



RENTAL AGREEMENT

TOWN OF WATROUS

CIVIC CENTRE/HERITAGE ROOM

Rental of the above facility is by mutual agreement between the parties as stipulated below:

1<sup>st</sup> Party – Town of Watrous, 404 Main Street, Box 730, Watrous, SK S0K 4T0

2<sup>nd</sup> Party – Main Contact Person:

Group Name/Organization:

Mailing Address:

Email:

Telephone: (H)

(C) 306-

In consideration of the rents and covenants herein specified, the Town of Watrous hereby agrees to rent the Civic Centre/**Heritage Room** (circle facility) on the date(s) of

Date:

Time:

A 50% deposit is to be paid within 7 days of reserving the facility. If the deposit is not paid within 7 days, the dates requested become available to rent for the public. If the event is cancelled within 30 days or less, 50% of the deposit fee will be charged to the renter.

1. Equipment Required:

\_\_\_\_\_ Tables/Chairs

\_\_\_\_\_ Bar

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Sound System/Microphone

\_\_\_\_\_ Projector/Screen (Additional charge)

2. The renter shall be responsible for their guests and will be responsible for any damages to the building, equipment and/or loss of personal property.
3. The renter shall be responsible for obeying, observing and promptly complying with All present and future statutes, 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. The renter is solely responsible for any food consumed at their function whether catered or prepared in the facility.

- 4. No minors shall be served any beverages containing alcohol.
- 5. At the conclusion of the event the chairs must be returned to the configuration as found by the renter. The tables shall be left out in order to be checked for damages. The facility will be inspected for any loss or damage and the renter will be charged for any repair/replacement required at the sole discretion of the Town of Watrous. Any clean-up over and above normal as deemed by the Town of Watrous will be invoiced to the renter (not negotiable). The renter agrees to pay any such invoices with 30 days of receipt of same.
- 6. The renter agrees and consents to indemnify and save harmless The Town of Watrous in respect of all claims, demands, actions, suits and costs out of any act or omission of the renter and/or servant, agent or employee of the renter or arising out of the use of the said facilities by the renter.
- 7. The renter agrees to obtain the necessary Liquor Permits and adequate Accident & Liability Insurance for their event.
- 8. When renting the Kitchen the renter agrees to provide the Town of Watrous with a Safefood handling certification.
- 9. The renter understands the maximum allowable person based on Public Health Regulations is 350.
- 10. In the event of a cancellation of a function in the Civic Centre, Heritage Room, Council Chambers or Kinsmen Club Room less than 30 days prior to the function a cancellation fee of 50% of the deposit amount will be charged.**
- 11. The Town of Watrous guarantees the current rates as shown below for 12 months from date of signing this agreement:

**Civic Centre:**

48 Hour Event	\$750.00 plus GST
24 Hour Event	\$425.00 plus GST
6 Hour Rental Rate	\$250.00 plus GST

**Heritage Room:**

<b>4 hrs</b>	<b>\$ 75.00 plus GST</b>	<b>Deposit \$39.38</b>
Over 4 hrs	\$150.00 plus GST	

Date:

Signature of renter: \_\_\_\_\_

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

Signature of authorized representative of the Town of Watrous: \_\_\_\_\_



### Civic Center Rental Rates

Half Day Rental (6 hours maximum) **\$250.00**

Single Day Rental (24 hours maximum) **\$425.00**  
(e.g. Saturday 1 PM – Sunday 1 PM)

Two Day Rental (48 hours maximum) **\$750.00**  
(e.g. Friday 1 PM to Sunday 1 PM)

Deposit - 50% of rental due at time of booking

Tables (each)	\$ 5.00 (included in rental fee)
Chairs (each)	\$ 1.00 (included in rental fee)
Coffee pots (each)	\$ 10.00 (included in rental fee)
Projector	\$ 50.00 (extra charge) (Plus GST)

### Dimensions of the Civic Center

Floor in Civic Center 60 feet X 80 feet

Stage 18 feet X 24 feet

### Equipment

Sound Shell (owned by the Jubilee Singers)

Round Tables – 30 – 5 ft table

Tables – 41 - 8 x 3

Chairs –350

Place settings for 230

1 cooler and 1 small freezer

Small Square Table 2 – 3 x 3

Small Round Table 1 – 3 ft

Old Wooden tables at Shop for Rent – 19

**\*\*Maximum allowable persons based on Public Health Regulations is 350**

- Bookings permitted to a maximum of 5 years in advance of rental