

**SCHEDULE "B" of R&C Policy No. 4
TOWN HALL/OPERA HOUSE RENTAL AGREEMENT
Town of Wolseley • Box 310 • Wolseley, SK S0G 5H0
Phone 306-698-2477 • Fax 306-698-2953**

Date: _____

Renter: _____ Contact Person: _____
(i.e. company, group, etc.)

Address: _____

Box #/Street Address
City/Town
Prov/State
Postal Code

Phone #: _____ Alt. Phone #: _____

Date of Rental: _____ Confirmation & Security Deposit must be rec'd
by: _____

Time of Event: _____ am/pm to _____ am/pm

Please complete the following to assist the Administrator and Caretaker as to what you require:

P.A. / Music system required I require operation instruction	Yes	No
A/V Projector is required with stage screen/or portable I require operation instruction	Yes	No
Stage Lighting required I require operation instruction	Yes	No
Kitchen is rented I require operation instruction (i.e. dishwasher)	Yes	No
I have family and guests that may wish to use the Handicap Lift I require operation instruction	Yes	No
Wireless Internet I require operation instruction	Yes	No

Maximum Seating: Upper Level 314
 Lower Level 178

In the event problems occur or service is required while you are occupying the building, the Renter can contact the Caretaker, Laurie Stringer @ home: (306)698-2971 or cell: (306)698-7370. Any issues with the Town Hall (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**.

As a renter I understand that Unsecured Wireless Internet Access is available at no additional charge.

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

I have read, understand and signed the Renter Assistance Information clause. If I am acting on behalf of another individual, an organization or group I am authorized to sign on their behalf.

Accepted by the Town of Wolseley

Authorized Signing Authority (Renter)

Fees & Charges

1. Hourly Rate for Meetings/Seminars/Rehearsals (Upper Level only OR Lower Level only to a 4 Hour Maximum)	\$35.00/hour	\$
2. Complete hall, includes kitchen	\$415.00	
3. Complete hall includes setup/takedown* (see below)	\$465.00	\$
4. Upper Level	\$275.00	\$
5. Lower hall with kitchen	\$165.00	\$
6. Lower hall only	\$90.00	\$
7. Kitchen only	\$60.00	\$
8. Additional usage** (see below)	\$60.00/day	\$
9. Additional charges		\$
10. SUBTOTAL		\$
11. Security Deposit payable at this time <i>(Please issue a separate cheque or credit card imprint)</i>		\$ 500.00
12. SOCAN FEE \$25.00 for Public Performances (i.e. dance, theatre, concert) or; \$10.00 for other Private functions (i.e. weddings, etc.)		\$
13. TOTAL PAYABLE AT THIS TIME		\$

* Additional fee included for set-up and take down of Tables and Chairs

** If event requires use of the hall and/or kitchen (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 contract. 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. This facility is a **smoke free** building.
2. The Town Hall will be cleaned and vacated prior to 12:00 p.m. the following day, unless facility has been rented.
3. Any additional time past your rental period of the building for cleanup will be assessed at \$60.00/hour.
4. In the event you have not cleaned up after your allotted time, you will be assessed and it will be taken off your damage deposit.
5. The renter is expected to ensure all garbage/papers are properly placed in containers provided.
6. Tables and chairs shall be left in the same manner and location as found (i.e. wash tables off). **DO NOT DRAG TABLES OR CHAIRS - WHEN HANDLING STACKS OF CHAIRS, PLEASE USE THE WHEELER PROVIDED.**
7. Please ensure that if a spill is made during the function please use mop & pail and clean up immediately place precautionary signs in the wet floor area.
8. All groups wishing to serve alcoholic beverages must secure and display in the bar the necessary permit in addition to complying with all regulations established by the Saskatchewan Liquor and Gaming Association.
9. **DO NOT USE TACKS, ADHESIVE TAPE or any attachments to walls or furniture as permanent damage results.** Permanent decoration hangers are provided. Any damage caused by inappropriate handling of window blinds will be the responsibility of the Renter. Please contact the Caretaker for assistance.
10. The elevator/lift is only intended for handicap use or food service between levels.
11. Entertainers/Bands should be advised to use the **west door only** (Peace Memorial Side) to bring in equipment.
12. The authorized representative of a group Renter acknowledges group financial liability in the event of willful damage to the facility, furniture or equipment. Security deposit is forfeited and renter will be assessed any additional costs.
13. The kitchen is well equipped with place settings for 200 individuals, two electric ranges, hot food servers, 100 cup coffee perks, and a commercial refrigerator, as well as a commercial dishwasher. A deep freeze is located in the upstairs bar.
14. 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 evening. Soiled dish clothes and drying towels are to be left on the counter in the kitchen.
15. **Last person vacating the hall must ensure that all exit doors are properly locked.**

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