



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, limitations 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 loss 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 251 persons at tables or 534 persons at chairs only to occupy or remain in the Candle Lake Recreation Centre during any function.



Rules and Regulations

1. General Use

- The Hall is to be used only for the purpose stated on the rental application.
- The renter is responsible for the conduct of all guests and attendees.
- The Hall must be left in the same condition as it was found.

2. Capacity and Safety

- Occupancy limits must be observed at all times.
- All exits, hallways, and fire equipment must remain clear and accessible.
- No open flames, fireworks, or hazardous materials are permitted unless explicitly approved.

3. Decorations

- **Do not use tape, tacks, nails, staples, screws, or any other fasteners on walls, doors, ceilings, or fixtures.**
- All decorations must be removed carefully at the end of the rental period.
- Damage resulting from improper decorating methods will be charged to the renter.
- **NO** Confetti

4. Furniture and Equipment

- Tables, chairs, and equipment must not be dragged across floors.
- Furniture must not be taken outside the building without permission.
- Any equipment used must be returned to its original location and cleaned prior to storing.

5. Cleaning and Garbage

- The renter is responsible for completing the Hall Users Checklist
- Excessive cleaning or damage may result in additional charges.

6. Alcohol and Smoking

- Alcohol consumption is permitted only with required permits. The permit needs to be posted in the designated holder located beside the bar for public perusal.
- Limit liquor ticket sales at one time to any individual to ten (10) tickets.
- Smoking, vaping, and cannabis are prohibited inside the facility.
- Provide adequate non-alcoholic beverages and food.

7. Noise and Conduct

- Noise levels must be reasonable and comply with local bylaws.
- Disorderly conduct, vandalism, or illegal activities will not be tolerated.



- The renter may be required to end the event early if rules are violated.

8. Damage and Liability

- The renter is financially responsible for any damage to the Hall, equipment, or property.
- Repair or replacement costs will be charged to the renter.
- The Resort Village of Candle Lake is not responsible for lost, stolen, or damaged personal items.

9. Access and Time

- Rental times include setup and cleanup.
- The Hall must be vacated by the agreed-upon end time.
- Late departure may result in additional fees.

10. Compliance

- Failure to comply with these rules may result in:
- Loss of damage deposit
- Additional charges
- Denial of future rentals

11. The main entrance only is for entrance and exit. Other doors are for emergency use only.
Please do not leave any of the doors open.

12. Overnight stays in the Recreation Center or camping on adjacent grounds is prohibited.

13. Note: All rental fees are subject to change pending future bylaw updates. Initial _____

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

Use of Stove/Stove Top required: ☐ Yes ☐ No

Signature: _____

72 Hour Notice is required for use of Kitchen appliances



***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)
Kid’s Birthday Party- No Kitchen Access	100. ⁰⁰	100. ⁰⁰	100. ⁰⁰		
				Friday 4-6 pm or Saturday 2-4 pm	
Hall Rental 2 hours or less	\$150. ⁰⁰	\$200. ⁰⁰	\$200. ⁰⁰		
Hall Rental Full Day	\$600. ⁰⁰	\$600. ⁰⁰	\$750. ⁰⁰	\$100. ⁰⁰	\$100. ⁰⁰
Kitchen Access	\$200. ⁰⁰	\$200. ⁰⁰	\$200. ⁰⁰		
Daily Rental Cleaning Fee	Not applicable	\$140. ⁰⁰	\$140. ⁰⁰	Additional Charge may be applied if you fail to complete cleaning checklist.	
Boardroom Rental	Not required	\$25. ⁰⁰ /hour to a maximum of \$200. ⁰⁰ per day			
Sound System Microphone	\$100. ⁰⁰				
Coffee Pot/Urn	Not required	\$25. ⁰⁰ /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