



## Rental Agreement

Contract Date: \_\_\_\_\_

Between:

**Owner:**

The Village of Elbow  
201 Saskatchewan Street  
Box 8  
Elbow, Saskatchewan, S0H 1J0

**Renter:**

\_\_\_\_\_  
(Name of Group or Individual)

\_\_\_\_\_  
(Address & Postal Code)

\_\_\_\_\_  
(Telephone and Email Contact Information)

The above-mentioned renter agrees to rent from the Village of Elbow, the Harbour Golf Community Centre, for the following function: \_\_\_\_\_, and agrees to the following terms and conditions.

Rental Period begins at: \_\_\_\_\_ (time) of the \_\_\_\_\_ day of \_\_\_\_\_ (month), 202\_

Rental Period ends at: \_\_\_\_\_ (time) of the \_\_\_\_\_ day of \_\_\_\_\_ (month), 202\_

Number of People Attending: \_\_\_\_\_

### **Liquor**

If liquor will be on the premises, a liquor permit is required, without exception. Fill out the following if liquor will be served prior to the start of your event. (Not required at the time of booking – please send before your event start date.)

Liquor Permit Number: \_\_\_\_\_

Permit Valid From: \_\_\_\_\_ To: \_\_\_\_\_

### **Informed Consent and Assumption of Risk:**

You must be 18 years of age or older to rent a facility.

This is a binding legal agreement. Clarify any questions or concerns before signing the agreement.

The “Renter” is responsible for all of the renter’s family, friends, coworkers, or event attendees during the rental period outlined above.



**Disclaimer:**

The Village of Elbow and its respective directors, councillors, officers, committee members, employees, volunteers, agents, sponsors, and operators of the facility in which the rental took place are not responsible for injury, property damage, death, expense, loss of income, damage or loss of any kind suffered by the Renter and/or individuals within the Renter's party, or as a result of the function or event.

**Terms and Conditions of Rental:**

1. 50% of the rental amount is due upon booking. The remaining 50% is due prior to picking up keys for the event (the last business day prior to the event).
2. When referencing the building or rooms within, please include the name of the sponsor (ex. Letts Family Auditorium in the Harbor Golf Community Center).
3. A cheque for the damage deposit must be delivered at the time the keys are picked up.
4. The Damage Deposit will be refunded in the form of a cheque from the Village of Elbow, at the Council meeting immediately following the event, provided the following conditions are met:
  - a. The facility is left with no damage after being used on the booking date.
  - b. There has been no vandalism of the building or articles within the building site.
  - c. The keys are returned to the Village of Elbow office by the next business day.
  - d. Renters must leave the kitchen (or meetings rooms) and its contents clean, dry, and put away in their appropriate locations.
  - e. Stoves, fridges, dishwasher, etc. should be wiped out.
  - f. Renters must remove all garbage and recycling and place in the refuse bins outside.
  - g. Tables and chairs are to be returned to the storage area in an orderly fashion.
  - h. Floors swept and spot washed, toilets and urinals flushed, taps turned off, and doors locked (where applicable).
5. In the event that any of these conditions are not met, the damage deposit will be applied to the associated costs of remediation. Any surplus will be returned to the renter.
6. Damages or cleaning costs exceeding the damage deposit will result in remediation costs.
7. If upon arrival, there appears to be any damage, vandalism, or urgent repair needs, contact the Village of Elbow office immediately. Take a photo of any damaged or vandalized items before your function begins.
8. No grease or fat should be poured down the drain or poured into a toilet.
9. Liability insurance should be purchased for your function.
10. Keys are to be picked up from the Village of Elbow office on the last business day prior to your function. Keys can be dropped off in the Village of Elbow drop slot in the door at the top of the ramp or returned the following business day. Village of Elbow's Office hours can be found on the website: [www.villageofelbow.com](http://www.villageofelbow.com).
11. If any liquor is to be served on the premises, it is the renter's responsibility to abide by all SLGA regulations and provide Liquor Permit information to the Village of Elbow, before the last business day before the event.



