# Ogema Recreational & Cultural Authority

# Facility Rental Agreement

1. **Name and address of organization or individual wishing to rent**

Name:_____

Address: _____

Telephone: _____

Email: _____

2. **Please tick which part of the premises are required**

| | | |
|---|---|---|
| Main Hall | ☐ | $300.00 per day |
| Additional days | ☐ | $75.00 per additional day |
| Kitchen | ☐ | $100.00 per day |
| | ☐ | $150.00 per day (includes use of walk-in cooler) |
| Kitchen additional days | ☐ | $50.00 per additional day |
| Curling lounge | ☐ | $75.00 per day |
| Curling Ice | ☐ | $100.00 per day (ice ready for curling; standard ice etiquette expected) |
| Skating Rink | ☐ | $800.00 per day |
| Skating Rink | ☐ | $100.00 per hour |
| Skating Rink | ☐ | $150.00 per game |
| Skating Rink Lobby | ☐ | $75.00 per day |
| Skating Rink Kitchen | ☐ | $75.00 per day (available April 1 to October 31 only) |

**If this is an ORCA Function please check which organization the funds are going to:**

☐ Curling Club ☐ Rink Board ☐ Swimming Pool ☐ Hall

******A $500.00 Deposit Cheque is due at time of booking******

3. **Dates in which premises are required** _____
4. **Times that premises are required: from** _____**am/pm to** _____**am/pm**
5. **Times that premises are required: from** _____**am/pm to** _____**am/pm**
6. **Type of event:** _____
7. **Numbers expected to be in attendance:** _____
8. **Will you be needing any of the following:**

a. Stage ☐ b. Sound System ☐ c. Microphone ☐ d. Podium ☐

# Terms & Conditions of Use

- Confirmation of booking is subject to room availability, receipt of payment, and signed booking form.
- The rooms cannot be sub-let and must be used for the purpose stated. If the Hall, or any part thereof, is used for purposes different from that which has been stated on the booking form, the Trustees reserve the right to terminate the booking at any time without being liable to the hirer for costs incurred by the individual/group/organization.
- The Trustees reserves the right to grant or refuse any booking application in whole or in part without giving any reason for it.
- Bookings can be made up to one year in advance of the date of booking. Provisional bookings will be held for 10 working days from the date of issue of the booking form.
- All persons hiring the premises must comply with relevant legislation such as Health & Safety, Food Hygiene, and Child Protection.
- All applicants must be over the age of 18 years and proof of identity/age may be required.
- If the applicant intends on having liquor at the function the applicant will comply with the current licensing laws in every respect and be 100% responsible and liable with all laws and conditions that go along with it.
- The kitchen is fully equipped including sinks, stoves, fridges, freezers, dishes and walk in cooler. Food cooking should not be left unattended and all equipment should be used in accordance with manufacturer instructions.
- Smoking is **not permitted** in any area of the Heritage Hall including the kitchen and the washrooms.
- Any person causing a nuisance by reason of indecent language, violent or indecent behavior must be removed immediately by the hirer.
- If more than 1 group/organization is using the Hall at the same time, then all parties must show consideration to other users present.
- Any decorations, working papers, posters etc. may only be attached in a manner that will not cause damage to the walls. Only painter's tape is allowed. Do not use double sided tapes or any adhesive tapes that will leave residues on the walls. Any temporary decorations should be treated with fire resisting solution. If extension leads are used these should be fully uncoiled and not overloaded.
- Use of any open and unattended flames (tapered candles, tea candles, etc.) is **not permitted.**
- The Ogema Heritage Hall Committee members, board members, employees and volunteers will not accept liability for the loss or damage to goods or equipment owned or hired by the applicant or their guests.
- The applicant is responsible for all breakages to equipment, furniture and fixtures and any property that may be removed from the Hall.
- The venue, furniture and kitchen must be left in a clean and tidy condition. All food and drinks must be removed after the event, and all tables wiped clean. If additional cleaning is required the hirer is responsible for costs incurred.
- The applicant is responsible to do general clean up, leaving the facility the way it was found. All garbage is to be placed in the bin outside. If the facility is not cleaned according to the Heritage Hall Board's approval the damage deposit will not be refunded.
- The applicant is advised to take out appropriate insurance to cover loss or damage of property belonging to them.
- If the applicant requires storing equipment at the Hall, this is at the discretion of the Trustees and is on the condition that the applicant has the appropriate insurances in place.
- If using the Hall sound system, please follow the instructions posted by the sound controls, and ensure that microphones are turned off and returned to the proper storage locations.
- When leaving the premises the applicant must ensure that all doors and windows are securely locked and all guests have vacated the building. The applicant is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.
- Applicants must make themselves aware of Fire Regulations and procedures in force and as displayed in the Hall.
- In the event of an accident within the Hall, the applicant must report the incident immediately to the Trustees and an accident report form must be completed and returned as specified on the form.
- If there is a breach of any of the conditions, the Trustees reserve the right to terminate the use of the Hall during the period of hire and ask everyone to leave immediately.
- The capacity of the Hall is as follows and the applicant must take proper steps to control admittance. It is the applicant's responsibility to ensure that adequate security/ supervision at the entrance to the Hall is in place throughout the time of hire, to allow admittance only to those invited to attend.

**Main Hall:** **350 person for functions using tables and chairs**
**Curling Lounge:** **65 persons**

- The Trustees reserve the right to amend these Terms and Conditions without prior notice.
- The Trustees reserve the right to amend the hire rates at any time, although rates of Event Hire will not be amended after the receipt of a signed booking form and payment.

## Declaration

I have read and fully understand the 'Terms and Conditions' of hire and the 'Health and Safety rules and regulations of the Ogema Heritage Hall. I therefor take responsibility for all that apply to my event.

I have enclosed payment of $……. for *deposit/full payment of all hire charges.

Signed ……

**Deposit Paid: …….** **Amount Due: …….**

**Method of Payment: ……..** **Remaining Amount be collected on …….**

**Booking Accepted by: ……..**

**For Office Use Only**

# Please return this form with deposit to:

**Carmen Ocampo**

**Director, Community Recreation**

**Box 159**

**Ogema, SK S0C 1Y0**

**ogemarecdirector@gmail.com**

**Ph: 306-459-9000**

**Fax: 306-459-2762**