

Town of Saltcoats

OFFICE OF THE TOWN ADMINISTRATOR

The Stirling Room (hereby referred to as "the Facility") Rental Agreement

This Agreement made on the _____ day of _____, 20 ____

BETWEEN

Town of Saltcoats

And

NAME: _____ (hereby referred to as "the Renter")

ADDRESS: _____

PHONE NO: _____

EMAIL: _____

The Stirling Room is owned and operated by the Town of Saltcoats. The Town of Saltcoats is committed to maintaining our excellent facility so that it is always safe, clean and attractive. We anticipate that our renters share that commitment.

In consideration of the Town of Saltcoats permitting the Renter to use the facility, the Renter agrees as follows:

1. Rental fees are payable in full at the time of booking the Stirling Room. If a renter cancels a booking any time prior to 60 days before the planned event, a 10% penalty shall be deducted from the returned rental fee. If the renter cancels a booking prior to 30 days before the planned event, a 20% penalty shall apply. If the renter cancels a booking prior to 10 days before the planned event, a 50% penalty shall apply. In the case of cancellation in the last 10 days prior to the planned event, the rental fee in full shall be forfeited. Notwithstanding the above, an appeal of such penalty of forfeit may be submitted by letter to the Town Council when there are extenuating circumstances.
2. Refundable damage deposits shall be required unless waived by policy or action of Town Council. Damage deposits will be refunded only after a complete inspection of the Stirling Room and its contents has taken place. All damages and losses, including excessive clean-up costs, shall be charged against the damage deposit. Renters may be charged over and above the damage deposit if necessary to cover damages or losses. In order to facilitate a complete check of the Stirling Room and its contents, damage deposit returns cannot be assured prior to a date two weeks after the event. All damage deposits shall be paid in full five full days prior to the event or at the time of booking if the booking occurs immediately prior to the event. It is understood that these stipulations would not apply in the case of funerals.
3. Regarding the reserving of the Stirling Room the day before the events it is understood that this is for purposes of decorating / preparation / setting up only. Careful communication regarding such things as cleaning schedules is expected. If parties or family meals and gatherings are planned for the prior evening in the Stirling Room, the Renters would be required to pay the usual daily Stirling Room rental fee.

Nature of event or function: _____

Type of activities planned: _____

Date and time of event or function: _____

✓	Function	Fee	Damage Deposit
	Private & Club Events	Full Day Half Day	\$120.00 \$60.00
	Photo Location		\$50.00 ---
	Reserving facility for the day before an event		\$50.00 ---
	When liquor license is issued and alcohol is served		\$75.00 ---
	When the kitchen is being used		\$20.00 ---
	Tables & Chairs – set up		\$10.00 ---
	Tables & Chairs – take down		\$10.00 ---

Total Rental Fee \$ _____

Damage Deposit \$ _____

Conditions of Rental Agreement

1. All Activities must be restricted to only those areas that have been rented by the Renter.
2. The Renter is responsible for all users, guests, and persons in relation to the Renter’s use of the Stirling Room, washrooms and common areas.
3. Liquor permits are the responsibility of the Renter. The Renter must abide by the Law as set out by the Saskatchewan Liquor and Gaming Authority.
4. The rental of the Stirling Room, or portion thereof, does not include activities more suitably carried out in a gym or outdoors, such as sports and physical activities.
5. The Renter will adhere to the strict NO SMOKING law, anywhere inside the facility or within 3 meters of any doorway entrances, windows and air intakes of the facility.

Keys

Keys can be picked up on the last business day before the function. Keys must be returned on the first business day after the rental or can be placed in the Town Office mail slot. If keys are not returned within 5 business days after the rental, the Renter will be charged a late fee of \$20.

Occupancy

Total occupancy of the Stirling Room shall not exceed 54 people; the Renter is responsible for ensuring occupancy is not exceeded.

Decorations

Existing decorations in the Stirling Room are to remain in place and unaltered. Renters are not to remove or change décor items (drapes, pictures, etc.). Stirling Room items (furniture, dishes, etc.) shall only be removed from the Stirling Room or used in another venue if prior written approval has been granted.

Set Up and Take Down

Set up and take down of tables and chairs are the responsibility of the renter. All furniture, tables and chairs must be returned to original setting when the event is over. Where any renters or users request set up or take down be done by staff, an additional \$10.00 for each task (set up or take down) will be charged. Configuration must be provided to the Town Office a minimum of 48 hours prior to the event.

Kitchen Responsibilities

Tea towels, dishcloths, etc., used in the kitchen are to be deposited in the container provided.

General Clean Up Duties

The Renter shall have responsibility at the end of the event to assure that the following tasks have been completed:

- Coffee machines/urns have been unplugged, emptied and cleaned.
- Heating appliances such as portable ovens and hot pads have been unplugged and cleaned.
- All food stuffs have been removed from the refrigerator.
- All garbage has been properly bagged and deposited on top of the outside garbage bin.
- The thermostat settings in the Stirling Room have been returned to 70° (summer) and 66° (winter).
- Washrooms are checked, toilets and urinals are flushed.
- Bathroom and Stirling Room lights have been turned off and all doors have been locked.
- Renters must ensure that the back-door exit is closed and locked after the event has concluded.
- Main hall lights have been turned off (the outside and foyer lights are to remain on).
- Keys are returned to the Town Office.

The Town of Saltcoats will be responsible to provide appropriate cleansers and soaps, garbage bags and garbage receptacles. It is requested that all renters use only the cleansers and soaps provided under the sink in the kitchen area.

If any damages occur to the building or its contents, please notify the Town Office as soon as possible. Items that need to be fixed, replaced or purchased should also be reported to the Town Office.

Renter's Commitment

As a renter, I have read and agreed to the terms of the rental as described above. I have received a copy of the Rental Agreement. I will personally accept, or assign responsibility to my agent, to abide by the agreement, follow the checklist, close the Stirling Room at the end of the event, and return any Stirling Room keys I have been given; to the Town Office.

Disclaimer

I (we) agree to indemnify and save harmless The Town of Saltcoats, its agents, its employees, council, and representatives against all loss and damage, including damage to person or property arising from any act or, of negligence of, mine (ours) or of any person acting on my (our) behalf while engaging in the performance of the above rental contract with the Stirling Room, or while in or about the Town of Saltcoats Community Services Building or premises, or arising accident or any injury not caused by an act of the Town of Saltcoats, its agents, its employees, council, and representative, to anyone attending the event for which I (we) have rented the Stirling Room (including if wanted, hall/kitchen/etc.) or arising from liens or claims resulting from the performance of this contract.

Signed: _____

Date: _____

Name Printed: _____

On behalf of: _____

(organization / group if applicable)