

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

TOWN OF ROSETOWN RENTAL CONTRACT – CIVIC CENTRE

and

RENTER: _____

CONTACT NAME: _____

FUNCTION: _____

ADDRESS: _____

PHONE NO.: _____

The renter agrees to rent from the Town of Rosetown, the Civic Centre upon the following terms and conditions:

Rental Period Begins Date: _____ Time: _____

Rental Period Ends Date: _____ Time: _____

RENTAL RATES - GYMNASIUM

Morning or Afternoon only	\$ 360.00	_____
Daytime (8 – 5 pm)	\$ 515.00	_____
Evening	\$ 670.00	_____
Rec. Events & Kids Birthday Parties	\$ 35.00 per hour	_____
Weekend Package	\$1,135.00	_____
- Includes kitchen & bar		
- Friday @ noon to Sunday @ 4 pm		

ADD: KITCHEN RENTAL, IF REQUIRED \$ 155.00 _____

RENTAL RATES – ROSE ROOM #33

Morning or Afternoon	\$ 105.00	_____
All day or Evening Event	\$ 155.00	_____

RENTAL RATES – ROOM #59

Morning, Afternoon or evening	\$ 85.00	_____
All day	\$ 130.00	_____

SUBTOTAL _____

ADD GST TO ALL PRICES (GST # 108129461RT0001) 5% _____

PAYMENT IN FULL MUST BE RECEIVED TO CONFIRM BOOKING _____

Damage Deposit required for Gym events with alcohol \$500.00 _____

Damage Deposit required for Gymnasium events \$ 200.00 _____

Damage deposit for Rose Room or Room #59 \$ 100.00 _____

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

Repair or replacement costs as a result of damage to tables, chairs or other Civic Centre items will be added to your final bill.

The damage deposit must be paid at the time of signing the rental contract.

The damage deposit will be refunded 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 articles in and around the Civic Centre
- c. The booking is cancelled 30 days in advance of the booked date.
- d. The keys are returned to the Town Office by the next business day. There is a \$50.00 charge for late returned or lost keys.
- e. Renters must leave kitchen, kitchen equipment, tables & chairs clean after any function.
- f. Renters must remove all items and garbage from the facility and place in the garbage receptacle.

Don't hesitate to contact the Town of Rosetown if you have any questions or concerns about your booking.

We can be reached at the Town Office – 306-882-2214 Monday to Friday 9:00am – 5:00pm

Note: The Renter signing below will be held personally liable for any damages exceed the prepaid damage deposit and will make sure sums payable to the Town of Rosetown. They will also be responsible for the conduct and/or damage caused by such person that he/she allows into the Civic Centre.

The Renter should also note that the Town of Rosetown accepts no responsibility for insurance or theft of personal belongings left in the Civic Centre.

Date: _____

Signature of Renter (Must be 19 years of age)

Town Representative & Title

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

The Civic Centre is a NON-SMOKING FACILITY.

There is free parking in the parking area to the south and west of the building, street parking as well as a large arena parking lot across the highway that can be utilized for parking.

There is also Wifi in the building for several of the rental areas. The wifi generally works well but at times can be slow depending on the network.

RENTAL RATES

Gymnasium (Size 89' x 57')

Has a seating capacity of 350-400 people.

Tables

45 – 8' x 30" tables (these are stored under the stage in the gymnasium)

40 – 5' diameter round tables (stored in kitchen)

We also have several smaller tables you may wish to use for guest register, selling bar tickets, etc. Just ask.

Chairs

375 padded, fabric banquet chairs (located in Room 20 – hallway on south side of stage)

Ceiling Wires

Are available for renters to use. Please make prior arrangements so they can be made accessible for you.

Stage

The stage is included with the Gym rental. Please let us know if you will be needed to use the stage during your event. The stage is required to be cleaned and items put back after use. There may be items belonging to other groups located on the stage we ask that these items be left alone.

Kitchen (Room #19)

Has four stoves, two upright sliding door fridges, two microwave ovens, a dishwasher, three – 100 cup coffee percolators, one - 30 cup coffee percolators, kettles, miscellaneous bowls, trays, serving spoons, meat slicer.

You (or your caterers) must provide your own dish cloths, tea towels, dish soap, etc. as the Civic Centre is not permitted to provide them for Public Health reasons.

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

You or your caterer are also responsible to ensure that the kitchen is left in the same manner as when you walk in. Please wipe down countertops, clean sinks of debris, clean up any spill on stove, sweep and mop floors.

Bar Room (Room #17)

(Is included when you rent the Kitchen)

Has a deep freeze, large portable, upright sliding door fridge, 2 regular fridges, large portable Thermos Cooler, three portable bar units.

*** Please note we do not have jiggers.***

Public Address System

A public address system is available. Any cords that are needed to hook up phones or external devices is up to the renter to supply.

Rose Room (Room #33 – located at the end of the main floor hallway)

Size 48' x 39')

Seats 80 banquet style, 100 theatre style.

Has 14 – 8' x 30" tables, 2 – 5' x 30" tables, 8 – 5' diameter round tables, 100 wooden chairs, double sink, one fridge, 1 – 100 cup perc, 1 – 42 cup perc, white wall for presentations.

