



OCC Hall Rental Agreement

409 Park Street East, Kamsack, Sk S0A 1S0

This agreement made this _____ day of _____, 20__

Between
The Town of Kamsack
(herby referred to as the "LESSOR")
AND

Name: _____

Address: _____

Phone Number(s): _____

Email: _____

(hereby referred to as the "USER")

Event Description

Type:
Date(s):
Time(s):
<i>*Events scheduled before 9 am or beyond 7 pm must be negotiated with the Caretaker before a booking can proceed</i>

Hall Preparation & Wrap Up

Number of Anticipated Attendees:
Number of Tables Needed:
Number of Chairs Needed:
Sound System Needed:
Kitchen Needed:
<i>* If the event employs a Catering Company or Individual, they must have a valid Business License from the Town of Kamsack.</i>
Stoves, Dishes, Coffee Percolators, or other equipment Needed:
Bar Needed:
Alcohol being Served:
<i>*If Alcohol is served, the Town must have a copy of the needed license/permit at least 1 day in advance</i>
Person or Organization Responsible for Set Up (tables, chairs, microphone, and other OCC supplies):
Person or Organization Responsible for Clean Up:



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Rental Rates:

*Any Additional Hours Used for an Event Will be Added to the Total Amount or Deducted from Deposit

Expense	Cost	Office Use Only: GL Accounts
Booking & Damage Deposit	\$400	210-400-900
Full Day Event – More than 4 Hours	\$750 + GST	420-300-140 & 210-200-510
Half Day Event – 4 Hours or Less	\$375 + GST	420-300-140 & 210-200-510
Event Set Up – per 2 Hours on the Day Before	\$100 + GST	420-300-140 & 210-200-510
Event Clean Up - per 2 Hours on the Day After	\$100 + GST	420-300-140 & 210-200-510

Total Due, including Deposit: \$ _____

Terms & Conditions:

In consideration of the Lessor permitting the User to use the Facility, the User agrees as follows:

1. The USER does hereby release, remise and forever discharge, and agrees to indemnify and save harmless the Town of Kamsack, its Councillors, officers, executives, directors, officials, employees, agents, servants and representatives (hereinafter referred to as the "LESSOR") from and against all claims, actions, costs, expenses, (including legal expenses and costs on a solicitor and their own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, howsoever caused, arising out of or in connection with or during the use of the Facility and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the LESSOR or any of them.
2. The USER waives any and all claims the USER has or may have in the future against the LESSOR.
3. The USER agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.
4. The USER, including its officers, volunteers, agents, employees, invitees, and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility.
5. Maximum occupancy is 850; Facility has 30 tables & 425 chairs.
6. A Refundable Deposit is required when the event is booked.
7. Payment in full is required no later than 7 days before the event.
8. If an event is cancelled, the USER will receive a full refund if notice was provided at least 48 Hours in Advance. Otherwise, any amounts paid are forfeit.
9. An inspection will be complete after the event and the damage deposit will be refunded:
 - a. If no damage to building, fixtures or furnishings occurred
 - b. If facility is cleaned and set-up back to its original condition
 - c. If the facility was vacated at the appropriate time
10. If damage exceeds deposit or additional clean up is required or the event does not end at the required time, the USER will be invoiced for additional costs incurred.

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11. The OCC Hall is a non-smoking facility. Smokers must be at least 3 meters from all doors and air intake vents.
12. General Clean-up Duties:
 - a. Wipe and stack tables and chairs
 - b. Tables and chairs must be configured as they were when the hall was rented
 - c. Sweep all used areas and spot mop spills
 - d. Take out garbage & recycling
 - e. Sweep out bathrooms and leave tidy
13. Kitchen Clean-up Duties
 - a. Clean stove, sinks & counters in kitchen
 - b. Sweep floors
 - c. All food must be removed from coolers, ovens & freezers
 - d. Ensure all dishes and utensils are washed and placed back in their designated areas
14. Bar Clean-up Duties
 - a. Wipe countertops, sweep and spot mop spills
 - b. Remove all beverages, condiments and empty bottles
15. Before leaving the Hall
 - a. Turn off all lights, including bathrooms
 - b. Check all doors to ensure they are locked
 - c. Immediately report any damage to the Town Office

The USER has read this document and agrees to be bound by the terms. The USER further understands that it is compulsory and mandatory that this document be fully completed and signed as a condition of leasing the facility.

Signature on Behalf of User

Signature on Behalf of Town



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Damage Deposit Information

Damage Deposit Refund Cheque Payable to:

Name: _____

Mailing Address: _____

Phone Number: _____

***The damage deposit will be returned once the event ends, the caretaker inspects the facility and the funds are approved by Town Council. This can take a few weeks, depending on timing.**

Office Use Only

A damage deposit of \$400 was paid to the Town of Kamsack for the rental of the OCC Hall.

Receipt # _____

Damages Found Upon Inspection of the OCC Hall:

Total Costs to Repair Damage: \$ _____

Amount of Refund to be Returned: \$ _____

The above has been provided by the Caretaker of the OCC Hall, signed below:

Signature of Caretaker

And, approved by the Manager of Recreation & Community Development, signed below:

Signature of Manager