



Town of Southey

260 Keats Street, Box 248
Southey, SK S0G 4P0
Phone: 306-726-2202
Email: tosouthey@sasktel.net

The Town of Southey Memorial Hall Agreement (the "Agreement") between:

Town of Southey
PO Box 248
Southey, SK. S0G 4P0
(the "Municipality")

- AND -

Renter Name: _____

Address:	_____	City/Town:	_____
Postal Code:	_____	Email:	_____
Primary Phone:	_____	Secondary Phone:	_____
Type of Event:	_____	Number of Attendees:	_____
Start Time:	_____	End Time:	_____

Are you Charging Admission? **Yes** **No**

Are you serving alcohol? **Yes** **No**

*Permits from Sask. Liquor & Gaming may be required for serving alcohol at a private function.

(the "Renter")

Rental Fees:

The following Fees are required to be paid by the Renter prior to the rental date, pursuant to the Town of Southey's Hall Rental Fees:

<u>ITEM</u>	<u>AMOUNT</u>
Damage Deposit	\$250.00
Rental Fee (full Amount)	_____

Initials

Damage Deposit:

A separate cheque for \$250.00 is required to be deposited in trust with the Town of Southey prior to the rental. The Damage Deposit will be returned in full, if the following conditions have been met:

- The hall keys have been returned to the Municipal Office immediately following your function.
- No damage has occurred to the facility or its contents (to be inspected by our Caretaker).
- The “Responsibilities of the Renter”, as listed below, have been completed.

If there is damage to the Southey Memorial Hall, or the Responsibilities of the “Renter” have not been completed in full, a nominal amount will be deducted from the Damage Deposit and the remainder (if applicable) will be returned.

Additional Fees:

If the Renter requires assistance with any matter in relation to the rental of the Memorial Hall, outside of the Municipal Office operating hours, a charge of \$100.00 will be deducted from the Damage Deposit.

Responsibilities of the Renter:

- All decorations have been removed.
- Floors have been swept and mopped.
- Ensure washrooms are tidy and garbage removed.
- Serving kitchen(downstairs) has been cleaned, dishes put away.
- Downstairs fridge, freezer and ovens, and sinks have been cleaned.
- Upstairs fridge and sink has been cleaned.
- Upstairs moveable bar has been cleaned.
- Food has been removed from premises.
- Tables have been washed, stacked and put away as originally found.
- Chairs have been stacked and put away as originally found.
- All recyclables are bagged and placed in the recycle bin located outside.
- All garbage is bagged and placed in the garbage bin located outside.
- Garbage around the grounds around the hall has been cleaned up, including cigarette butts.
- The PA sound system is turned off, audio equipment put away as originally found.
- Lights are turned off.
- All entry/exit doors have been closed and locked.
- The key is returned to the municipal office.

Payment of Fees and Obtaining a Key:

The Renter is required to pay all Rental Fees prior to the rental date and to obtain a key to the Southey Memorial Hall, from the Town of Southey Office during regular operating hours.

Parking:

If you require handicap parking, please ask the office for them to be set up prior to event.

Other Restrictions:

- No animals are permitted in the hall at any time, except service dogs.
- No confetti
- No wax candles
- No tape on floors, walls, etc. (except for painter’s tape).
- No tacks/pushpins/staples in walls, tables, or chairs.
- No smoking or vaping in the building.

Miscellaneous:

- The maximum capacity of the upstairs Southey Memorial Hall is 200 people.
- The maximum capacity of the downstairs of the Southey Memorial Hall is 100 people.
- It is the Renters responsibility to follow all Saskatchewan Health Authority guidelines and regulations regarding food service, public gatherings, etc.
- It is the Renters responsibility to obtain (if applicable) licenses from Saskatchewan Liquor and Gaming Authority (SLGA) and to follow any applicable regulations.

Cancellations

- Cancellation requests must be made in writing.
- Booking dates can be rescheduled for a \$50.00 Admin fee.

Initials

Emergency Contacts:

Town of Southey Office (306)726-2202
After Hours Town Forman (306)726-7638

IN CASE OF EMERGENCY CALL 9-1-1

I _____ accept and agree to the terms and conditions set out in this agreement
(Renter)

Dated this _____ day of _____, 20__.

Renters Signature

Municipal Office Staff Signature