You (or your caterers) must provide your own dish cloths, tea towels, dish soap, etc. as the Civic Centre is not permitted to provide them for Public Health reasons.

MISCELLANEOUS INFORMATION:

Your BAR / REFRESHMENTS must be located in the Bar Room or inside the Gymnasium. It may NOT be set up in the hallway.

Clean up must be done that evening or by making prior arrangements with the Town. Please make arrangements with the Town of Rosetown.

Cleaning up means: washing tables, putting chairs and tables away, sweep floor and taking garbage out to the garbage dumpster on the west side of the building. You do not have to mop the floor, however, a mop and pail is available so you can attend to any spills that may occur throughout your event.

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

Tables

All tables are stored on the trolleys under the stage. Tables are to be cleaned (washed & dried) before being returned to their storage location.

Tables are to be stacked tabletop to tabletop and legs to legs to prevent damage and should be placed in stacks of 5 – maximum of 15 tables per trolley.

Please place all grey tables onto two trolleys and all brown tables onto the remaining two trolleys.

PLEASE NOTE: If tables are not stored as per the above instructions you will be charged a \$100 fee as Civic Centre staff will be required to sort and stack tables properly.

Chairs

All chairs are to be stacked in 5's and stored neatly in Room 20 (located in the hallway to the south of the gymnasium).

PLEASE NOTE: If the chairs are not stacked properly you will be charged a \$100 fee as Civic Centre staff will be required to stack chairs properly.

Garbage/Recycle

You are required to take all your garbage out to the dumpster (located on the west side of the building). Garbage bags are provided and they are located in a marked drawer in the kitchen. Recycle is up to the renter to dispose of in the appropriate manner. Please do not leave cardboard, cans, bottles, etc. at the Civic Centre for staff to dispose of.

There is a broom and dustpan in the kitchen for your use. A mop and pail will also be provided for emergency spills. Please clean up the spills as soon as possible.

Duct tape may be used to tape cords, etc. to the floor – but no other tape, please.

ABSOLUTELY NO NAILING OR STAPLING ITEMS TO WALLS. If you tape items to the walls you need to ensure you are using masking tape or a painter's tape and that all tape is removed after your event. Failure to do so will lead to loss of damage deposit.

NO CONFETTI or RICE or GLITTER IS PERMITTED IN THE BUILDING.

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

DANCE WAX IS NOT PERMITTED AS IT WILL DAMAGE THE FINISH ON THE FLOOR.

NO ONE IS ALLOWED UPSTAIRS. You and your guests are to use only the rooms that you have rented.

Washrooms are located mid-way down the main floor hallway.

Lights, Ceiling Fans and Exhaust Fans

Gymnasium light switches (blue breakers) are located in the breaker box in the hallway by the kitchen. Breakers for the outside air intake fans (these are the four fans on the ceiling of the gym) are also located here. These fans will draw air into the building from the outside. Therefore, in the winter, these bring in cool air and in the summer they bring in hot air.

Switches for the exhaust fans (you can see the grates for these fans on either side of the stage near the ceiling) are located at the top of the stairways on both sides of the gym. These fans pull air out of the gymnasium.

NEED TO SEE THE FACILITY?

If you wish to look at the Civic Centre ahead of time to assist you in planning for decorating, arranging tables, etc. please let me know and I will arrange to meet you, or will make a set of keys available to you.

EXTRA CHARGES

If extra time is required for our staff to clean-up following your event due to guests having misused the facility (eg. leaving cigarette butts in entrances, breaking alcohol bottles inside or outside the building, writing on walls, punching holes in walls, discharging fire extinguishers unnecessarily, vomiting, leaving plugged and filthy toilets, etc.) your damage deposit will be deducted for the time spent by staff.

Repair or replacement costs as a result of damage to tables, chairs or other Civic Centre will be deducted from the damage deposit. If the damages or cost of repairs is more than the damage deposit the renter will be held responsible to cover the additional costs.

Don't hesitate to contact the Town, if you have any questions or concerns about your booking.

We can be reached at the Town Office – 306-882-2214, Monday to Friday, 9:00am – 5:00pm.

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

Note: The Renter signing below will be held personally liable for any damages exceed the prepaid damage deposit and will make sure sums payable to the Town of Rosetown. They will also be responsible for the conduct and/or damage caused by such person that he/she allows into the Elks Hall.

The Renter should also note that the Town of Rosetown accepts no responsibility for insurance or theft of personal belongings left in the Civic Centre.

Date: _____

Signature of Renter (Must be 19 years of age)

Town Representative & Title

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

Clean-up Check List

1. Clean up must be completed the day of the event or by making prior arrangements with the Town.
2. If you used a coffee pot – please empty and wash and leave in bar room.
3. Take all garbage bags to outside dumpster and remove recycle from the premise.
4. Wash tables then stack them on the trolley. Gym (rectangular tables are stored underneath the stage and round tables stored on the trolleys in the kitchen). Rose Room (rectangular tables are stored in the back-storage room and round tables are stored on trolley in back storage room)
5. Stack chairs neatly and return them to proper storage room. Gym (room 20 located down hallway on south side of stage) Rose Room (by windows on north wall or in the storage room).
6. Mop up any spills on the floor.
7. Sweep the floor.
8. If you have used the kitchen it must be swept, moped, and all counters and surfaces cleaned and wiped
9. If you have used the dishwasher ensure that it is cleaned of any food or debris.
10. If you have used the stage the floor needs to be swept and moped of any spills, stage tidied as to how you found it and garbage removed.
11. Please ensure that all toilets have been flushed.

