

2018 SPRINGSIDE CENTENNIAL HALL – CARETAKER CONTRACT INFORMATION

The Town of Springside is seeking tenders from interested individuals to provide caretaking services at the Springside Community Hall. The Hall is a multi-use facility accepting numerous bookings each year. Community tradeshow, the Springside Walking Club, pancake breakfasts, weddings, suppers and meetings are just a few of the types of events that are held in the Hall.

The Hall Caretaking Contract is an annual contract, for a two year term. The contract is reviewed each year, and updated if required. Unless otherwise necessary, the contract will be advertised for tender after two years.

Information contained in this package includes:

- a. Description of the responsibilities of the Hall Caretaker, and
- b. Statistical summary of the number and types of uses over the past year.

If you are interested in this contract position, please provide your tender, in writing, which includes the following information:

1. Your full name, complete mailing address, phone number.
2. Your requested contract price for performing the duties as outlined. (\$/event)
3. Description of caretaking experience,
4. Contact information for at least two references,
5. Any other information you feel will benefit your tender submission.

Further questions should be directed to Tracey Werner, Administrator at 306-792-2022 or email springside@sasktel.net

Submit Tenders in a sealed envelope, to:

Town of Springside
RE: Hall Caretaker
P.O. Box 414
Springside, SK
S0A 3V0

Tender deadline: Friday, Nov. 4th at 4:30 pm.

SPRINGSIDE COMMUNITY HALL: Caretakers Contract

Springside Community Hall is a year-round, multi-use facility, with a few regular users in addition to the single use renters.

Usage in the Hall varies throughout the year – some months there is more use of the Hall than others. *Regular checks in the Hall are expected even if there are no Hall bookings.*

Hall caretaker responsibilities include:

- a) Care and maintenance of all areas and equipment in the Springside Community Hall – main level and basement. Includes all cleaning associated with the area; stoves/ovens, coolers, toilets/urinals, floors, mirrors, etc.
- b) Regular maintenance on all floors is required - including regular washing, stripping and re-waxing as required throughout the year. A Floor machine will be provided in the facility, although mopping in some areas is still necessary (ex. washrooms, bar area and kitchen)
- c) Perform all regular and minor maintenance to the Hall and its contents including: furnace filter replacements, light bulb replacement for all facility/exit lighting, battery replacement in microphone, etc. This also includes ensuring dishcloths and tea towels are laundered and returned to the Hall for each function.
- d) Examine the building and contents, **interior and exterior**, for damages/loss after each function, and report the same to the Town Administrator. This could include missing hall equipment, facility damage, graffiti, etc.
- e) Responsible to take inventory of Hall equipment and kitchen supplies after each function, and report any loss or damages to the Town Administrator. ex. missing bowls, roasters, etc.
- e) Make requisitions for Hall supplies (general cleaning & janitorial, kitchen inventory, etc.) and all major repair work, to the Town Administrator.
- f) Report regularly to the Town Administrator for all Hall bookings.
- g) Responsible for finding replacement caretaker when unavailable for extended period of time and provide this information to the Town Administrator.

Hall Booking Summary

2017 to date:	Bingos-12		Total 24 uses/year.
	Public Speaking-1		
	Private Suppers-2		
	Fundraising Suppers-3		
	Pancake Breakfasts-4		
	Kitchen Rentals-1		
	Meetings-1		
	Walking Club-(3 days/week during winter months)		