



Town Hall/Opera House Rental Application

Date of Application: _____

Organization Name: _____ Primary Contact: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Rental Information

Event Type: _____ Event Title: _____

Date(s) of Rental: _____ Space of Interest: _____

refer to Fees & Charges below

Start Time of Event: _____ End Time of Event: _____

Will alcohol be served at your event? _____ Number of Expected Attendees: _____

Equipment Requests

What do you require for your rental? Please check yes or no and if you require instructions to operate the equipment.

	Amount	Yes	No	I need instructions On how to operate
P.A. / Music System	50.00			
A/V Projector with stage or portable screen	60.00			
Stage Lighting				
Kitchen				
Wireless Internet				

Fees & Charges

taxes not included

Hourly Rates (8 hours or less)

Upper Level	\$41.25
Lower Level	\$41.25
Kitchen Only	\$20.50
Full Hall (no Kitchen)	\$72.00
Full Hall with Kitchen	\$82.50

Daily Rates (over 8 hours)

Upper Level	\$315.50
Lower Level	\$315.50
Kitchen Only	\$157.50
Full Hall (no kitchen)	\$551.50
Full Hall with Kitchen	\$631.00

Other Fees & Charges

Staff Set Up	\$60.00/hour
Staff Tear Down/Additional Clean Up	\$60.00/hour
Additional Usage (blocked time before or after the actual event)	Hourly Rate charged based on the facility booked.
Staff Audio Visual Labour Fee	Minimum \$25.00/hour

By signing this document, I indicate that I have reviewed all space and fee options listed above and agree to said fees. I also indicate that I have read and reviewed the Facility Rental Terms and Conditions and will hereby follow all terms and conditions. I understand and agree that additional fees and charges may be applied to the credit card on file following the rental based on said terms and conditions.

Signature: _____

Date: _____

Please return your application by email to townofwolseley@sasktel.net or return to the Town of Wolseley Office. Final pricing and bookings will be confirmed by the Community Development Coordinator.



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.

