the facility rental.
- e. The Applicant agrees to pay the full rate of the scheduled rental if cancellations and/or changes are not received in writing a minimum of seven (7) business days prior to the start date of the rental.
- f. "No Show" rentals are subject to the full rental rate.
- g. Cancellation charges may apply to all rentals once the appropriate documentation has been signed and received.
- h. Rental changes less than 24 hours prior to the rental may result in additional fees.
- i. Facilities are reserved only for the times listed in the signed Rental Application. Any additional setup or tear down times must be communicated at the time of booking, and may incur additional rental fees.
- j. Rental fees are subject to change and may vary on statutory holidays.
- k. The Town of Wolseley reserves the right to refuse any application, or to relocate or cancel any rental on short notice due to special events or circumstances beyond its control.
- l. Physical and verbal abuse of Town of Wolseley employees, contractors, service providers, and members of the general public is strictly prohibited and the applicant may lose privileges of any future rentals of the space
- m. The Town of Wolseley reserves the right to remove any person(s) from the facility with just cause.
- n. The Applicant agrees that all supplies, furniture, fixtures, and equipment brought onto the premises during the rental term shall be done at the Applicant's own risk. The Town of Wolseley is not responsible for lost, stolen, or broken items, or other damages caused by any items brought into the facility.
- o. The Applicant agrees to indemnify and save harmless the Town of Wolseley from any and against any and all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of their participants, servants, employees, patrons, or guests.
- p. The Town of Wolseley advises the Applicant that the Town of Wolseley's liability insurance coverage does not extend to include negligence on the part of its users. The Town of Wolseley recommends that the Applicant seek out and carry sufficient liability insurance coverage for losses or damage for which the Applicant may be responsible.
- q. Additional liability insurance coverage (minimum two million dollars) may be required for some events and at the discretion of the Town of Wolseley.
- r. The Applicant agrees that the rental will not be sub-leased without written consent from the Town of Wolseley.
- s. The Applicant agrees that they will comply with any additional Rules & Regulations posted at the facility.

2. FIRE, SAFETY & SECURITY

- a. The Applicant agrees to adhere to all maximum capacity regulations as determined by the Town of Wolseley. All aisles, corridors, hallways, and doorways are to be kept clear and free of obstructions at all times.
 - i. Upper Level Capacity Seating: 314
 - ii. Lower Level Capacity Seating: 178



- b. The Applicant agrees that any security requirements for the rental are the sole responsibility of the Applicant.
- c. The Applicant agrees that Medical and First Aid provisions and personnel, if required, are the sole responsibility of the Applicant.

3. FOOD, DRINK, & ALCOHOL

- a. Food and drink is permitted during the rental. The applicant agrees to dispose of all items at the end of their rental.
- b. Saskatchewan Liquor and Gaming Authority (SLGA) Rules and Regulations are enforced for all rentals where alcohol is present.
- c. A permit is required for all events including alcohol.
- d. A Special Occasion Application (approved by the Town of Wolseley) may be required to obtain a Special Occasion Permit (approved by SLGA).

4. ADDITIONAL CHARGES

- a. The Applicant agrees to pay for any supplies, furniture, fixtures, or equipment damaged or destroyed during the rental, beyond acceptable wear and tear as determined by the Town of Wolseley. Any damage is to be reported to Town of Wolseley immediately and at the latest the first business day following the rental.
- b. Thumbtacks, nails, staples, tape, and like items are not to be used in to affix items to walls. "Sticky tack" is permitted. Additional charges will be applied for the removal and restoration of damage caused by non-permitted item usage.
- c. Confetti, glitter, and confetti-like substitutes are not permitted. Charges may be applied for additional cleanup if required.
- d. A Minimum call-out fee of \$100.00 will be charged to any user causing Facility Staff to respond to a user related call-out (false alarms, after-hours user requests or changes, etc.).
- e. Town of Wolseley facilities are non-smoking. This extends to all tobacco related products including vaporizers, e-cigarettes and chewing tobacco. Additional charges may be applied for smoking in nonsmoking areas.
- f. Facilities are to be left in the condition in which they were found. Charges may be applied for additional janitorial and rental cleanup, beyond normal acceptance and general wear and tear.

5. FACILITY KEYS & ACCESS

- a. A valid credit card is required to sign out and obtain keys for facility access. Credit Card information is maintained on file for any additional charges for damage, cleanup, call-outs, etc.
- b. Under no circumstances are facility keys to be given to another individual.
- c. The Applicant is not permitted to have additional keys cut.
- d. The Applicant will be charged if the Town of Wolseley is required to re-key a facility due to a key holder violating these terms and conditions.
- e. Keys which are lost or stolen must be reported to the Town of Wolseley immediately and at the latest the next business day.

Violation of these terms and conditions may impact the Applicant's ability to rent Town facilities in the future.