Please note that your full damage deposit may not be returned if the above tasks are not completed and if any damage has been done to tables, chairs or the facility.

Thanks for using the Civic Centre and for taking care of it.

Don't hesitate to contact the Town, if you have any questions or concerns about your booking.

We can be reached at the Town Office – 306-882-2214, Monday to Friday, 9:00am – 5:00pm.

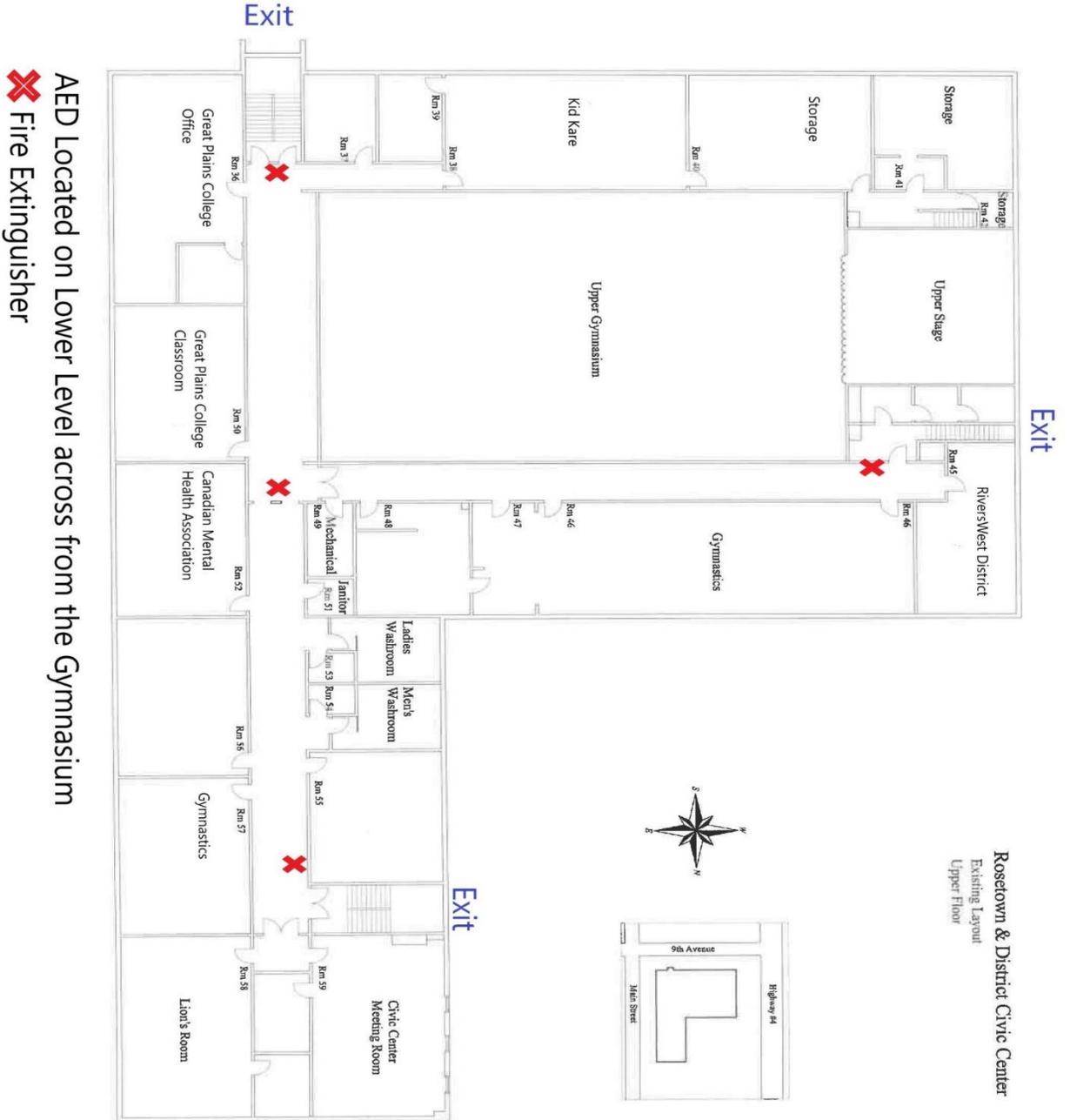
If there is any building issues during your event please call our caretaker, Albert at 306-831-7485.

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca



AED Located on Lower Level across from the Gymnasium

✘ Fire Extinguisher

Rosetown CIVIC CENTRE

Box 398 Rosetown, SK S0L 2V0

306-882-2214

info@rosetown.ca

