

FUNCTIONS RENTAL AGREEMENT - ABERDEEN COMMUNITY AND DISTRICT HALL

THIS IS A SMOKE FREE FACILITY.

WE AGREE TO THE FOLLOWING TERMS AND CONDITION BETWEEN ABERDEEN COMMUNITY AND DISTRICT HALL (the owner) AND: _____ (the renter). I/WE, the renter in consideration of the payments as shown on the attached list of prices, request to use the Aberdeen Community and District Hall. on, or from, the ____ day of _____, 20__ to the ____ day of _____, 20__.

PAYMENTS: At the time of booking to confirm and hold the dates a **BOOKING DEPOSIT of 50%** is required. A **DAMAGE/KEY DEPOSIT** is required for all functions. It will be retained for all damages incurred or for the loss of the Hall key. If there is damage in excess of the damage deposit legal action will be taken against the person or party renting the Hall unless damages are paid for within 48 hours after the completion of the function. **DAMAGE/KEY DEPOSIT AND THE BALANCE OF THE RENTAL IS TO BE PAID TWO WEEKS IN ADVANCE OF THE EVENT.** Preferred method of payment is e-Transfer.

LIABILITY: The Hall is not responsible for any lost, stolen or damaged items on Hall property or for any personal injuries to any person on the Hall property, whether they were invited guests or not.

CANCELLATION: The hall is a designated EMO building. The Hall reserves the right to cancel this rental agreement prior to a function at any time should an emergency occur. This would be subject to full refund of the deposit. Cancellation by the renter shall require a minimum of three months' notice for a 50% refund of the deposit. No refund will be given for any cancellation with only two (2) weeks' notice prior to the function. All refunds will be at the discretion of the Board.

RESPONSIBILITY OF RENTER: Renters are responsible for conduct and behavior of all persons in the Hall. Any rules that are broken will result in immediate closure of function with no rebate of the rent or damage deposit. It is your responsibility to see there is no smoking or vaping of any kind in the Hall.

LIQUOR: All renters will bring their own supplies, Liquor and Pop and will follow provincial laws and regulations regarding the sale and service of liquor, obtaining proper permits when necessary.

KITCHEN USE: No use of Hall kitchen is allowed unless it is part of your rental agreement. Kitchen rental does not include place settings or beverage glassware. It is the renter's responsibility to ensure that your caterer is aware that these items must be rented. If used and not requested at time of rental agreement, the renter will be charged for the use of these items. The caterer must also ensure all dishes and glassware are washed and put back in the proper counted amount in each cupboard. If this is not done, a damage amount will be charged to the renter. If any item is broken a replacement damage amount will be charged to the renter. It is recommended that a person with the Food Safety certification that is knowledgeable in the use of the kitchen facilities be present when the kitchen is in use.

GENERAL:

- The Hall is to be left in a neat condition or damage deposit will be retained
- Outside doors are to be kept closed at all times to ensure the proper functioning of the heating and cooling systems.
- Decorations are to be fastened to trim boards and ceiling hooks only. Nothing is to be fastened directly to painted walls or ceiling fans. The proper ceiling hooks must be used to hang decorations. No bales allowed in the hall for decorations!
- A microphone system is available for use in the Hall. Request upon booking.
- Use of candles is only permitted during the meal. Any candle holders must be in a glass container. No Sparklers allowed.
- Absolutely NO sky (Chinese) lanterns or fireworks to be used on hall property or at any hall function.
- Doors are to be shut and locked. Lights, fans, ovens and stoves are to be turned off and ALL garbage removed after the event by the renter.

Renters Responsibilities:

- All possessions of Renter are to be removed from the Hall on the date of use, unless permission is given.
- The renter is responsible for moving tables, chairs and other equipment in the Hall prior to, during and after events. No dragging of tables.
- Renter is responsible for bar operation and licensing and will be required to provide all items for the bar (cups, tickets, ice, coffee, ect)
- After the event the floors are to sweep with the dry mop. Any spills are to be mopped up.
- All tables are to be washed with soap and water before being stacked
- Tables are to be stacked 5 high on the north wall. Round tables are to be put back on rack and left in coat room
- Chairs are to be stacked 12 high and put close to the stage on the north wall. Any chairs taken from the storage under the stage are to be returned.
- All garbage is to be cleaned up and all bins emptied in the outside bin.
- All recycling is to be removed from the hall.
- All dishes are to be washed and returned to kitchen cupboards.
- All serving carts are to be returned to the original location.
- All appliances and coolers should be turned off or unplugged.
- All used table cloths/ towels are to be placed in a pile in the kitchen so they can be laundered.

PAYMENT:

- If mailing, send to: **Town of Aberdeen Box 130, Aberdeen, SK S0K 0A0 Phone number 306-253-4311 or**

E-transfer to HYPERLINK townaberndeen@sasktel.net Phone number

I/WE, the Renter, accept the above terms and conditions. The OWNER hereby grants the Renter, the use of Aberdeen Community and District Hall. under the terms, conditions as described above and in accordance with the current Fee schedules.

Renter: _____ Witness: _____

Made this ____ day of _____, 20__

THANK YOU for your interest in **ABERDEEN COMMUNITY AND DISTRICT HALL**

Revised feb 26/25