



Rental Agreement

Contract Signed 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

Email

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 last business day 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. When referencing the building or rooms within, please include the name of the sponsor (ex. Letts Family Auditorium in the Harbor Golf Community Center).
2. 50% of the rental amount is due upon booking. The remaining 50% is due prior to picking up keys/fob for the event (the last business day prior to the event). **If you have been given a Fob for access to the building and it gets lost, there will be a charge of \$50 deducted from your Damage Deposit.**
3. **A separate 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/fob are returned to the Village of Elbow office by the next business day.
 - d. ALL items on the following renter cleaning checklist are addressed properly**
 - e. Toilets and urinals flushed, taps turned off, and all 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/fob are to be picked up from the Village of Elbow office on the last business day prior to your function. Keys/fob can be dropped off in the Village of Elbow office 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.**
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.
20. **Important: If renting the Auditorium, Large Meeting Room or Kitchen, please read the cleaning instruction/information sheet that follows.**

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. The Parties also acknowledge that they have read the Cleaning instruction sheet that follows.

Date: _____

Renter Signature: _____ Print Name: _____

Signed on behalf of the Village of Elbow: _____

If you have any troubles with the facility, please call:

Recreation line – 306-860-8023 (Tues & Thurs 9am – 5 pm only)

Village Office – Monday to Friday only – 9 am to 5 pm, 306-854-2277

Auditorium/Kitchen/Large Meeting Room Renter Cleaning / Informational Sheet

General Housekeeping items

- 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
- You will find additional tables and chairs that are available for use in the storage room at the east end of the gym. **Please wipe and put back whatever items you use where you found them.**
- Please **DO NOT collapse the operable wall** in the large meeting room unless you've been trained to do so.
- Please raise all blinds when you are done
- WHEELCHAIR ACCESS DOOR AND PATIO DOOR NEEDS TO BE LOCKED MANUALLY FROM THE INSIDE** prior to leaving the building. **MAKE SURE ALL FIRE EXIT DOORS ARE CLOSED AND LATCHED as well.**
- With regards to the **North Main lobby Door (wheelchair accessible)**; there is a locking mechanism on the door where the two doors meet when closed. This mechanism pushes a lock into the upper frame **of that door** and must be locked when closing up or unlocked in order to be able to open **that particular side of the door.** (if you need both doors unlocked)

Supplies you need to bring:

- Bring your own coffee, creamer and sugar.** Coffee **filters and porcelain cups** are supplied for your use in the cupboard in the large meeting room. There are a number of carafes and cups available in the kitchen as well.
- If you are using any disposable plates / cups, you would have to bring your own.** We only provide glass plates / cups.

Cleaning Instructions:

- NO** grease or fat should be poured down the drain or poured into a toilet.
- Please be sure to wipe any tables and chairs you've used with hot water and detergent
- Tea towels and cloths are in a drawer marked as such in the kitchen. Please place soiled cloths in the sink or if there is a marked container, place them there
- Stoves, ovens, and fridges should be wiped out as well. Please **DO NOT** clean the kitchen flat-top grill unless you've been trained to do so.
- Wash, dry, and put away any dishes you've used. Instructions for the dishwasher are on the bulletin board beside the dishwasher.** Soap is automatically dispensed – do not add any. For handwashing, dish detergent is under the sink in the island.
- At the end of your rental, sweep the floor with the large blue broom and spot wash any spills or use a mop if larger spills. We're not expecting you to scrub the whole floor, but clean up any food, large particles, mud, or spills.
- Turn OFF coffeemaker(s), rinse coffeepot and remove used filters** when you leave for the day.
- Turn OFF the stoves & ovens**



- Please do not leave any perishable food items.
- Place any trash in the Red Loraas bin at the south-east corner of the building. **Please hold the exit door open so you don't lock yourself out!** The RED bin key will be provided. You are responsible to remove any cans/bottles at the end of your event. If you'd like to make arrangements with the Elbow Trail or Orchard, they often collect cans/bottles as a fundraiser

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	
Whole Building			
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	
Ector Family Farms Boardroom - includes tables, chairs, coffeemaker, porcelain coffee cups (bring YOUR OWN coffee, creamer, sugar)			
Four hours or less	\$ 100.00	\$ 30.00	
More than 4 hours	\$ 200.00	\$ 75.00	
Large Meeting Room - includes tables, chairs, coffeemaker, porcelain coffee cups (bring your own coffee, creamer, sugar)			
Four hours or less	\$ 150.00	\$ 75.00	
More than 4 hours	\$ 300.00	\$ 125.00	
Letts Family Auditorium – includes volleyball or basketball nets			
Hourly – renter is responsible for set up and take down	\$ 30.00	\$ 20.00	
Full Letts Family Auditorium - includes kitchen use, tables, chairs, bleachers, stage			
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	
Dressing Rooms or First Aid Room (each)			
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	
JGL Cookhouse (Kitchen) & Andy and May Wong Servery - cook and serve (add on or stand alone) per day	\$ 200.00	\$ 100.00	
JGL Cookhouse (Kitchen) & Andy and May Wong Servery - Serve only (add on) per day	\$ 50.00	\$ 50.00	
If Liquor Permit Required (add on extra cleaning for any rental)	\$ 100.00	\$ 100.00	
Damage Deposit - One Full Day Rental of Applicable Rooms	DD		
TOTAL RENTAL:			

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 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 Amount Due : _____ Date Received: _____ Payment Method: _____

Remaining 50% Amount Due : _____ Date Received: _____ Payment Method: _____

Key/Fob Arrangements: _____ Keys/Fob returned: _____