



## Town of Spirit River

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### CENTENNIAL HALL FEE SCHEDULE EFFECTIVE NOVEMBER 19, 2012

1. Centennial Hall Rental	Day Rate:	\$275.00
	Hourly Rate:	\$ 50.00
2. Multi Day Events	Fri. Noon Until Sun. 3 PM:	\$450.00
	Additional Days:	\$100.00

CENTENNIAL HALL RENTAL INCLUDES HALL, KITCHEN, CULTURE ROOM, COOLER, DISHES AND CUTLERY.

3. Kitchen Only	Day:	\$ 75.00
4. Culture Room	2 Hour Minimum Rate:	\$ 30.00
	After Minimum /Per Hour:	\$ 15.00
	Maximum Rate:	\$ 75.00
5. Funeral	Per Use:	\$100.00
6. Security Deposit	Multi Day Events:	\$275.00
	Day Events:	\$100.00
7. Clean Up Option	See Clean Up Requirements:	\$125.00
8. Key Replacement		\$500.00

FEES DO NOT INCLUDE G.S.T.

IF RENTER IS SERVING ALCOHOL, PROOF OF A LIQUOR LICENSE AND LIABILITY INSURANCE IS MANDATORY BEFORE KEYS WILL BE RELEASED.

## **Centennial Hall Rental Agreement**

### **Keys & Bookings:**

1. The renter is responsible for making arrangements to view rental space with office staff member and obtain keys. Renters are solely responsible for the keys they have signed out.
2. Maximum set of keys to be given out for any function is two (2).
3. The renter is responsible for the security of the Centennial Hall Complex; making sure the building is empty of people, lights out windows closed, locking all doors, ensuring that the complex is secure.
4. Keys may be returned to the Town Office during normal working hours or dropped in mail slot outside the office after hours. Renters cannot pass these keys on to the next renter or another person under any circumstances. If keys are not returned to the Town Office renters may be charged with replacing door locks or fined.
5. All bookings for the Centennial Hall, Kitchen and / or Culture Room shall be made at the Town Office during normal working hours. The hall is not considered booked until receipt of damage deposit (if applicable) and rental agreement.

### **Damage Deposit:**

1. Damage deposit is required at the time of the booking for Multi Day Functions.
2. The Rental Agreement must be completed and signed by the renter at the time of booking.
3. The janitor will complete an inspection of the facility and kitchen inventory. Any damage, loss, breakage or cleaning will be paid for from the deposit and any monies remaining from the deposit will be returned to renter after all damages are paid in full.
4. Damage Deposit Fees shall be assigned as follows:  
Centennial Hall:
  1. No Deposit Required:
    - a. Service Groups
    - b. Funerals
    - c. Hourly Events
  2. Deposit Required:
    - a. Multi Day Events
    - b. Day Events

## **Centennial Hall Rental Agreement**

### **Renter Responsibilities:**

1. No decorations, papers, posters or the like are to be taped or fixed to the walls. Renters are required to use the guide wires located next to the wooden ceiling beams and the staple boards attached to the walls.
2. Under no circumstance are staples or tacks to be used on the tables.
3. Tables, chairs, contents or equipment and dishes (roasters, pots pans, cutlery, coffee urns, etc.) do not leave the facility without approval from the Town Manager.

### **Clean Up Requirements:**

**Should you choose to do the clean up yourselves the following is required to be done.**

1. The renter must ensure the kitchen and all the equipment (microwave, kitchen cooler, steam tables, coffeepots, dishes, sinks, countertops, cupboards, sanitizer, freezer, trolleys, stove top, etc. ) are cleaned and the floor is swept.
2. All garbage, including the bathroom garbage, must be taken out to the bin provided.
3. All decorations put up by you must be removed.
4. All gifts, food, alcohol, personal items, etc. must be removed immediately following the function. If the renter leaves their belongings in the facility, they remove the Town of Spirit River from any liability of damage, theft or fire.
5. All tables must be cleared of all beverage bottles, cans and food immediately following the function.

**PLEASE ,**

**DO NOT STACK TABLES/CHAIRS OR YOU WILL BE CHARGED TO UNSTACK THEM.**

6. All tables and chairs must be thoroughly washed and checked for gum.
7. Walls are to be spot washed.
8. Sweep washrooms and all floors.
9. Clean the grounds surrounding the hall including picking up cigarette butts.

