



TOWN OF WADENA

Wadena Community Legion Hall Rental Contract

Renter's Name: _____ Date of Rental: _____

Mailing Address: _____ Contact #: Cell: _____
 _____ Home: _____

Type of Event: _____ Check all spaces needed:

		Start Time (includes set up)	End Time (includes clean up)
	Main		
	Kitchen		
	Club (North Room)		
	Meeting (South Room)		
	Stage		
	Bar		

Booking Fee (\$100, Non-Refundable) Paid: Yes _____ No _____ (will be applied to Rental Fee)

Rental Fee: _____ + GST Coffee/Tea/Juice Services: _____ + GST

Other Charges: _____ + GST

****** For Rules and Policies of use, please refer to the back**

For Office Use Only:

Inspection Made by: _____ Inspection Date: _____

Inspection Comments: _____

Rules and Policies for Use of the Wadena Community Legion Hall

- 1) Dishes, cups or other utensils used shall be washed, dried and stored away. Please do not put food items down the sinks.
- 2) Sinks, counter tops, appliances and tables shall be left in a clean condition.
- 3) If **ALCOHOL** is to be served, it is the Renter's responsibility to obtain the appropriate liquor permit for the function.
- 4) Absolutely **NO DECORATIONS** are to be taped, tacked or otherwise affixed to the walls unless so directed by the Hall Manager. **NO CONFETTI OF ANY KIND** is allowed.
- 5) Absolutely **NO SMOKING** in the Hall. Smoking is allowed outside the Hall. However, cigarette butts must be discarded in the appropriate receptacles.
- 6) Adults must supervise youth functions.
- 7) Any unpaid caterers' business license fees, payable to the Town of Wadena, will be the responsibility of the Renter.
- 8) The Renter agrees to abide by the maximum occupancy requirements for the Hall. The Hall Manager shall inform the Renter of the maximum number of persons allowed for the type of function booked.
- 9) Where required, a damage/cleaning deposit must be paid to the Town of Wadena two weeks prior to the event. Failure to pay the deposit will result in forfeiture of the booking. For events booked less than two weeks prior to the event, the deposit must be paid immediately in order to hold the date. After an inspection of the facility has been completed to ensure that the hall has been left in a clean condition (satisfactory to the Hall Manager) and that no damage has occurred and no items are missing, the deposit will either be refunded or applied towards payment of the facility (as requested by the Renter). The Renter is responsible for the cost of any required cleaning, repair of damages to the hall or equipment, and/or replacement of any missing items. If the cleaning, repair, and/or item replacement costs exceed the amount of the deposit, the Renter shall pay the outstanding balance owing within thirty days of being billed by the Town.
- 10) Cancellations of less than two weeks prior to an event shall, at the Hall Manager's discretion, result in a 10% charge of the rental rate.
- 11) As Renter(s), I (we) understand that I (we) assume all risks when renting the Wadena Community Legion Hall, and hereby indemnify, release and forever discharge the Town of Wadena, its agents, employees or any other person(s) involved or connected with the Town of Wadena, from all liability and responsibility and from all claims for personal injury, or loss or damage of personal property to any parties while renting the facility.
- 12) **ABSOLUTELY NO HOMEMADE BEVERAGE OF ANY KIND** is permitted at a function for which a Special Occasion Permit is issued – as per Sask. Liquor & Gaming Authority regulations.
- 13) The Renter is responsible for ensuring that the Hall is locked up securely before leaving the premises.

I (We) have read and agree to abide by the Rules and Policies for Use of the Wadena Community Legion Hall.

Signature of Renter

Date

Wadena Community Legion Hall (Manager)

Date