

**Rosetown ELKS HALL**  
Box 398 Rosetown, SK S0L 2V0  
306-882-2214  
info@rosetown.ca

**TOWN OF ROSETOWN  
RENTAL CONTRACT – ELKS HALL**

and

**RENTER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**FUNCTION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

The capacity of the Elks Hall is 175 people. The renter agrees to rent from the Town of Rosetown, the Elks Hall upon the following terms and conditions:

Rental Period Begins Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rental Period Ends Date: \_\_\_\_\_ Time: \_\_\_\_\_

**RENTAL RATES**

Morning or Afternoon only	\$155.00	_____
Daytime (8 – 5 pm)	\$210.00	_____
Evening – Meeting only;	\$155.00	_____
Evening – Event; no Kitchen	\$310.00	_____
Evening – Event; with Kitchen	\$440.00	_____
Rec. Events & Kids Birthday Parties	\$35.00 per hour	_____
Weekend Package	\$875.00	_____
- Includes kitchen		
- Friday @ noon to Sunday @ 4 pm		

**ADD: KITCHEN RENTAL, IF REQUIRED**      \$130.00      \_\_\_\_\_

**SUBTOTAL**      \_\_\_\_\_

**ADD GST TO ALL PRICES (GST # 108129461RT0001)**      5%      \_\_\_\_\_

**Damage Deposit required for all events with Alcohol**      \$500.00      \_\_\_\_\_

**Damage Deposit for events with no Alcohol**      \$200.00      \_\_\_\_\_

**Damage Deposit required for Kitchen ONLY**      \$150.00      \_\_\_\_\_

Repair or replacement costs as a result of damage to hall, tables, chairs or other Elks Hall items will be subtracted from the damage deposit.

The damage deposit must be paid at the time of signing the rental contract to hold booking. Remainder of Rental is due prior to event occurring.

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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 Elks Hall.
- 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 (fridge, stove, dishwasher), 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 Office if you have any questions or concerns about your booking.

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

**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 Elks Hall.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter (Must be 19 years of age)

\_\_\_\_\_

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**Facility Information**

**The Elks Hall is a NON-SMOKING FACILITY.**

**Seating Capacity is 175 people.**

**Free parking is available in the lot adjacent to the facility with overflow accessible across the street in the Arena parking lot.**

**Tables**

24 – 6' plastic top tables (stored upstairs)  
6 – wooden tables (store upstairs)  
Tables are available downstairs in the Elks Den

**Chairs**

92 – plastic chairs (upstairs)  
54 – wooden chairs (upstairs)  
Additional Wooden chairs are available downstairs in the Elks Den (a key will be needed to access these chairs)

**Kitchen**

Has a commercial stove, one upright sliding door fridge, a full fridge, cups, plates, cutlery, serving utensils, salt and pepper shakers, drinking glasses and other misc. items.

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

You or your caterer will be 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 or fridge, clean out any items you have brought in, sweep and mop floors.

**Bar Room – upstairs is included in your rental for the hall**

Has a upright door fridge and a standard fridge/freezer, and a smaller deep freeze.

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

**Public Address System**

A public address system is available and included in your rental rate.

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**MISCELLANEOUS INFORMATION:**

**Your BAR / REFRESHMENTS must be located in the Bar Room. It may NOT be set up in the hall.**

**Clean up must be done the evening of event other than weekend packages or prior arrangements with the Town of Rosetown.**

Please make arrangements with the Town of Rosetown. Cleaning up means: washing tables, putting chairs and tables away, and taking garbage out to the garbage dumpster on the west side of the building. You do not have mop the floor, however, a mop and pail with water will be provided so you can attend to any spills that may occur throughout your event.

**Tables**

**All tables are stored to the south of 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 on the trolley.**

**Please place all grey tables onto two trolleys and all brown tables to the north of the stage.**

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

**Chairs**

**All chairs are to be stacked types (plastic, wood) and stored to the north of the stage.**

***PLEASE NOTE: If the chairs are not stacked properly you will be charged a \$100 fee as Elks Hall Caretaker will be required to stack chairs properly.***

**Garbage/Recycle**

**You are required to take all your garbage out to the dumpster** (located in the south east corner of the parking lot). Garbage bags are provided and they are located in the bar room on top of the fridge.

Any recycling is up to the renter to find the appropriate place to be recycled.

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There is a broom and dustpan in the closet near the entrance located by the basement stairs. A mop and pail will also be provided for emergency spills, located in the storage room at the back of the hall. 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. **NO TAPE or STAPLES ON THE WALLS.**

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

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

**YOU AND YOUR GUESTS ARE TO USE ONLY THE ROOMS THAT YOU HAVE RENTED.**

**Washrooms** are located by the entrance of the hall for hall rentals and at the end of the hallway by the Elks Den for any basement rentals.

**NEED TO SEE THE FACILITY?**

If you wish to look at the Elks Hall 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 I 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.) you will be billed for the additional time required for cleaning.

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

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.

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Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter (Must be 19 years of age)

\_\_\_\_\_  
Town Representative & Title

### 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. All Recycling is up to the renter to dispose of.
4. Wash tables then stack them on the trolley. Please place all grey tables onto two trolleys. They are stored to the south of the stage. Place all brown tables to the north of the stage.
5. Stack chairs neatly and return them to the north corner of the stage.
6. Sweep the floor.
7. Mop up any spills on the floor. Return mop and bucket to bar room.
8. 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 Elks Hall and for taking care of it.

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

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