

**Town of Osler
POLICIES**

TITLE: COMMUNITY HALL RENTALS
INITIAL EFFECTIVE DATE: JANUARY 17TH, 2006
MOST RECENT AMENDMENT: JANUARY 10TH, 2017
POLICY NUMBER: OSL.8

Purpose of Policy:

This policy is intended to set out the criteria for rental of the Osler Community Hall.

Policy Statements

1. The Osler Community Hall is owned and operated by the Town of Osler.
2. Bookings with respect to the hall are handled by Administration and/or a person designated by Administration.
3. These regulations are being instituted in accordance with previous practices set out by motion and shall continue in effect with the adoption of this policy.
4. The provisions of this policy shall not be construed as to limit or interfere with any existing or future bylaws of the Town of Osler including those which are designed for the safety and protection of the health and welfare of the public.
5. All rentals shall require the execution of an agreement as set out in the attached Schedule "A" to this Policy.
6. Individuals interested in renting the hall should be provided with a copy of this policy and the Agreement attached.
7. Hall rental rates are as set out in Schedule "B" attached. Any changes to the rates shall come into effect upon motion by Council.
8. Individuals wishing to rent the hall will be required to provide a damage/booking deposit in the amount set out in Schedule "B" attached, as well as a completed and signed Agreement. Bookings are considered "tentative" until a signed agreement and a deposit has been received. **Tentative bookings will be held no longer than 14 days from the date the relevant documentation has been mailed. Failure to provide a deposit and/or agreement at the end of the 14 days may result in the cancellation of the booking and the booking date will once again revert to an 'available date'.**
9. The Town of Osler retains the right to refuse rental to any party and will, in any event, not allow a rental by persons who have not reached the age of majority.
10. When an individual(s) enters into the Agreement set out in Schedule "A" it is understood that they shall comply with all portions of the Agreement and shall be held responsible for any and all damage done to the premises during the rental event.
11. In the event that the key(s) is not returned to the office within 72 hours of the completion of the booked event, the damage deposit cheque will be cashed and the funds retained by the Town until such a time as the key is returned.
12. As per Sask Liquor and Gaming Authority, a liquor license is required if alcohol is going to be served at your event, regardless of whether or not the alcohol is being sold or is free, and regardless of whether or not your event is private or open to the public. Liquor Permits must be posted in a visible location.

13. In the event that the scheduled function does include a liquor permit the Town of Osler may advise the local RCMP detachment that such event is taking place in the Community Hall.
14. It is the responsibility of the Renter to ensure that adequate liability insurance is in place for your event. The Town of Osler, its staff and Council, will not be held liable for any injuries sustained as a result of activities held at the facility.
15. It is the responsibility of the Renter to ensure the key for the hall is picked up and any final payment due is made prior to 4:00 pm, the day preceding the event. Should the event be scheduled for a Sunday, then this must be looked after by the Friday prior at 4:00 pm.
16. If any member of the Osler staff must be called out after hours, due to the Renter having neglected to pick up the key, a \$50 charge may apply.
17. If there is damage or loss to the building, furnishings, or grounds where costs to rectify such damage exceeds the damage deposit amount, or the cost to have the facility cleaned exceeds the damage deposit amount, the Renter will be billed for the amount over and above the said damage deposit amount.
18. Annually, at the beginning of each year, the rental rates for the community hall will rise by 5%, rounded to the nearest \$5.00.

Accepted as Policy by the Council of the Town of Osler, Date: January 17th, 2006
Amended by the Council of the Town of Osler, Date: March 21st, 2006, Date: October 17th, 2006, Date: October 20, 2009; Date: June 2010 – Include local not for profits Date: July 27, 2010 – Date: February 8, 2011 – clarify deposits and add rates for funeral service Date: Feb 14, 2012 - Add Items 13 & 14 to Policy Statements, increase some rates, clarify resident and non-resident Date: March 12th, 2013 – raised rates by 5%, clarify charitable organization to require a number, added Item 15 to policy statements - the administrative authority to raise rates by 5% annually at the beginning of the year December 17th, 2013 to amend Schedule B (Rates) to reflect increase of 5%, beginning January 1, 2014, excluding those events that were booked and confirmed prior to Dec 17th, 2013. Amend Schedule B (Rates) to reflect increase of 5%, beginning January 1, 2015, excluding those events that were booked and confirmed prior to Dec 17th, 2014. Amend Schedule B (Rates) to reflect increase of 5%, beginning January 1, 2016, excluding those events that were booked and confirmed prior to Dec 17th, 2015. March 8th, 2016 – To add section 12 and sections 15 and 16 and thereby renumbering the sections follow 15 and 16; to reformat Schedule A to include a space for email address. January 1, 2017 – To increase rates by 5%