

**Town of Osler
POLICIES**

TITLE: **COMMUNITY HALL RENTALS**

INITIAL EFFECTIVE DATE: **JANUARY 17TH, 2006**

MOST RECENT AMENDMENT: **December 16, 2020**

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. All Recreational Facilitators/Instructors require the execution of a separate agreement.
6. Individuals interested in renting the hall should be provided with a copy of this policy, Agreement and the following website to find current information and Public Health Orders regarding COVID-19. Information regarding the Public Health Orders and COVID-19 will be provided when Renter obtains keys to the facility. Renters are responsible for obtaining the current information on the date of Hall Rental at:

Government of Saskatchewan - www.saskatchewan.ca

*****I have read and agree to the terms _____*****

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 5:00 pm, the day preceding the event. Should the event be scheduled for a Saturday or Sunday, then this must be looked after by the Friday prior to 5:00 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 3%, 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%. December 13, 2017 to increase 2018 rates by 5%. January 10, 2018 – To add Section 4 to the Rental Agreement as per SK Public Health advisement. October 28, 2020 – To add information re: Public Health Orders and COVID-19. December 16, 2020 to add Recreational Fitness Fee “Schedule B”, amend 5 to add Agreement to be signed by Recreational Facilitators/Instructors, Schedule B Janitor costs increase. Delete Janitor Cost Schedule B January 13, 2021

Date Mailed from the Town: _____

Return Deadline: _____

(If deposit and agreement are not returned to the Town by this date, any tentative booking will be assumed cancelled.)

SCHEDULE “A”

THIS AGREEMENT made in duplicate this _____ day of _____, _____

BETWEEN:

TOWN OF OSLER, a municipal corporation incorporated pursuant to the provisions of
The Municipalities Act, and any amendments thereafter

hereinafter referred to as the "Town" (owner)

OF THE FIRST PART

and

Name: _____

Mailing Address: _____ Postal Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

hereinafter referred to as the "Renter"

OF THE SECOND PART

WHEREAS at the time of making this Agreement:

- 1) the Town is the legal owner of the Osler Community Hall;
- 2) the Renter is desirous of renting the facility on the following date(s) and time(s):

Date: _____

Times: _____ to _____

NOW THEREFORE the Town of Osler and the Renter do hereby agree as follows:

1. The Osler Community Hall is a non-smoking facility and the Renter agrees to ensure all occupants adhere to this. Smoking Urns are located outside of the front doors and it is the Renter's responsibility to ensure they are used. If the staff has to clean up cigarette butts from the grounds, a charge may apply.
2. A damage/booking deposit in the amount of \$_____ has been received by the Town and will be held on file until it has been determined that no damage occurred and that the required clean-up has been completed. The rental fee required must be paid prior to the date of the booking.
3. The damage/booking deposit will be used to guarantee the date as well as to provide a damage deposit to cover any costs that may be incurred in cleaning of or repairing damages to the Osler Community Hall, equipment, contents and grounds resulting from carelessness or neglect on the part of the Renter or individuals in attendance during the rental. The Renter will be responsible for costs which exceed the damage/rental deposit amount. The deposit will be returned within ten (10) days following the event, provided no damage has been identified by the custodian.
4. Due to new Public Health Regulations (2018), the renter must ensure any caterers hired are licensed by the Province of Saskatchewan.
5. If the event is cancelled less than one week (7 days) prior to the booking date the Town will have the option of retaining the deposit, at the discretion of the Council Recreation Committee.

6. The renter is responsible for removing all food, bottles, liquor, decorations and personal effects and cleaning and stacking all tables and chairs as indicated in Schedule B (and signage/pictures in the facility), as well as emptying all garbage cans and wastebaskets and removing all trash bags to outside dumpster.
7. Prior to lock-up, the renter should ensure that the windows are left closed and blinds are open, as well as ensure all the toilets are flushed if required.
8. The renter is also responsible to wash all dishes and kitchen utensils (if the kitchen facility is used), wipe clean all counters and the stove, and sweep the floor. PLEASE DO NOT WET MOP THE FLOOR, EXCEPT TO CLEAN UP SPILLS AND USE WARM WATER ONLY, IF NECESSARY.
9. The renter shall ensure that, if the event includes alcohol, the appropriate liquor permit has been issued for the function and must provide a copy to the Town Office prior to the event.
10. The custodian will ensure that the hall is clean, adequate paper supplies and garbage bags are on hand, and will make the required arrangements for access to the facility if this has not already been handled by Administration at the Town Office.
11. If the Renter wishes to use the sound system, this must be indicated prior to the event to ensure the Town staff has an opportunity to direct the Renter in the placement and use of same. A deposit of \$50.00 is required for use of the sound system as well as an additional rental fee of \$25.00.
12. The Renter agrees to obtain the Public Health Guidelines respecting COVID-19 in effect for the date of rental. The Renter also agrees to abide by current Public Health Guidelines and Public Health Orders regarding COVID-19. Please visit www.saskatchewan.ca for information.