12. Under the *Tobacco Control Act*, smoking is not permitted in all public areas, including outside the Main Entrance and on the patio outside the Large Meeting Room.
13. Candles are not permitted unless in adequate holders to prevent the possibility of fire.
14. Decorations, displays, floral arrangements, musical instruments, etc. must be the free-standing type that will not damage the premises. No nails, tacks, pins, staples, or adhesives may be used. No decorations are permitted to hang from the ceiling.
15. Entrances and exits must be kept free from obstruction.
16. No confetti or glitter.
17. All furniture, equipment, and kitchen supplies that are the property of the Village of Elbow shall remain in the hall.
18. Any non-profit or service group may apply in writing to the Recreation & Community Development Manager for event sponsorship which may result in an "in-kind" facility sponsorship including some, or all, of the rental fee.
19. Supervision – there must be an individual aged 18 or older present at all times to supervise any individuals under the age of majority.

#### **Cancellation Policy**

In the event you need to cancel your booking, provide written notice to the Village of Elbow office.

A full refund will be issued if cancellation notice is given 5 business days before the event start date.

A 50% refund will be issued if the cancellation notice is given within 5 business days but 24 hours before the event starts.

No refund will be given if cancellation notice is provided within 24 hours notice of the event start date.

#### **Acknowledgment**

The Parties acknowledge that they have read and understand this agreement, that they have executed this agreement voluntarily, and that this agreement is binding.

Date: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed on behalf of the Village of Elbow: \_\_\_\_\_



Harbor Golf Community Center Rental Rates	Outside groups, for-profit events, weddings	Not-for-profit groups, sports teams, fundraisers	Space to be booked:
Room(s)	Rate	Rate	
<b>Whole Building</b>			
More than 4 hours to whole day	\$ 1,200.00	\$ 700.00	
Weekend (Friday at 1 pm - Sunday Evening)	\$ 3,000.00	\$ 2,000.00	
<b>Ector Family Farms Boardroom - includes tables, chairs, coffee maker, coffee, cups</b>			
Four hours or less	\$ 100.00	\$ 30.00	
More than 4 hours	\$ 200.00	\$ 75.00	
<b>Large Meeting Room - includes tables, chairs, coffee maker, coffee, cups</b>			
Four hours or less	\$ 150.00	\$ 75.00	
More than 4 hours	\$ 300.00	\$ 125.00	
<b>Letts Family Auditorium – includes volleyball or basketball nets</b>			
Hourly – renter is responsible for set up and take down	\$ 30.00	\$ 20.00	
<b>Full Letts Family Auditorium - includes kitchen use, tables, chairs, bleachers, stage</b>			
Four hours or less	\$ 500.00	\$ 300.00	
More than 4 hours to whole day	\$ 1,000.00	\$ 600.00	
Weekend (Friday at 1 pm - Sunday Evening)	\$ 2,500.00	\$ 1,500.00	
<b>Dressing Rooms or First Aid Room (each)</b>			
Hourly stand alone	\$ 40.00	\$ 10.00	
Daily stand alone	\$ 150.00	\$ 25.00	
Daily add on	\$ 50.00	\$ 25.00	
Weekend add on per room	\$ 75.00	\$ 50.00	
<b>JGL Cookhouse (Kitchen) &amp; Andy and May Wong Servery - cook and serve (add on or stand alone) per day</b>	\$ 200.00	\$ 100.00	
<b>JGL Cookhouse (Kitchen) &amp; Andy and May Wong Servery - Serve only (add on) per day</b>	\$ 50.00	\$ 50.00	
<b>Liquor Permit Required (add on for any rental)</b>	\$ 100.00	\$ 100.00	
<b>Damage Deposit - One Full Day Rental of Applicable Rooms</b>			
<b>TOTAL RENTAL:</b>			

Please note – if you’re booking the space to set up/decorate and clean up, the “four hours or less” time period is valid from 6:00 pm – 10:00 pm the night before, and/or 8:00 am - 12:00 pm the following day.

E-transfer to [recreationelbow@gmail.com](mailto:recreationelbow@gmail.com), Cheques payable to Village of Elbow

**Damage Deposit** Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Note: Damage deposit should be separate (etsf or cheque) from rental so it can be refunded separately.

**Total Rental Amount** \_\_\_\_\_ ÷ 2 = Deposit Amount: \_\_\_\_\_

Deposit Date Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Remaining 50% Date Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Key Arrangements: \_\_\_\_\_ Keys returned: \_\_\_\_\_