

## Affinity Community Hall Rental Agreement

THIS AGREEMENT,

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

BETWEEN:

The Town of Langham    AND    Name: \_\_\_\_\_  
 Box 289  
 Langham SK S0K 2L0                      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: \_\_\_\_\_

Approximated Number of attendees: \_\_\_\_\_ Will there be a dance: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Damage Deposit: \$100.00 for cleaning & \$400.00 for damage (postdate cheque for day of event)**  
**An additional deposit of \$250.00 will be required for use of the projector and screen**

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 book the hall or to pick-up a key during regular office hours and causes a call-out of an employee to provide access to the hall.

- 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.

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 above items are not done, your damage 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 contents are not allowed outside unless written permission is provided.
- F. Only pins shall be used when attaching anything to painted surfaces. Any material used to attach decorations to ceiling (ex: 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, your damage deposit will be used for extra cleaning.
- 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 caterers with valid business license can be supplied upon request.
- M. All caterers must carry a valid license issued by the Ministry of Health. If the rental is deemed a "community event," with no designated caterer, then the renter must obtain a temporary event permit through the Ministry of Health.
- N. 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.
- O. 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.
- P. The premises are subject to video surveillance. The recordings are for safety purposes and may be accessed by the Town of Langham for these purposes.

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

Langham Affinity Community Hall on \_\_\_\_\_, 20\_\_\_\_\_.  
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 Coordinator

**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 Coordinator.

Graham Unger  
Facilities Coordinator



Phone: (306) 291-3483 Fax: (306) 283-4772  
Email: [facilities@langham.ca](mailto:facilities@langham.ca)  
Website: [www.langham.ca](http://www.langham.ca)

## Schedule A

### Hall Sound System

1. Ensure power is on
2. Find corresponding input you are using for microphone
  - Stage North – Input 1
  - Stage South – Input 2
  - Stage Centre – Input 3
  - Bluetooth – Aux (see Connecting to Bluetooth)
3. Ensure Master volume is about 1/3 turned (see picture)
4. Use knob on input you are using for desired volume. (you may have to turn master volume up after this step)
5. DO NOT TOUCH ANY OF THE BUTTONS OR KNOBS LABELLED (ZONE PAGING SELECTOR)
6. DO NOT UNPLUG ANYTHING

If in need of any other assistance, please contact facilities @ 306 291 3483

