

Town of Imperial Policy Manual

Policy Number:	02-100	
Policy Description:	Imperial Community Centre Rental Agreement and Rental Rates	
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Imperial Community Centre Rental Agreement and Rental Rates

The Town of Imperial reserves the right to refuse the rental of the Community Center for functions when the public interest so requires, or when the character of the use is deemed objectionable to the Town.

Rental of the Imperial Community Centre is by mutual agreement between the parties as stipulated below:

1st Party - Town of Imperial, Box 90, Imperial SK S0G 2J0

2nd Party - Main Contact Person: _____

Group Name/Organization: _____

Mailing Address: _____

Email: _____

Telephone (H): _____ (C): _____

In consideration of the rents and covenants herein specified, the Town of Imperial hereby agrees to rent the (check facility and/or items to be used):

- Main Hall (maximum seating capacity – 230 persons)
- Multi-purpose room (maximum seating capacity – 90 persons)
- Kitchen
- Whole Hall
- BBQ
- Table clothes (30 round & 18 rectangular)

on the date(s) of

Date: _____ Time: _____

A deposit of 50% of the current rental fee is required, when booking, to secure the facility and/or items to be used.

Rental rates at the time of function shall apply. Balance of the rental fee shall be paid the first regular business day following the rental. Keys must be returned at this time or a \$50.00 charge will be added.

Community Centre Includes:

▪ Round wooden tables	25
▪ Rectangular plastic tables	12
▪ Rectangular wooden tables	4
▪ Chairs	321
▪ Sound system	1
▪ Liquor dispenser	1
▪ Stoves/Ovens	2
▪ Fridges	1
▪ Glass front cooler	1
▪ Walk-in cooler	1
▪ Freezer	1
▪ Microwave	2
▪ Coffee urns	3
▪ Coffee pots	2
▪ Meat slicer	1
▪ Pots/pans; dishes; cutlery	

1. The renter shall be responsible for obeying, observing and promptly complying with all present and future statues, laws, ordinances, regulations and bylaws of any Government body or Agency respecting the renter's use of the facilities. The renter agrees to not use or permit the facilities to be used for unlawful purposes or in any unlawful manner.
2. The renter shall indemnify and save harmless the Town of Imperial against all claims and demands made by any guests/members of the organization for injury or damage to such guests/members of the organization resulting from the neglect, default or misconduct of the organization, its agents, servants or assistants during the term of this agreement.
3. The renter and each of their guests/members of the organization hereby agree to assume all risk of loss, damage or injury to person and property except to the extent of such loss, damage or injury as caused or contributed to by negligence of the Town of Imperial, its servants, employees or agents. **NO one under the age of 18 can book the Imperial Community Centre.
4. The renter shall be responsible for the orderly conduct of its guests/members and will be responsible for any damages to the building, equipment and/or loss of personal property.
5. The renter is solely responsible for any food consumed at their function whether catered or prepared in the facility. The Town of Imperial takes NO responsibility for the preparation or serving of food.
6. The renter agrees to obtain necessary Liquor Permits if alcohol is being served. Saskatchewan Liquor and Gaming regulations MUST be followed.
7. The Town of Imperial strongly recommends that the renter obtain adequate Accident & Liability Insurance for their event as the Town of Imperial is only responsible for Town run events.
8. The renter understands the maximum allowable seating capacity of the building, based on the National Building Code of Canada, is 320 persons.
9. The renter agrees that the use of staples, tacks, tape are prohibited in the Community Centre (includes tables, walls, doors, etc.).
10. The renter agrees that all exit doors must be kept clear of chairs, tables, etc.
11. The renter understands that the Community Centre is a non-smoking facility.
12. The renter understands that if the Community Centre is vacant on the day prior to the booked event, set up may begin at 4:00 p.m. at no additional charge. Renters have the right of first refusal for rental of the previous day if requested. If the renter exercises this right the 4 hour rental rate will be charged.
13. Renters agree to have all of their belongings removed, and vacate the Community Centre at the completion of their event. In the event the Community Centre is not booked the day following, the renters must conclude their clean up by 9:00 a.m. of the following day.

14. If the above regulations are not followed and if excessive cleaning is required by the Town of Imperial, additional charges may be levied.
15. The renter agrees that all tables and chairs are not to be removed from the Community Centre. They are for "use only" inside of the Community Centre.
16. At the conclusion of the event the renter must:
 - Stack and store tables and chairs. Put the round tables face to face to prevent scratching.
 - Wipe all table tops.
 - Sweep or mop floors.
 - Hardwood floor care:
 - **NO** dance wax.
 - Use paper towels to wipe up an spills
 - **DO NOT** wash with any solution
 - Clean with cotton push mop only
 - Pick up large pieces of paper and other disposable items.
 - Remove all decorations.
 - Wipe bar counters.
 - Remove all bottles, cans, etc.
 - Wash and clean liquor dispenser if used.
 - Garbage bags sealed and left in bin outside east door.
 - Close all windows.
 - Lock all doors.
 - Turn off lights and fans.
 - Check toilets to see that they've been flushed. Leave main doors to bathroom open before leaving hall.
 - If kitchen supplies are used all supplies must be washed at the end of the function (dishes, cutlery, coffee pot, etc.)
 - Kitchen counters, stove tops, sinks, etc. wiped and left clean.
 - Towels, if used, must be washed and returned.
 - Table clothes, if used, must be washed and returned.
 - The walk-in cooler door must be shut tight (it needs to be slammed).
 - All perishable items removed from the refrigerators.

RENTER:

(Print)

(Signature)

TOWN OF IMPERIAL:

(Print)

(Signature)

By signing above I acknowledge that I have read and agree to the terms and conditions stipulated in this Agreement.

Imperial Community Centre Daily Rental Rates

Main Hall	\$65/hour – maximum \$325
Multi-purpose room	\$40/hour – maximum \$200
Kitchen	\$55
Whole Hall	\$450
BBQ	\$55
Table cloths (each) (only rented within the hall)	\$3

All rates are plus GST