

Adopted

Revised & Adopted

**October 15/07, October 19/09, October 18/10, March 19/12,
September 22/14, August 24/15, July 18/16, Dec 16/19**

The Town of Watrous reserves the right to refuse the rental of the Civic Center for functions when the public interest so requires, or when the character of the use is deemed objectionable to the Town.

- The Town of Watrous Rental Agreement must be signed by renter and Town of Watrous representative at time of booking. A copy of the Rental Agreement will be given to the renter along with Rental Rates.
- The distribution of keys/key cards and walk through will be done prior to the event or specified at another time between renter and Town of Watrous Representative. A copy of the signed paper work will be given to the renter.
- Use of staples is prohibited in the Civic Center (includes tables, walls, doors, etc.).
- Please do not slide tables on Civic Center floor.
- Tables are to be wiped clean and left out at the completion of the function to be checked for damages by the Town of Watrous
- All chairs are to be stacked at the completion of the function and put in the storage room.
- Chair mover must be used when moving chairs to set up and clean up.
- All exit doors must be kept clear of chairs, tables, etc.
- No decorations allowed on walls or ceiling.
- Use of tape on the floor and wall surfaces is prohibited.
- All large pieces of paper and other disposable items are to be picked up.
- Please ensure all garbage is put in the REACT waste bin behind the Civic Centre.
- All decorations must be removed at the completion of the function.
- If kitchen supplies are used all supplies must be washed at the end of the function. (dishes, silverware, coffee pots etc.).
- A checklist for the kitchen is inside on the cupboard door, please ensure that these items remain in the kitchen. Renter will be responsible for any missing items.
- A checklist for the bar is inside on the cupboard door, please ensure that these items remain in the bar. Renter will be responsible for any missing items.
- All empty bottles, cans, cups etc. must be removed from the civic center.
- If the user wishes to use the civic center projector an additional fee will be charged. (See civic center rental rates – Policy #02-10)
- The Watrous Civic Center is a non-smoking facility.
- Bookings allowed up to a maximum of 5 years in advance of event date.
- Rental rates at the time of function shall apply.
- A deposit of 50% of the current rental fee is required, within 7 days of booking, to secure the room.
- The balance of the rental fee shall be paid the first regular business day following the rental.
- In the event of a cancellation of a function in the Civic Centre less than 30 days prior to the function, 50% of the paid deposit shall be retained by the Town.

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CIVIC CENTRE CHECKLIST

BAR:

Roll Downs
Cooler

HALL:

- Sound System – Microphone Required ____ yes ____ no
- Lighting/Pot Lights – Switches Tables – Leave standing
- Automated External Defibrillator (AED) Door Locks
- Thermostat Clean Up
- Projector Requested ____ yes ____ no (additional charge applies)
- Screen Requested ____ yes ____ no
- Chairs – stack and put away

KITCHEN:

- Stove/Range Operation
- Coffee Makers Kitchen Plugs - # of circuits, etc
- Garbage Clean up
- Kitchenware – plates, cutlery, pots, etc Roll Downs
- Locked Cupboards – Key Requested ____ yes ____ no

DAMAGE (prior to event)

DAMAGE (after event)

Call out required: ____ yes ____ no

Reason for call out: _____

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Clean up after events:

Users/renters of the Civic Center must have all of their belongings removed, and vacate the Civic Center at the completion of their event.

A \$50.00 surcharge may be levied should a Town employee be required to provide assistance at the Civic Center after Office hours. The renter is responsible for all callouts regardless of who makes the call.

- If the above regulations are not followed and if excessive cleaning is required by the Town of Watrous, additional charges may be levied.
- Renters will be held financially responsible for any damages occurring during the function.
- **For after-hours assistance call _____**

AED Information

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND PLEASE ASK TOWN STAFF IF YOU HAVE ANY QUESTIONS.

The Watrous Civic Center is equipped with an AED (Automated External Defibrillator) located in the Southwest corner of the hall. Please be aware of its location. This is a vital piece of lifesaving equipment used to treat cardiac arrest. Anyone with CPR/AED training is capable of operating this unit.

In the event this unit is accessed for any reason, please report this to the Town Office.

RENTER:

(Print)

(Signature)

TOWN OF WATROUS:

(Print)

(Signature)

DATE: _____

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**RENTAL AGREEMENT
TOWN OF WATROUS
CIVIC CENTRE/HERITAGE ROOM**

Rental of the above facility is by mutual agreement between the parties as stipulated below:

1st Party – Town of Watrous, 404 Main Street, Box 730, Watrous, SK S0K 4T0

2nd Party – Main Contact Person: _____

Group Name/Organization: _____

Mailing Address: _____

Email: _____

Telephone: (H) _____ (C) _____

In consideration of the rents and covenants herein specified, the Town of Watrous hereby agrees to rent the Civic Centre/Heritage Room (circle facility) on the date(s) of

Date: _____ Time: _____

A 50% deposit is to be paid within 7 days of reserving the facility. If the deposit is not paid within 7 days, the dates requested become available to rent for the public. If the event is cancelled within 30 days or less, 50% of the deposit fee will be charged to the renter.

1. Equipment Required:

_____ Tables/Chairs

_____ Kitchen

_____ Sound System/Microphone

_____ Projector/Screen (Additional charge)

2. The renter shall be responsible for their guests and will be responsible for any damages to the building, equipment and/or loss of personal property.

3. The renter shall be responsible for obeying, observing and promptly complying with all present and future statutes, laws, ordinances, regulations and bylaws of any Government body or Agency respecting the renter's use of the facilities. The renter agrees to not use or permit the facilities to be used for unlawful purposes or in any unlawful manner. The renter is solely responsible for any food consumed at their function whether catered or prepared in the facility.

4. No minors shall be served any beverages containing alcohol.

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5. At the conclusion of the event the chairs must be returned as found by the renter. The tables shall be left out in order to be checked for damages. The facility will be inspected for any loss or damage and the renter will be charged for any repair/replacement required. Any clean-up over and above normal as deemed by the Town of Watrous will be invoiced to the renter. The renter agrees to pay any such invoices with 30 days of receipt of same.
6. The renter agrees and consents to indemnify and save harmless The Town of Watrous in respect of all claims, demands, actions, suits and costs out of any act or omission of the renter and/or servant, agent or employee of the renter or arising out of the use of the said facilities by the renter.
7. The renter agrees to obtain the necessary Liquor Permits and adequate Accident & Liability Insurance for their event.
8. When renting the kitchen, Public Health requires the renters to use a caterer that holds a catering license.
9. The renter understands the maximum allowable persons based on Public Health Regulations is 350 people.
- 10. In the event of a cancellation of a function in the Civic Centre, Heritage Room, Council Chambers or Kinsmen Club Room less than 30 days prior to the function a cancellation fee of 50% of the deposit amount will be charged.**
11. The Town of Watrous guarantees the current rates as shown below for 12 months from date of signing this agreement:

Civic Centre:

Two Day Rental (max 48 hrs)	\$800.00	plus GST
One Day Rental (Max 24 hrs)	\$500.00	plus GST
Half Day Rental (Max 8 hrs)	\$300.00	plus GST

Heritage Room:

6 hours or less	\$ 100.00	plus GST
>6 hours (not more than 12 hours)	\$ 200.00	plus GST

Date: _____

Signature of renter: _____

By signing above I acknowledge that I have read and agree to the terms and conditions stipulated in this Agreement.

Signature of authorized representative of the Town of Watrous: _____