

The Resort Village of Candle Lake

Box 114, Candle Lake Sk S0J 3E0

To: _____

From: Peggy Watt, Hall Rentals

Candle Lake Parks and Recreation Board

Box 114, Candle Lake Sk S0J 3E0

Thank you for your interest in renting the Candle Lake Recreation facility. Included is a hall rental agreement for your examination and completion.

We ask that you include with the completed rental agreement a cheque payable to "The Resort Village of Candle Lake" for the damage deposit in the amount of \$600.00 to secure your booking. The balance for your rental must be paid prior to your event. When the rental agreement and damage deposit are received at the above address, your booking is confirmed. Your damage deposit will be returned after the hall has been inspected for damage or loss after your event. Any cancellations must fall within the cancellation guidelines stated in the agreement.

Please contact us well in advance of your booking to arrange for pick up and return of the hall keys, and for payment of the actual rental fee. If you need to inspect the hall as part of your planning, you may call the phone number above, or you may contact the Village Office to make arrangements.

We look forward to hearing back from you at your earliest convenience.

Schedule "A"
Candle Lake Facility Rental Rates

1. Daily rental- day being from 8am to 8am \$600.00
The above includes the use of the kitchen, stove, fridges, coffee pots, bar and cooler. No supplies provided

2. Group meetings (hall only) \$200.00/day
 ⇒ Rental for the Friday evening (after 6:00 pm for setup) \$60.00
 ⇒ Rental for the hall Sunday morning (Until 12 PM) \$100.00
 ⇒ A booking/damage deposit is required for hall rental
 ○ Regular Rate \$600.00
 ○ Long weekend \$1,000.00
 ⇒ Hall rentals will be confirmed once the booking/damage deposit is received
 ⇒ Cancellations must be made 90 days before function to receive 100% refund of deposit.
 Booking/damage deposit will be returned upon inspection of premises and recommendation from cleaning staff

Only applicable Monday to Thursday. Maximum 3 hour period (#6-9: put away/clean tables and chairs, and do basic cleaning)

4. Funerals, memorial services no charge
 5. Parks and Rec & Village sponsored functions no charge

Miscellaneous rentals

6. A 200 piece set of dishes & cutlery for use within the hall \$50.00
 7. Rental of tables and chairs for outside hall
 wooden tables only/ plastic chairs \$5.00/table/day
 \$1.00/chair/day
 8. Rental of 100 cup Coffee pot \$25.00/day
 9. Battery operated portable sound system (damage dep. \$100.00) \$25.00/day

Meeting Rooms: \$25.00 per hour – to a maximum of \$200.00 per day Non-Committee meetings.

Application to Use Candle Lake Recreation Facility

APPLICANT (Name of Organization) _____
 PERSON APPLYING _____ POSITION _____
 ADDRESS _____ TELEPHONE NO _____
 NATURE OF FUNCTION _____ EXPECTED ATTENDANCE _____
 DATE OF FUNCTION _____ HOURS REQUIRED _____

RENTAL CHARGE:

Rental of Recreation Facility \$ _____
 Caretaking \$ _____
 Other Charges \$ _____

DEPOSIT REQUIRED:

Full Rental \$ _____
 Fee in Advance \$ _____
 Deposit Acknowledged \$ _____
 Deposit Receipt # _____

BALANCE PAYABLE ON OR BEFORE RENTAL DATE \$ _____

Final Payment Receipt # _____

DAMAGES

The Resort Village of Candle Lake retains the right to assess costs for any unusual wear or damages caused by any function. The user will be required to pay for the damages.

LOST OR DAMAGED ARTICLES

The Resort Village of Candle Lake will not be held responsible for lost or damaged articles or equipment brought in by the Renter.

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 Centre, 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 or improvements shall be repaired or replaced at the Renter's expense.

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 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 chairs only) to occupy or remain in the Candle Lake Recreation Centre during any function.

Revised March 24, 2014

RULES AND REGULATIONS

1. Candle lake Recreation Centre is a smoke free facility. Smoking is not allowed in the building.
2. Strict adherence to the Liquor Permit regulations. Post the regulations in a conspicuous place for public perusal.
3. Limit the liquor ticket sold at one time to any individual to ten 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 19, or in an impaired condition.
7. Provide adequate non-alcoholic beverages and foods.
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 camping in the grounds adjacent is prohibited.
11. For local community events only Pepsi products shall be used in the Pepsi cooler.
12. No confetti is allowed in the community hall.
13. The Hall Users Checklist (attached) is to be followed upon completion of your event.
(The User Checklist is also posted in the kitchen)

I, THE UNDERSIGNED, HEREBY ACCEPT THE RULES AND REGULATIONS AS OUTLINED ABOVE.

DATED THIS _____ DAY OF _____ A.D. 20 _____

Signature of Applicant on Behalf of Self/Organization

Signature of Rental Office

Friday 4 p.m 60.00

Sunday morning (12:00 pm) 100.00

Community Hall	Smoking prohibited in public places where children have access.	"No Smoking" signs posted: - At each public entrance - In all seating and waiting areas - In all public washrooms
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Effective March 24, 2014

HALL USER'S CHECKLIST

AFTER YOUR FUNCTION IS OVER, PLEASE ATTEND TO THE FOLLOWING:

KITCHEN

- * CLEAN DEEP FRYER 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 AND UNPLUG TAPS 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
- * CLEAN WATER DISPENSER – ESPECIALLY DRIP TRAY
- * BAG GARBAGE AND REMOVE IT TO BIN OUTSIDE AT THE BACK
- * SHUT OVERHEAD CIRCULATION FANS OFF
- * LIGHTS OFF
- * FURNACE SET AT 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 ISSUER.

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

R. V. OF CANDLE LAKE