

WASKESIU CHAMBER OF COMMERCE
COMMUNITY HALL RENTAL AGREEMENT
1200 WASKESIU DRIVE
(RATES SUBJECT TO CHANGE 1ST. OF EACH YEAR. 2018 & 2019 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: \_\_\_\_\_

Terms and Conditions

- 1. The rental fee for the hall is \$1050.00 plus GST & 3% Marketing Levy per day for Fri, Sat & Sundays. Week days (Mon to Thurs) will be \$735.00 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.
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 the appropriate authorities. The Waskesiu Liquor Board Store can be contacted at 663-2337 or by fax at 663-6166. All bar services must be closed no later than 1:30am and the hall must be vacated by 2:00am.
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.

