

WASKESIU CHAMBER OF COMMERCE
COMMUNITY HALL RENTAL AGREEMENT

1200 WASKESIU DRIVE (RATES SUBJECT TO CHANGE 1ST OF EACH YEAR 2022/RATES)

Name of Organization or individual: _____

Address: _____ City: _____ Postal Code: _____

Phone Numbers: Home: _____ Work: _____

Email address: _____

I, _____, do hereby make application to rent the **Waskesiu Community Hall** for \$ _____ on the following dates:

Date: _____ @ _____ PM / AM

UNTIL Date: _____ @ _____ PM / AM

Representing _____ for the purpose of _____.

Attendance will be approximately _____ persons and **I DO / DO NOT** intend to apply for a liquor permit.

I have read and agree to comply with the conditions pertaining to this hall rental to the satisfaction of the Waskesiu Chamber of Commerce.

Signature: _____ Date: _____

Chamber Signature: _____ Date: _____

The Waskesiu Chamber of Commerce may provide my contact information to local Waskesiu businesses in order that they may provide me with information regarding services they can offer for my event.

Signature: _____ Date: _____

Terms and Conditions

1. The rental fee for the hall is \$1,155.00 plus GST & 3% Marketing Levy per day for Fri, Sat & Sundays. Week days (Mon to Thurs) will be \$815.00 per day plus GST & levy. SEE PAGE TWO FOR WEDDING SPECIAL RATE. A damage deposit of \$800.00 will be charged and collected upon booking the hall and refunded after the function/rental is complete. The full rental fee must be paid prior to the event. In case of cancellation, due to the lead-time for booking the deposit will be retained, unless fully rebooked.
2. Keys supplied at time of payment of rental & no earlier than day of booking. Portion of deposit are withheld if keys not returned.
3. This form is for the hall rental only. It does not include the grounds or parking lot. Tents are not allowed on the grounds for private functions. For requests for outdoor wedding ceremonies contact PANP Town Site offices at 663-4520 or Visitor Services at 663-4522 (form available upon request).
4. Caterers – In town caterers recommended due to the limited size of the kitchen facility. (See separate list.) Self catering is allowed.
5. Hall Capacity – 160 for banquet, 130 for reception & dance, 300 for theatre seating.
6. All businesses/operators doing business in the Park need to obtain a business licence from the Park. IE: Caterers/DJ's.
7. The Chamber will ensure that the hall is clean, that all tables & chairs are stacked before the rental party enters. The rental party is responsible for stacking all tables & chairs after the completion of the event. Chairs go on & under the benches & tables stacked up against side wall, and all garbage off the floor & removed from the premises. If not, the damage deposit could be forfeited.
8. Do not leave any garbage, cardboard, boxes, crates, or recycling outside the hall after your event, it attracts animals, and your damage deposit could be forfeited.
9. Removal of extra chairs from the hall must be arranged ahead of time and will be billed at \$50 per hour to remove and return after the event. The extra chairs may be stored under the benches in the hall.
10. The renting party must ensure that all equipment is put back inside the hall. If you put any tables/chairs/benches outside, make sure they are kept out of the rain. Failing this will forfeit your deposit.
11. Do not put any new fasteners into the walls, window frames or door jambs. Any new fasteners, tape, glue, staples, candle wax, etc. found on the tables, floors or walls could forfeit the deposit.
12. A Hall Check Form will be completed by Chamber Staff upon completion of the event.
13. If liquor is to be served, a liquor permit must be obtained in advance from SLGA.com. Silver Fox Liquor Store in Waskesiu (306) 663-2337. All bar services must be closed no later than 1:30 am and hall must be vacated by 2:00 am.
14. The person or group entering the hall will, at all times, indemnify and save harmless the Waskesiu Chamber of Commerce from and against all manners of actions, claims, demands, damages, and matters whatsoever resulting from the use of the facility and all activities therein.

In order for us to better facilitate your needs, please let us know as soon as possible what you will require for your rental period. We will do our best to have everything ready.

DAMAGE DEPOSIT UPON BOOKING: Date Paid _____ Amount \$ _____

*****NOTE***** AMOUNTS BELOW ARE PRICES BEFORE GST *****

HALL RENTAL: Date Booked _____ Amount \$ _____

HALL RENTAL: Additional Days/ Hours No. ____ @ \$ _____ Amount \$ _____

WEDDING WEEKEND RATE: FRIDAY 2:00 PM to SUN at NOON Amount \$ 1,850.00

PLUS -TABLES:

Round \$12.00 each # of tables _____ Total \$ _____
(5' diameter - seats 8-9 people)

Rectangle \$12.00 each # of tables _____ Total \$ _____
(8 feet long - seats 8-10 people)

Number of chairs required for in-hall use _____ (no charge) (Extra chairs are stored under the benches.
Removal of extra chairs from the hall must be arranged ahead of time, and will be billed at \$50 per hour to remove and return after the event.)

ADDITIONAL CHARGES PER DAY: (Optional)

BBQ (100.00 each) Includes two tanks of propane _____ Total \$ _____

Coffee Urn (10.00 each) _____ Total \$ _____

P A System (100.00) _____ Total \$ _____

Canopy Covers (10' x 20') Installed (60.00 each) _____ Total \$ _____

Projector Screen (\$20.00) _____ Total \$ _____

Projector (75.00) _____ Total\$ _____

Chairs for outside use (\$1.00 each plus delivery) _____ Total \$ _____

Additional Requests _____

SUB TOTAL _____

DMO Marketing Levy 3% _____

GST 5% _____

TOTAL DUE: _____

Waskesiu Chamber of Commerce
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