

TOWN OF BIGGAR SASKATCHEWAN



BIGGAR COMMUNITY HALL RENTAL POLICY

1. An "Application To Rent" as attached is required by all renters, setting out condition of use, rental fees and signature of renter prior to the event.
2. Damage deposit is required for any event involving a dance and is payable along with the rent for the hall one week in advance of the event in accordance with the Biggar Community Hall Rental Rate Policy. The Town of Biggar may also charge a damage deposit for any event held in the hall at their own discretion.
3. Key to Community Hall is not to be issued to renter unless application to rent has been signed and rental paid.
4. PLEASE OBEY NO SMOKING SIGNS. The Community Hall is a smoke free facility under the Tobacco Control Act. SMOKING IS PROHIBITED IN ALL AREAS of the Community Hall at ALL TIMES.
5. Damage deposit will not be refunded until key is returned and hall is left in proper condition.
6. Renter is responsible for inside hall policing and supervision. In the case of teen dances, a local organization must sponsor the dance, as well as provide a list of six (6) chaperones acceptable to the Town Office upon confirming the booking.

7. Renter is responsible for setting up tables and chairs as required, except for banquets where other arrangements can be made.
8. Renter is responsible for the supply of batteries required to operate the hand held microphones.
9. Renter responsible for the removal of bar equipment, bottles, paper cups, and plates, decorations, other personal belongings and clearing tables by 10:00 a.m. the following morning unless prior booking requires earlier clean up. Tables and chairs to be left on the floor. Additional janitorial duties resulting from non-compliance of the above will be charged against the damage deposit.
10. Kitchen is to be left clean. Stove, including ovens, sinks, cupboards and cooler are to be left clean also. Dishes are to be left clean and put away. The dishwasher and soap dispenser are to be turned off once the dishes have been washed. Instruction for washing the dishes are to be followed including use of the pre-rinse sink. The dishwasher is to be drained and the dishwasher and tabling area left clean. Coffee urns are to be left clean and turned off. Additional janitorial duties will be charged against damage deposit for cleaning any of the above. Any broken dishes are to be reported to the Town Office upon the returning of the keys. Twenty-five (25) dishtowels will be provided. Dish soap, jay cloths and Javex are provided in the kitchen.
11. Dish dollies are not to be used to collect dirty dishes. Metal dolly is provided for this and is to be left clean after use. Clean dishes are to be put back on proper dolly.
12. The Town will supply garbage receptacles inside the Community Hall for the renter's use. Garbage bags are provided in these cans plus two replacement bags for each can. Any additional garbage bags required are to be provided by the renter. Garbage that has been bagged should be placed in the garbage containers located just outside the kitchen door at the rear of the hall.
13. **NO CONFETTI, CREPE PAPER, GLITTER OR DECORATIVE CONFETTI** allowed in the Community Hall.
14. **DO NOT USE WATER, CLEANING SOLUTIONS OR DETERGENTS ON HARDWOOD FLOOR.**
15. Decorations are not to be hung from the ceiling tiles **UNLESS** proper hooks are used. No tape or tacks are allowed on the ceilings or walls where there are no decorative or tack

boards. **PAPER CLIPS AND STAPLES ARE NOT ALLOWED TO BE USED ON THE WALLS OR FROM CEILING TILES.** The ceiling clips are available at the Town Office and all clips borrowed **MUST BE RETURNED** before any damage deposit is refunded. The cost for any missing clips will be withheld from the damage deposit. Any damage caused by improper decorating will result in withholding of monies from the damage deposit.

16. Management reserves the right to withhold hall use, whether or not the hall is booked.
17. ALL RENTAL RATES ARE FINAL. Council reserves the right to refund all or a portion of the rental to non-funded groups or charitable organizations.
18. Coat checkroom is available. There is no charge for same. Town to supply hangers but individuals renting the hall are to make their own arrangements for a coat check person or persons.
19. Bar is provided and must be used for functions involving liquor. Dispensers are the responsibility of the renter. Bar is to be left clean, including sink and counters.
20. If food is to be served at any function, the kitchen rental must be paid and kitchen used for food preparation. Buffet serving tables are not to be placed on hardwood floor.
21. Piano is not to be removed from the stage unless permission is obtained and if permission is granted, the piano must be placed back on the stage at the end of the function.
22. Meeting room is to be left clean.
23. Renter is responsible for the following upon leaving the hall:
 - (a) all lights, ceiling fans and electrical and gas appliances to be turned off
 - (b) stove exhaust fan to be turned off
 - (c) all exhaust fans and circulating fans to be turned off
 - (d) furnace set at 15° C in main hall and vestibule
 - (e) all exterior doors to be closed and locked
 - (f) P.A. system to be off

Any damage resulting from not performing the above tasks will be the responsibility of the renter.

24. Rated capacity
 - seating capacity (theatre style) - 620
 - banquet - 498
 - dancing capacity - 498
25. Supplied by the Town - 400 chairs
 - tables to seat 400 people
 - additional tables and chairs to be supplied by the renter
26. Any costs of repairing damage to the Community Hall in excess of the damage deposit shall be the responsibility of the renter.

POLICY EFFECTIVE FEBRUARY 19, 2014

(Res. No. 14-86 Approved February 18, 2014)