



Box 114 • Candle Lake, Sk. • S0J 3E0

A] Hall Rental

Thank you for your interest in renting the Resort Village of Candle Lake Recreation Hall. Included is a Hall Rental Agreement for your information and to be completed to apply for hall rental. Once your completed rental agreement has been received and approved, we ask that you provide a damage deposit of \$600.⁰⁰ payable to The Resort Village of Candle Lake or e-transfer to info@candlelake.ca (identify 'Hall Rental Deposit' in the e-transfer description). When the damage deposit is received your booking is confirmed. Your damage deposit will be returned after the hall has been successfully inspected for no damages or loss. Payment of the balance for rental is due on or before the rental date. Please review the information provided in this application package for familiarity of the fees, damages, cancellation policy, limitation on admittance and rules and regulations.

Please contact us well in advance of your booking to arrange pick-up and return of the hall keys. If you need to inspect the hall as part of your planning, you may call the phone number for the Main Office provided below.

We look forward to accommodating your event or activity.



B] Hall Rental Agreement

Damages

The Resort Village of Candle Lake reserves the right to assess costs for any unusual wear, damages or losses caused by any function. The user/applicant will be required to pay for repairs or replacements.

Lost or Damaged Personal Articles

The Resort Village of Candle Lake will not be held responsible for lost or damaged articles or equipment brought in by the user/applicant and/or their accompanying party.

Renter's Responsibilities

The Renter agrees to indemnify and save harmless the Resort Village of Candle Lake, its employees and servants from any action or actions being brought against it as a result of the use of the Candle Lake Recreation Center, its facilities, or adjoining yards by the Renter, its servants, agents, guests or performers.

Any maintenance service or extra labour beyond those which would normally be required, or any damage to the Candle Lake Recreation Centre, its facilities, equipment, side buildings, yard or improvements shall be repaired or replaced at the Renter's/Applicant's expense.

Cancellation Policy

All bookings are subject to cancellation by the Resort Village of Candle Lake upon reasonable notice. However, cancellation may occur without notice when, in the opinion of the Resort Village of Candle Lake, such cancellation is deemed necessary for the appropriate use of the premises and the interest of the Resort Village of Candle Lake. All requests for cancellation by the Renter shall be communicated to the Resort Village of Candle Lake at least seven (7) days prior to the event. The Resort Village of Candle Lake reserves the right to charge a cancellation fee.

Limitations on Admittance

The Renter shall allow no more than 270 persons (at tables or 300 persons at chairs only) to occupy or remain in the Candle Lake Recreation Centre during any function.



Rules and Regulations

- 1) Candle Lake Recreation Centre is a smoke free facility. Smoking is not permitted in the building.
- 2) Strict adherence to Liquor Permit regulations is required. Post the regulations in a conspicuous place for public perusal.
- 3) Limit liquor ticket sales at one time to any individual to ten (10) tickets.
- 4) Control attendance by clear identification of guests.
- 5) The main entrance only is for entrance and exit. Other doors are for emergency use only.
- 6) No alcohol shall be sold or given to persons under the age of nineteen (19), or in an impaired condition.
- 7) Provide adequate non-alcoholic beverages and food.
- 8) Alcoholic beverages shall not be served one hour prior to conclusion of the event.
- 9) Reliable and effective security shall be provided by the Renter.
- 10) Overnight stays in the Recreation Center or camping on adjacent grounds is prohibited.
- 11) For local community events, only Pepsi products shall be used in the Pepsi cooler.
- 12) Confetti is not allowed.
- 13) The Hall Users Checklist (attached) is to be followed and Kitchen Inventory (attached) should be inspected by the Renter upon completion of your event.

I, the undersigned, hereby accept the information, responsibilities, rules, and regulations as outlined in the Hall Rental Agreement.