*****I have read and agree to the terms_____*****

IN WITNESS WHEREOF the Renter has executed this agreement following payment of the damage/rental deposit set out in 2 above and indicates, by such signature, that they have read, and understand and agree to the terms of the Agreement and the Policy of the Town of Osler.

Witness

Renter's Signature

Printed Name

IN WITNESS WHEREOF a representative of the Town has executed this agreement following receipt of the damage/rental deposit set out in 2 above.

Signature of Authorized Town Personnel

Printed Name

SCHEDULE "B"
OSLER COMMUNITY HALL

Prices: *Resident is defined as "residing within the boundaries of the Town of Osler"
Annual 3% Rate Increase (rounded to the nearest \$5) becomes effective January 1, 2021
If you booked the hall prior to December 31st, 2020, you will pay the cost you were quoted at the 2020 rate.

	<u>Non-Resident</u>	<u>*Resident</u>
Dance and/or event with liquor permit (price per day or portion thereof) \$715.00 <i>(Additional costs may be imposed for cleaning of black scuff marks)</i>		\$545.00
Auction.....	\$715.00	\$545.00
All Day.....	\$575.00	\$500.00
½ Day- 9 am to 4:30 pm.....	\$400.00	\$310.00
or 5 pm to rest of evening.....	\$400.00	\$310.00
Registered Charity (with a Charitable #).....	\$285.00	\$245.00
Non-Profit Organizations (not under Town umbrella)	No Reduction	Reduce to 33%
Funeral Service Only (no kitchen use)- 4 hr max	\$140.00	\$110.00
Funeral Service with Cold Lunch- 4 hr max	\$255.00	\$215.00
Funeral Service with Hot Lunch- 4 hr max	\$400.00	\$345.00
Damage Deposit (refundable).....	\$315.00	\$300.00
Sound System..... (\$50 refundable deposit)	\$ 25.00	\$ 25.00
Meetings (no kitchen use).....	\$115.00 ½ day	or \$215.00 full day
Recurrent use \$60.00 ea/4 th rental is free		
Weekend Package (6 pm Fri to 11 pm Sun)	\$1090.00	\$1020.00
****please note there is no cleaning done by our staff during a weekend rental		
Additional: For set up/decorating the evening prior	\$115.00 from 6 pm	\$115.00
	\$180.00 from noon	\$180.00
Recreational Fitness (no kitchen use)	\$65.00 max 3 hours	\$115.00 over 3 hours (up to 6 hours). Hours for rate must be between 8 am - 4 pm or 5 pm – 10 pm, otherwise half day rates may apply (Recreation Fees apply to non-resident/residents)

Regulations:

Thank you for renting the Osler Community Hall. Please note and respect the following rules and keep our facility neat and clean.

Daytime Bookings:

Half an hour before clean-up is completed, please call the janitor for inspection.

Late Night Bookings:

The janitor will inspect early the following morning.

- KITCHEN:** Please leave the kitchen in the order that you found it. Broken dishes must be replaced; please leave the pieces on the cupboard so the staff are aware.
- TABLES & CHAIRS:** Please do not drag tables and chairs, use wheeler to transport. Chairs should be stacked 10 high. Tables should be cleaned with a disinfectant solution provided in a spray bottle prior to being folded and put away. Both should be put back to their respective places.
- FLOORS:** **DO NOT** wash the floor. Dry mop (sweep) the floor only.
- WASHROOMS:** Make sure all toilets are flushed and garbage removed. Please leave washrooms clean and tidy. Garbage or paper towel should never be flushed down the toilets.
- GARBAGE:** All garbage should be bagged and placed into the Loraas garbage bin just outside the hall.
- Hall Includes:**
- | | |
|-----------------------|--|
| 5 tables (24" x 48") | Some serving dishes/bowls |
| 250 chairs | 250 place settings (including cutlery) |
| 35 tables (30" x 96") | 2 stoves/ovens |
| 2 serving tables | |

If more cutlery, dishes, etc. are needed for your event it is the responsibility of the kitchen staff/caterers/renters.

Janitor Costs (if renters are not wanting to clean-up)

Complete Clean-Up	\$300.00
Sweep	\$75.00
Set up & take down of chairs/tables	\$150.00

In case of problems during your evening or weekend event, please contact the Town Office at 239-2155