

**RENTAL AGREEMENT FOR THE**  
**- CUT KNIFE COMMUNITY CENTRE -**

-Updated as of December 6, 2023. Rental rates are followed as per Policy #CCR-2023.

This Rental Agreement is between the Town of Cut Knife / Cut Knife Recreation Board and:

**FULL NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CONTACT NUMBER(S):** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**EVENT DESCRIPTION:** \_\_\_\_\_

**A. CONDITIONS OF RENTING**

- 1) **This facility is designated as a "non-smoking facility" as per the Province of Saskatchewan law.**
- 2) Rent fee is for day of function from 8:00 AM to 2:00 AM Provided the hall is not booked for another function, a block of time will be made available for decorating between the hours of 8:00 AM - 10:00 PM at no charge the day prior to said function.
- 3) The rental rate is in effect until 2:00 AM for all types of functions.
- 4) The close of the function is determined when the band has ceased playing and / or the bar closes, whichever comes last.
- 5) At the close of a function (2:00 AM), the hall needs to be cleaned up by noon (12:00 PM) the day following the function.
- 6) The renter is responsible for:
  - a) Cleaning
    - Removing all food, cups, bottles, table covers, etc. from the tables.
    - Picking up major debris from the floor and wiping major spills from the floor.
    - Removing all garbage and put in bin located outside the south door.
  - b) Removing from the building all food, liquor, and other personal effects at the end of the function.; by noon (12:00 PM) the day following the function. **Additional charges of \$60 /hour may be applied if the time is exceeded.**
  - c) The control and conduct of their guests, children, patrons in attendance.
  - d) The kitchen, if you use it. This means all counters / sinks to be left clean, the stoves / ovens to be left clean and any dishes / utensils used to be left clean. All garbage is to be put in proper containers provided. All food must be removed, if not, it is left at renter's risk.
  - e) **Please note:** The Public Eating Establishment Regulations require that one certified food handler must be working in the kitchen when food is being prepared or served.
- 7) Decorations on pillars with tape; on walls with putty adhesive; on dividers with pins; on wood trim with tape are allowed. Damage charges will apply if walls or wood trim are damaged. **DO NOT** use any staples, nails or tacks if applying decorations to tables.
- 8) Confetti, shredded paper, rice, metallic, seeds, straw bales etc. are **NOT ALLOWED** inside of the facility.
- 9) Absolutely **NO** dance wax or other substances are allowed to be applied to the floor or on footwear at any times.
- 10) Alcohol Management: Renters shall ensure that appropriate Liquor Permit / License is obtained for the function; that conditions of the Permit / License are adhered to.
- 11) **Extra cleaning charges of \$60/hour will be assessed** if the above responsibilities are not complied with.

**THE COMMUNITY CENTRE MAX CAPACITY IS 500 PEOPLE FOR THE ENTIRE BUILDING.**

**B. MAINTENANCE & CLEANING**

- 1) Renters are encouraged to keep tables clean during their function to minimize breakage, spills, and debris.
- 2) Renter can arrange for the facility to be open for deliveries, for pre-viewing, and for decorating. You can call the Cut Knife Town Office at (306) 398-2363 for any requests. The renter is responsible for receiving and signing of deliveries.
- 3) Included in the basic rental of the facility is the use of the lobby plus the kitchen and or bar if necessary.
- 4) **The facility houses 40 round wooden tables; 60 plastic 6 ft. rectangular tables; 8 plastic 8 ft. rectangle tables; and 400 chairs.**
- 5) Please do not put away any tables or chairs. The caretaker will wipe the tables, stack the tables and chairs. They will also clean the building following the function.
- 6) Kitchen: The renter is responsible for cleaning the dishes; washing out coffee urns and dry with paper towels; shut off stoves and gas valves; do not pour grease down the kitchen sink drains; wash and dry completely any of the table cloths that are used; remove all garbage to bins outside south entrance.
- 7) The Community Centre **does not supply**: liquor dispensers, caterers or security personnel.

**C. PLEASE COMPLETE THE FOLLOWING** (Caretaker will prepare the facility per information supplied).

1) **Estimated number of people attending the function:** \_\_\_\_\_

2) **Select what is required:**

Main Lobby: \_\_\_\_\_ Kitchen: \_\_\_\_\_ P.A. System: \_\_\_\_\_ Projector: \_\_\_\_\_ Lower Surface: \_\_\_\_\_

3) **Date and time(s) prior to the function:** (i.e. decorating, table and chairs setup, bar supplies, caterers, photographer)

Date: \_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_ Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_ Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_ Purpose: \_\_\_\_\_

4) **Date and time(s) of the function:**

Day 1: \_\_\_\_\_ Time In (Doors Open): \_\_\_\_\_ Time Out (Doors Closed): \_\_\_\_\_

Day 2: \_\_\_\_\_ Time In (Doors Open): \_\_\_\_\_ Time Out (Doors Closed): \_\_\_\_\_

Day 3: \_\_\_\_\_ Time In (Doors Open): \_\_\_\_\_ Time Out (Doors Closed): \_\_\_\_\_

\*DAMAGE DEPOSIT ----- \$200.00

\*KEY DEPOSIT ----- \$100.00

\*SOUND SYSTEM & PROJECTOR DEPOSIT --- \$150.00

**\*TOTAL DEPOSIT TO BE REFUNDED ----- \$450.00**

*\*If applicable for the function.*

**Please note:** In the event of cancellation within 30 days of the function, the renter will forfeit half of the rental fee, as well as the damage/booking deposit.

**This Contract, completed and signed, MUST be received in the Town Office thirty (30) days prior to your function date.**

*Terms & Conditions: All rental fees must accompany this Contract and be made payable to the Cut Knife Recreation Board. The Renter and their employees, volunteers and agents hereby waive and release the Cut Knife Recreation Board from any claim they may have against the Town / Cut Knife Recreation Board for damages, loss, expense or injury which may be suffered by them, either personally or to their property, as a result of the rental of the facility and use of the equipment therein due to any cause whatsoever, including negligence, breach of contract or any other duty of care on the part of the Town / Cut Knife Recreation Board and also including failure on the part of the Town/Cut Knife Recreation Board to safeguard or protect them from the risks, dangers and hazards related to the use of the facilities and equipment. We further agree to hold harmless and indemnify the Town / Cut Knife Recreation Board from any and all liability of any property damage, personal injury, health risks to them or any third party resulting from the use of the facilities and equipment.*

\_\_\_\_\_ REPRESENTING,  
(Print Name) + (Group / Organization)

**♦ I HAVE READ AND UNDERSTAND THE CONDITIONS IN THIS CONTRACT ♦**

\_\_\_\_\_  
*Signature of Renter*

**OFFICE USE ONLY:**

Payment Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Board Secretary Treasurer: \_\_\_\_\_

\_\_\_\_\_  
*Signature*