Dated this _____ day of _____, 20_____

Signature of Applicant on behalf of Self/Organization



C] Hall Rental Application

Applicant (Name of Organization): _____

Person Applying: _____

Position: _____

Address: _____

Phone Number: _____

Today's Date: _____

Nature of Function/Event: _____

Date(s) of Function/Event: _____

Hours Required: _____

Use of Sound System required: Yes No

Rental Charges *Please note that GST to be charged on all rental rates

	Damage Deposit	Weekday Rental Rate (Monday – Thursday)	Weekend Rental Rate (Friday – Sunday)	Evening Set-up (after 4:00pm)	Morning Take-down (until noon)	TOTAL
Hall Rental Maximum two (2) hours – no kitchen access	\$600. ⁰⁰	\$200. ⁰⁰	\$200. ⁰⁰			
Hall Rental Full Day Low Season Rates (October 1 st – April 30 th) – kitchen access	\$600. ⁰⁰	\$400. ⁰⁰	\$550. ⁰⁰	\$100. ⁰⁰	\$100. ⁰⁰	
Hall Rental Full Day High Season Rates (May 1 st – September 30 th) – kitchen access	\$600. ⁰⁰	\$600. ⁰⁰	\$750. ⁰⁰	\$100. ⁰⁰	\$100. ⁰⁰	
Meeting Room	Not required	\$25. ⁰⁰ /hour to a maximum of \$200. ⁰⁰ per day				
Fee Exemptions	As defined in 200-66 Policy for the Establishment of Fees for the Resort Village of Candle Lake Facilities					

-For office use only-

Administration Approval Signature: _____ Approval Date: _____

Date Deposit received: _____ Deposit Receipt #: _____

Balance Payable on or before rental date: \$ _____



D] Hall User's Checklist

After your function is over, please attend to the following:

Kitchen

- Clean stove and oven if used
- Wash and put away dishes
- Wipe Fridge
- Wipe all counters clean
- Lights off
- DO NOT wash grill
- Wash coffee pots
- Wipe out cooler(s) and freezer(s)
- Ensure Taps are turned off

Hall

- Remove any displays and equipment
- Remove all decorations, banners, posters, and fasteners
- Remove paper from tables and wipe them clean (DO NOT PUT AWAY)
- Remove all bottles, cans, and cups
- Bag garbage and remove it to bin outside at the back
- Lights off
- Furnace set to 18°C when not in use

Bathrooms

- Toilets flushed
- Taps off
- Lights off

The keyholder for your function is responsible for ensuring that everyone is out; checklist has been completed; all doors are properly closed and locked; and that all keys are returned to the issuer.

Thank you for choosing our hall and for helping us to keep it clean!



E] Kitchen Inventory Checklist

- Tea Towels, Dish Clothes Oven mitts, Hotpads and Aprons
- 6 cutting board
- 4 graters
- 1 rolling pin
- 3 electric knives
- Many serving platters
- Drill and potato masher insert
- 2 large and 2 small potato mashers
- 4 potato peelers
- 10 slotted spoons
- 5 large serving spoons
- 12 ladles
- 10 meat pronged forks
- 9 flippers
- 9 rubber spatulas
- 7 sets of tongs
- 4 manual can openers
- 1 electric can opener
- 4 whisks
- 3 scoops
- 10 black steak knives
- 7 wooden steak knives
- 8 paring knives
- 1 bread knife
- 1 cake knife
- 1 meat cleaver
- 2 wooden handle knives
- 2 knife sharpeners
- Cookie sheet- 1 @ 24 x 18 inches
- Cookie sheet- 5 @ 12 x 18 inches
- Cookie sheet- 2 smaller ones
- 2 metal pie plates
- 25 insulated coffee carafes
- 13 Plastic Water jugs and 5 in the bar
- 1 food processor with all the attachments
- Mixing bowls - 5 large metal
- 1 super large metal
- 3 smaller metal
- 2 small plastic
- 3 large plastic
- 3 different sizes - colanders
- 4 large T-fal frying pans with lids
- 7 electric roasters
- Stemmed Wine glasses - LOTS
- Plates, cups and saucers, dessert plates