**Should you not meet these cleaning requirements a fee will be deducted from your damage deposit. If there is no damage deposit you will be invoiced for any damage or cleaning charges incurred.**

**CLEAN UP OPTION: IF YOU DO NOT WISH TO SPEND YOUR TIME CLEANING AFTER THE FUNCTION, FOR A FEE OF \$125.00 THE TOWN WILL DO STEPS 6 THROUGH 9 ONLY. THE RENTER IS STILL RESPONSIBLE FOR THE CLEANING OF STEPS 1 THROUGH 5.**

## **Centennial Hall Rental Agreement**

### **Kitchen Inventory:**

1. It is the responsibility of the renter to notify the Town of Spirit River of any equipment/ inventory that is missing or not functioning properly.
2. Caterers using kitchen are required by the Public Health Authority to have and produce a **Food Safety Certification** certificate.
3. The Town of Spirit River is not responsible for supplying any equipment other than what is presently offered at the Centennial Hall or kitchen.

### **C.O.R.E. Agreement:**

1. The Town of Spirit River agrees to rent the Centennial Hall, Culture Room, Kitchen and Pool at no charge or reduced rates as decided by council from time to time, to the schools indicated in the **C.O.R.E. / JOINT USE AGREEMENT**.
2. The schools in question are as follows:
  - a. Spirit River Regional Academy
  - b. Ste. Marie's Roman Catholic School
3. The Town of Spirit River will charge the above noted schools for janitorial services at the contracted hourly rate for cleaning.
4. Most functions sponsored by the schools shall be charged for a minimum of two (2) hours at the contracted hourly rates for the cleaning of washrooms. Graduation clean up shall be charged a minimum of fifteen (15) hours at contracted hourly rates for cleanup of bathrooms, kitchen and dance floor area.
5. Allotted time for Grad decorating will be limited if full priced bookings are scheduled.

### **Sound System (P.A. System):**

1. The sound system is available for use by the renter. The system includes 2 microphones and cords which can be picked up and returned to the Town Office.
2. These items must be signed out and returned after the function. Failing to return the P.A. System or causing any damage will result in a fee.

## **Centennial Hall Rental Agreement**

### **Fire Regulations:**

1. Load Occupancy
  - a. Hall - Maximum 300 Persons
  - b. Culture Room - Maximum 50 Persons
2. All exit doors must be kept clear of tables, chairs or other obstruction. All exit door lights must be left on at all times.
3. Candles must meet fire regulations. They must be a type of candle with an enclosed flame that is well below the top of the globe. No stick taper type candles are allowed.
4. Christmas trees or fresh cut trees of any kind are permitted to be placed in dirt / water and cannot be cut longer than 7 days prior to the function.
5. Christmas pine boughs or other boughs are permitted to hang on the staple boards on the wall and removed immediately thereafter by the renter.
6. Adequate Fire Lanes shall open and not restricted to Fire or medical response units.
  - a. Traffic control is the responsibility of the user.
  - b. Adequate roping off of the event area is the responsibility of the user.
7. Where possible the Town of Spirit River will maintain parking areas by means of street sweeping or snow removal.

### **General Provisions:**

1. The Centennial Hall Complex is a smoke free environment.
2. Pets are not allowed in the hall or on grounds.
3. The facility should be ready for the janitor to inspect and clean the following morning.
4. It is the renter's responsibility to obtain and provide proof of the Host Liability Insurance when alcohol is served.
5. The Town of Spirit River is not responsible for renter's private property, lost or stolen items or personal injury.



Today's Date: \_\_\_\_\_

### Centennial Hall Rental Agreement

I, \_\_\_\_\_, agree to rent the Centennial Hall on, \_\_\_\_\_  
Name/ Group Date of Event

for a \_\_\_\_\_.  
Event

\_\_\_\_\_ I have read the rules and regulations of the Centennial Hall Rental Agreement and agree to abide by those rules.

\_\_\_\_\_ If renter is serving alcohol, proof of a liquor license and liability insurance is mandatory before keys will be released.

\_\_\_\_\_ I understand that a deposit is required to reserve this date for a Multi Day Event.

Mailing Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Extra Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date