

## **RENTERS DUTIES & RESPONSIBILITIES - COMMUNITY HALL**

1. The renting party is responsible for stacking all tables and chairs at the completion of the event. Chairs on the benches and tables leaned up against side walls. (Not applicable if set up/take down is done by Chamber)
2. Ensure that all equipment, tables, chairs are put back inside the hall before closing (excluding BBQ/Griddles). If you put tables/chairs outside, make sure they are kept out of the rain.
3. Please mop up liquid spills on the premises as soon as possible. Do not leave it to dry on the floor. Wet & dry mops are available in the janitors/electrical room located by the women's bathroom entrance.

### **NO DANCING WITH DRINKS IN HAND. IT IS A HARDWOOD FLOOR.**

4. **It is the responsibility of the renter to ensure the floor is mopped with hot water/detergent & cleaner with a very dry mop (all supplies located under the sink). Water accessed from the kitchen sink.**
5. Ensure that all garbage is off the floor and removed from the premises. **All garbage outside is to be cleaned up at the end of the evening. Do not leave garbage or recycling outside overnight. Garbage bin is located at the parking lot.**
6. Community Hall is a Heritage building. Do not add nails or screws to the building for hanging decorations. If you use tape or sticky tac, please ensure that it is removed after completion of the event.
7. Candles are allowed. Please clean up any spilled wax on tables, floor or other surfaces.
- 8. Do not use the fireplace unless prior approval has been obtained.**
9. Ensure the kitchen, if used; is cleaned up and all items in the cooler and stove are removed. If BBQ is rented; you or your caterer are required to clean them.
10. Coolers are turned on and off by using the breaker switches marked coolers, on the electrical panel in the kitchen. Do not switch off the coolers.
11. Washrooms are to be left tidy and garbage removed.
12. Ensure all lights are turned off before vacating the premises & all doors are pulled shut and locked.
- 13. Smoking is not allowed in the hall. Please pick up cigarette butts outside on the ground.**
- 14. Vacate the premises no later than 2:00AM. Failure to do so will forfeit your damage deposit.**

**YOUR DAMAGE DEPOSIT COULD BE FORFEITED IF THESE RESPONSIBILITIES ARE NOT FOLLOWED.**

### **TELEPHONE NUMBERS**

CHAMBER OFFICE: 306-663-5410      CELL: 306- 960-6282      **EMERGENCY 9-1-1**