

# Affinity Community Hall

## Facility Rental Agreement

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN:

The Town of Langham                      AND  
Box 289  
LANGHAM SK S0K 2L0

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereinafter called the "Town"

hereinafter called the "Renter"

WHEREAS the Town and the Renter desire to enter into a rental agreement for the use of the Affinity Community Hall owned by the Town.

NOW THEREFORE, the parties agree to the following:

1. Event: \_\_\_\_\_ Date (s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Damage Deposit: \$100.00 for cleaning & \$400.00 for damage (postdate cheques for day of event)**

2. All users must pay the hall damage deposit before the Community hall key is given to the user. A \$50.00 fee will be charged if a renter neglects to pick-up a key during regular office hours and causes a call-out of an employee to provide access to the hall. If applicable, this fee will be added to the invoice.

- Keys can be picked up between the hours of 9:00am – 5:00pm one business day before rental.
- Keys must be returned before 12:00pm one business day after the rental. Keys can also be dropped off in the Town Office drop box after hours and on weekends.
- In the event of a lost key, the **Renter's cleaning deposit is forfeited**. In the event of a lost key *and* failure to meet cleaning responsibilities, the **Renter's cleaning deposit and damage deposit is forfeited**.

3. All bookings of the hall will be charged a damage deposit due and payable at least three months before using the hall. The deposit is to be \$500.00 per function. The deposit will be fully refunded if the renter cancels up to and including three months prior to the booking. A 50% refund will be given if the cancellation is received by the Town less than three months and more than one month before the proposed date. Cancellations received less than one month before the booking will not be eligible for a refund.

4. The renter will be responsible for:

A. The cleaning of garbage in all used rooms: bathrooms, kitchen, bar, dance floor, entrance, coat room, back meeting room, on stage and behind stage.

Removal of:

- Bottles
- paper cups
- Decorations, including tape, anything used to fasten items to the ceiling, tables etc.
- Garbage – Loraas red bin located outside on the west side of the building.
- Recycling - Loraas blue bin located outside on the west side of the building.

Cleaning & putting away:

- All dishes / cups
- All pots/pans
- All flatware
- Coffee Urns / Hot Water Urns
- Jiggers – bar ware
- Wiping off & drying the tables and chairs.
- Rectangular tables are to be stacked and put on trolleys under the stage. Round tables are to be put on the trolleys and stored in the back storage room.
- Orange chairs are to be put on trolleys under the stage.
- Large black chairs are to be stacked and placed against the south wall.
- Floors, major spills mopped up where needed.
- Mop pail is to be left with used water in it and will be emptied by the caretaker the following day.
- The above must be completed by 10:00 a.m. the following date unless a booking requires an earlier clean up time, in which you will be notified.

**NOTE: If the responsibilities listed in section A are not completed, Renter's cleaning deposit is forfeited.**

- B. The Town provides the use of the kitchen including garbage bags, tea towels, dish soap, pot scrubbers, dishes cleaning supplies etc.
- C. Sound System. Please refer to schedule A for instructions.
- D. AV Equipment: Requires separate Damage Deposit and rental. Please call for quote.
- E. All kitchen contents are not allowed outside unless arranged for prior to the event.
- F. Only pins shall be used when attaching anything to painted surfaces. Any material used to attach decorations to ceiling (ie: string, wire, etc.) may only be attached to the ceiling tile brackets. Decorations must be removed before 10:00 a.m. of the following date. If this is not followed, persons will forfeit the cost of repairs from their damage deposit and be billed for any extra. There will be a \$20.00 charge per damaged ceiling tile.
- G. No confetti, glitter (or its equivalents) or lit wax candles are to be used in the Community Hall. If they are used and there is debris left on the floor, Renter's cleaning deposit is forfeited.
- H. The organization or persons using the facility must assume responsibility for the orderly conduct of its own members and their invitees.
- I. The fan switches for the hall are located in the coat room. The fans are to be turned off immediately following the function for which they are used.
- J. The organization or persons shall indemnify and save harmless the Town of Langham against all claims and demands made by any members of the organization or the invitees for injury or damage to such member of the organization or the invitees resulting from the neglect, default or misconduct of the organization, its agents, servants or assistants during the term of this agreement.
- K. The organization and each member thereof and their invitees hereby agree to assume all risk of loss, damage or injury to person and property except to the extent of such loss, damage or injury as caused or contributed to by negligence of the Town of Langham, its servants, employees or agents.
- L. All commercial caterers must purchase a business license from the Town of Langham. Please inform your caterer to do so. A list of caters with valid business license can be supplied upon request.

- M. If liquor is going to be present at your function you must provide a copy of the liquor license to the Town Office before your event.
- N. RV parking/camping is allowed in the overflow parking lot located along Railway Ave. North of the Hall for the night of the event only.

I, \_\_\_\_\_ representing \_\_\_\_\_ herein rent the Affinity  
 (Renter's Name Please Print) (Event or Organization Please Print)

Community Hall on \_\_\_\_\_, 20\_\_\_\_\_. And I hereby acknowledge that I have read the above terms and conditions and agree to comply with the terms and conditions stated therein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Facilities Manager

**This Agreement must be completed when picking up key for the hall or before if deemed appropriate.**

If you have any questions and/or concerns please contact the Town Office/Facilities Manager.

Nathan Frenette  
 Town of Langham  
 Phone: (306) 291-3483 Fax: (306) 283-4772  
 Email: facilities@langham.ca Website: [www.langham.ca](http://www.langham.ca)

## Schedule “A” Sound System

- Step 1:** Obtain microphone from the Langham Town Office.
- Step 2:** The Two (2) outlets on the stage that you are allowed to use are the ones with the black covers. Each one has a microphone jack and a MP3/iPhone/iPod/ outlet. (Microphone jack is on the top, outlet is on the bottom)
- Step 3:** The sound system cupboard is in the hallway. If there are no lights on in the sound cupboard, you must:
1. Make sure the light switch in the sound booth at back of the building is turned on.
  2. Turn on power bar in sound booth
  3. Make sure all the power buttons are turned on.
  4. There is a plate with buttons numbered 1, 2, 3, & 4 on the sound cupboard. The numbers correspond to the numbers on the plate. These buttons will turn the outlets on and off.
  5. Plug your microphone or music device on and test to see if sound is coming out.
  6. Check to make sure your microphone or music device is turned on.
  7. If the device is not working, go to the corresponding button on the sound cupboard and press it “once”. Go back to the device and test.
  8. The volume control is on the plate on the white cupboard. Use this to set your volume for the microphone.
  9. Your music volume can be controlled by your device.
- Step 4:** Unplug the microphone by using the small release on the cord, do not just pull the cord away without pressing the button.
- Step 5:** Return the microphone to the Town Office. Do not leave the microphone and cord at the hall.

\*\*\*\* Each microphone and cord is numbered. Cord one will only work with microphone one, cord two will only work with microphone two, etc. \*\*\*\*

**If you are having problems, please call the Town Office at (306) 283-4806 weekdays from 9am-12pm and 1pm-5pm. If your event is on a weekend, for emergencies call (306) 291-3483.**