



## ELKS HALL RENTAL AGREEMENT

The Town of Kindersley  
 Community Services, P.O. Box 1269, 106 5<sup>th</sup> Avenue East  
 Kindersley, SK S0L 1S0  
 PH: (306) 463-2675 Fax: (306) 463-4577  
 Email: [culture@kindersley.ca](mailto:culture@kindersley.ca)

### BILLING INFORMATION

Individual/Organization: \_\_\_\_\_  
 Main Contact (if different than above): \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Event (Ex. Wedding, Meeting, Fundraiser): \_\_\_\_\_

### FACILITIES REQUESTED:

Small Hall	Quantity (Hrs/Times)	Total
Hour(s) [\$45]		
Half Day [\$82] 8am-12pm		
Half Day [\$82] 1pm-5pm		
Evening [\$110] 6pm-12am		
Day [\$165]		
(S) Total:		

Large Hall	Quantity (Hrs/Times)	Total
Hour(s) [\$60]		
Half Day [\$170] 8am-12pm		
Half Day [\$170] 1pm-5pm		
Evening [\$230] 6pm-12am		
Day [\$340]		
(L) Total:		

Facility	Quantity	Total
Both Hall [\$480] (kitchen not included)		
Funeral [\$270] (includes kitchen)		
(F) Total:		

Setup	Quantity (Hrs/Times)	Total
Contracted [\$80]		
15 days+ advance (based on times and spaces requested)		
Less than 14 days [\$200] (access at 7pm)		
(P) Total:		

Is the Kitchen Space Required?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, what activity will take place in the kitchen? \_\_\_\_\_

\$ \_\_\_\_\_

**Date(s) & Time(s)** [please attach an additional sheet if all dates cannot fit in this space]

Date: \_\_\_\_\_ From: \_\_\_\_\_ Till: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ Till: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ Till: \_\_\_\_\_

**(S) Total:** \_\_\_\_\_

**(L) Total:** \_\_\_\_\_

**(F) Total:** \_\_\_\_\_

**(P) Total:** \_\_\_\_\_

**Kitchen Total:** \_\_\_\_\_

**Capital Charge:** \_\_\_\_\_

(\$5 per day)

**GST:** \_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Total Fees Payable:** \_\_\_\_\_

**Key Deposit:** \$50

\*\*\*Note: Facility keys will be provided to applicant upon receipt of a \$50 deposit cheque to the Town of Kindersley Administration Office. Keys are available one business day prior to rental and are to be returned to the Administration office within the next business day. \*\*\*

**Public Event:**        **Yes**                **No**

**If yes, do you consent to this event being advertised through Town of Kindersley media?**    **Yes**    **No**

**Please provide a description of your event for public information** [include date and time of activity and any admission price]: \_\_\_\_\_

**POLICIES AND CONDITIONS OF RENTAL:**

1. The Town of Kindersley reserves the right to cancel this Agreement at any time for cause.
2. The Town of Kindersley reserves the right to cancel any rental for purposes of special events to be held at the Elks Hall, but shall make best efforts to provide an alternate date or dates for the applicant. The Town of Kindersley shall provide 48 hours notice to the applicant prior to any cancelled rental time.
3. If the applicant wishes to cancel a rental date, they must notify the Town of Kindersley 48 hours prior to the rental time. If such notice is not provided, the applicant shall be responsible for full payment of the rental time.
4. The Town of Kindersley will maintain an internal schedule of activities of the Elks Hall, which will outline the scheduled activities for each day.
5. Use is restricted to the facilities described above. If use of the kitchen is not indicated above as a requested space, a \$25 penalty will be applied to the invoice.
6. There is to be NO SMOKING anywhere inside the Elks Hall.
7. The applicant is NOT permitted to sublet or assign the use of the facilities to any other persons or organizations without the consent of the Town of Kindersley.
8. The Town of Kindersley will not be responsible for any lost or stolen goods or money, whether from a washroom or elsewhere.
9. The applicant shall ensure that all individuals are wearing proper, clean footwear.
10. The applicant shall leave the area used in a clean and sanitary condition, that is, the same condition as provided by the Town of Kindersley, and that all equipment used which is the property of the Town of Kindersley is returned to its proper secure location.
11. While utilizing the Elks Hall, the applicant shall conform to all rules and regulations in place from time to time, as well as all applicable laws and bylaws.
12. The applicant is responsible for all fees levied in accordance with this agreement, including but not limited to costs associated with any breach of this agreement, and for any repairs above and beyond the damage deposit paid.
13. The applicant shall ensure that proper supervision of all invitees or licensees of the applicant is provided at all times.
14. The applicant renting the facility shall be responsible for all damages caused to the building, grounds, chattels and equipment belonging to the Town of Kindersley at the facility, reasonable wear and tear considered. Any such damages are to be repaired or paid for to the full satisfaction of the Town of Kindersley.
15. Use of facility parking lot is at renters own risk and in an "as-in" condition. The Town of Kindersley is not responsible for any damages as a result of using said parking lot and will not provide any assistance should lot become compromised due to any unforeseen circumstances.
16. Rental facility keys will be provided and obtained at the Town Office a day in advance of use. Keys are not to be copied or given to anyone but applicant. A \$50 deposit applies.
17. The applicant shall be responsible to carry such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of the facility.

- 18. In the event of a power failure in the Elks Hall, emergency lighting will automatically turn on, however, such emergency lighting may only remain on for approximately thirty (30) minutes. For the safety of all patrons of any event, in the event that any power failure persists beyond a period of ten (10) minutes, the applicant shall cause all patrons at the Elks Hall to exit the building in an orderly fashion so as to prevent injury.
- 19. **The applicant hereby agrees to indemnify and save harmless the Town of Kindersley inform and against any and all claims, actions, causes of action, damages, demands for damages, losses and other liabilities and expenses (including, without limitation, those in connection with bodily injury (including death), personal injury, illness or discomfort or damage to property and legal fees on a solicitor and client basis) due to or arising from or out of any occurrence in, on or at the Elks Hall or the use by the applicant of the Elks Hall or occasioned wholly or in part by any act or omission of the applicant, its employees, agents, invitees or licensees or by any person permitted by the applicant to be in the Elks Hall, or by the failure of the applicant to comply with any term or provision of this agreement.**

\_\_\_\_\_  
Initials of applicant

**FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN CANCELLATION OF AGREEMENT AND LOSS OF ANY SECURITY DEPOSIT PAID.**

**DISCLAIMER:**

I/we, the undersigned, have read, understand and agree to the terms and conditions of this agreement which are stated herein and hereby accept the same on behalf of myself and the members of the organization, term or association, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant's Signature

Approved by the Town of Kindersley this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THE TOWN OF KINDERSLEY**

Per: \_\_\_\_\_  
Chief Administrative Officer

Per: \_\_\_\_\_  
Culture & Heritage Manager