



# OCC Hall Rental Agreement

409 Park Street East, Kamsack, Sk S0A 1S0

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Between:

Town of Kamsack  
Box 729  
Kamsack, Sk S0A 1S0 (herby referred to as the "LESSEE")

AND

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ (hereby referred to as the "USER")

## **Event Details:**

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Type: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_ Will the Hall be Decorated?  No  Yes

Liquor at function:  No  Yes (A copy of the liquor permit must be provided to the Town)

Caterer Name: \_\_\_\_\_ Is Caterer licensed in Town?  No  Yes

## **Rental Rates:**

Type of Event	Access Hours	Rate
Public Meeting or Event	8 hour total	\$750.00
Public Meeting or Event	4 hour total	\$375.00
Event set up day	2 hour total	\$100.00
Event clean up day	2 hour total	\$100.00
Damage/Late Deposit		\$400.00

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## **Terms & Conditions:**

In consideration of the Town of Kamsack permitting the User to use the Facility, the User agrees as follows:

1. The USER does hereby release, remise and forever discharge, and agrees to indemnify and save harmless the Town of Kamsack, its Councillors, officers, executives, directors, officials, employees, agents, servants and representatives (hereinafter referred to as the "LEESE") from and against all claims, actions, costs, expenses, (including legal expenses and costs on a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, howsoever caused, arising out of or in connection with or during the use of the Facility and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the LEESE or any of them.
2. The USER waives any and all claims the USER has or may have in the future against the LEESE.
3. The USER agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.
4. The USER, including its officers, volunteers, agents, employees, invitees, and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility.
5. Maximum occupancy is 850; Facility has 30 tables & 425 chairs
6. A non-refundable booking deposit is required when event is booked plus a damage/late fee deposit.
7. Payment in full is required 7 days before the event.
8. An inspection will be complete after the event and the damage deposit will be refunded:
  - If no damage to building, fixtures or furnishings occurred
  - If facility is cleaned and set-up back to its original condition
  - If the facility was vacated at the appropriate time
9. If damage exceeds deposit or additional clean up is required or the event does not end at the required time, the USER will be invoiced for additional costs incurred.
10. The OCC Hall is a non-smoking facility. Smokers must be at least 3 meters from all doors and air intake vents.
11. General Clean-up Duties
  - Wipe and stack tables and chairs
  - Tables and chairs must be configured as they were when the hall was rented
  - Sweep all used areas and spot mop spills
  - Take out garbage & recycling
  - Sweep out bathrooms and leave tidy
12. Kitchen Clean-up Duties



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- Clean stove, sinks & counters in kitchen
- Sweep floors
- All food must be removed from coolers, ovens & freezers
- Ensure all dishes and utensils are washed and placed back in their designated areas

### 13. Bar Clean-up Duties

- Wipe countertops, sweep and spot mop spills
- Remove all beverages, condiments and empty bottles

### 14. Before leaving the Hall

- Turn off all lights, including bathrooms
- Check all doors to ensure they are locked
- Immediately report any damage to the Town Office

The USER has read this document and agrees to be bound by the terms. The USER further understands that it is compulsory and mandatory that this document be fully completed and signed as a condition precedent to the lease of the facility.

\_\_\_\_\_

On behalf of the USER

\_\_\_\_\_

On behalf of the Town

## RETURN OF DAMAGE/LATE DEPOSIT OCC HALL RENTAL

Damage Deposit Refund Cheque Payable to:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

A damage/late deposit of \$400 was paid to the Town of Kamsack for the rental of the OCC Hall.

Deposit Amount: \$400.00

Less damage/late fees: \$ \_\_\_\_\_ for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Amount of refund                   \$           210.400.900  
cheque

Has been confirmed by the OCC Caretaker on: \_\_\_\_\_