

**BALGONIE MULTIPLEX – Facility Rental Agreement – SMALL HALL**  
P.O. Box 310, Balgonie, SK. S0G 0E0 306-771-2284 (office) 306-771-2899 (fax)

**PLEASE NOTE:** The renter of the Balgonie Multiplex must be 21 years of age or older.

NAME OF RENTERS: \_\_\_\_\_

Phone Numbers/Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Balgonie Multiplex agrees to rent the LARGE/SMALL hall to the above mentioned renter on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the hours of \_\_\_\_\_ to \_\_\_\_\_. The renter agrees to accept responsibility for any damages that may be caused by their guests, whether deliberate or inadvertent. The renter will be responsible for costs which exceed the damage deposit amount. The Balgonie Multiplex is a **NON SMOKING** facility. **THERE IS NO CONFETTI/RICE PERMITTED IN THE BUILDING.** The Balgonie Multiplex is not liable for any accident or injury that may occur to anyone in attendance at the renter's event. The renter is responsible for removing all food, liquor, decorations, and personal effects, as well as the clean-up of all kitchen equipment including: counters, sinks, stoves/ovens, cups, dishes, utensils, coffee urns that are used by the renter. Any renter wishing to use outside caterers for the function must prepare and store ALL FOOD at the Balgonie Multiplex. The Balgonie Multiplex is not responsible for lost or stolen items.

**LOSS OF DAMAGE DEPOSIT MAY OCCUR IF:**

- Any evidence of smoking/tobacco/vaping is found in the building.
- Confetti/rice is found in the building.
- Lost key for facility.
- Improper cleaning of the kitchen in the hall.
- Decorations were hung improperly.

\_\_\_\_\_  
Authorized Rental Representative

\_\_\_\_\_  
Renter # 1

\_\_\_\_\_  
Renter # 2

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The Multiplex provides as required, a public address system. Included in the rental (please request at the time of booking) podium, set up and take down of tables and chairs. ABSOLUTLEY NO decorating on the walls or from the ceiling. Only battery operated candles will be allowed in hall – NO OPEN FLAMES! Hooks are provided for your use on the molding board and the front walls for decorations.

**RENTAL DEPOSIT AND INSTRUCTIONS – SMALL HALL**

Small hall and kitchen - \$250.00/day. Includes set up and janitorial.

Small hall no kitchen - \$175.00/day. Includes set up and janitorial.

Small hall no kitchen - \$35.00/hour + \$30.00 for janitorial.

\_\_\_\_\_  
Authorized Rental Representative

\_\_\_\_\_  
Renter # 1

\_\_\_\_\_  
Renter # 2

RECEIPT # \_\_\_\_\_

Special Instrurctions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*How many guest are you planning on attending \_\_\_\_\_ ?

\*\*\*Do you require wine glasses \_\_\_\_\_ ?

\*\*\*Do you require podium \_\_\_\_\_ ?

\*\*\*Do you require P.A. system \_\_\_\_\_ ?

\*\*\*Have you included your table set up plans \_\_\_\_\_ ?

\*\*\*Plastic table covering and for what tables \_\_\_\_\_ ?

**BOOKINGS ARE NOT GUARANTEED UNTIL THE RENTAL PAYMENT  
IS RECEIVED IN FULL, AND THE CONTRACT IS SIGNED AND RETURNED TO THE TOWN OFFICE.**

**BALGONIE MULTIPLEX PRICE LIST**  
P.O. Box 310, Balgonie, SK. S0G 0E0 306-771-2284 (office) 306-771-2899 (fax)

**ABSOLUTLEY NO CONFETTI/RICE**

Rental Price List & General Information

**Please note: The facility MUST BE VACATED BY 2:00 a.m. Ensure your liquor permit allows you to vacate the premises by 2:00 a.m. If not vacated, the renter will be charged an additional \$200.00. CAPACITY 300 (catering/dance 300)**

**Large Hall \$700.00/day** - includes kitchen, both halls, coat room, and washroom facilities. (includes set-up of the tables/chairs, and janitorial – cleaning of the floors and washrooms).

**Funeral – Large Hall \$500.00** - includes kitchen, both halls, coat room, and washroom facilities. (includes set-up of the tables/chairs, and janitorial – cleaning of the floors and washrooms).

**Refundable Deposit \$400.00** – If no damage, deposit will be refunded by being applied to the final bill; however, if there is damage the deposit will be used to cover the costs of repairing any damages to the Balgonie Multiplex building, equipment, contents, grounds. This includes the loss of the Multiplex key.

**Corkage \$3.25/person** – includes ice, glasses, coffee, creamer, sugar, mix (including Coke-Cola pop products), orange juice and lime juice. Clamato juice and milk are not included or supplied. This corkage fee will be added to your final bill.

**Bartending \$200.00** - includes a minimum of two bartenders that will be provided by the multiplex. Renter will be responsible to arrange for ticket sellers for drinks. Multiplex staff will not handle any monies of the renter.

**Kitchen Rental Only - \$100.00/day.**

**Small Hall Rental -**

**\$250.00/day** with kitchen access. Includes set up and janitorial.

**\$175/day** without kitchen access. Includes set up and janitorial.

**\$35.00/hour + \$30.00** for janitorial.

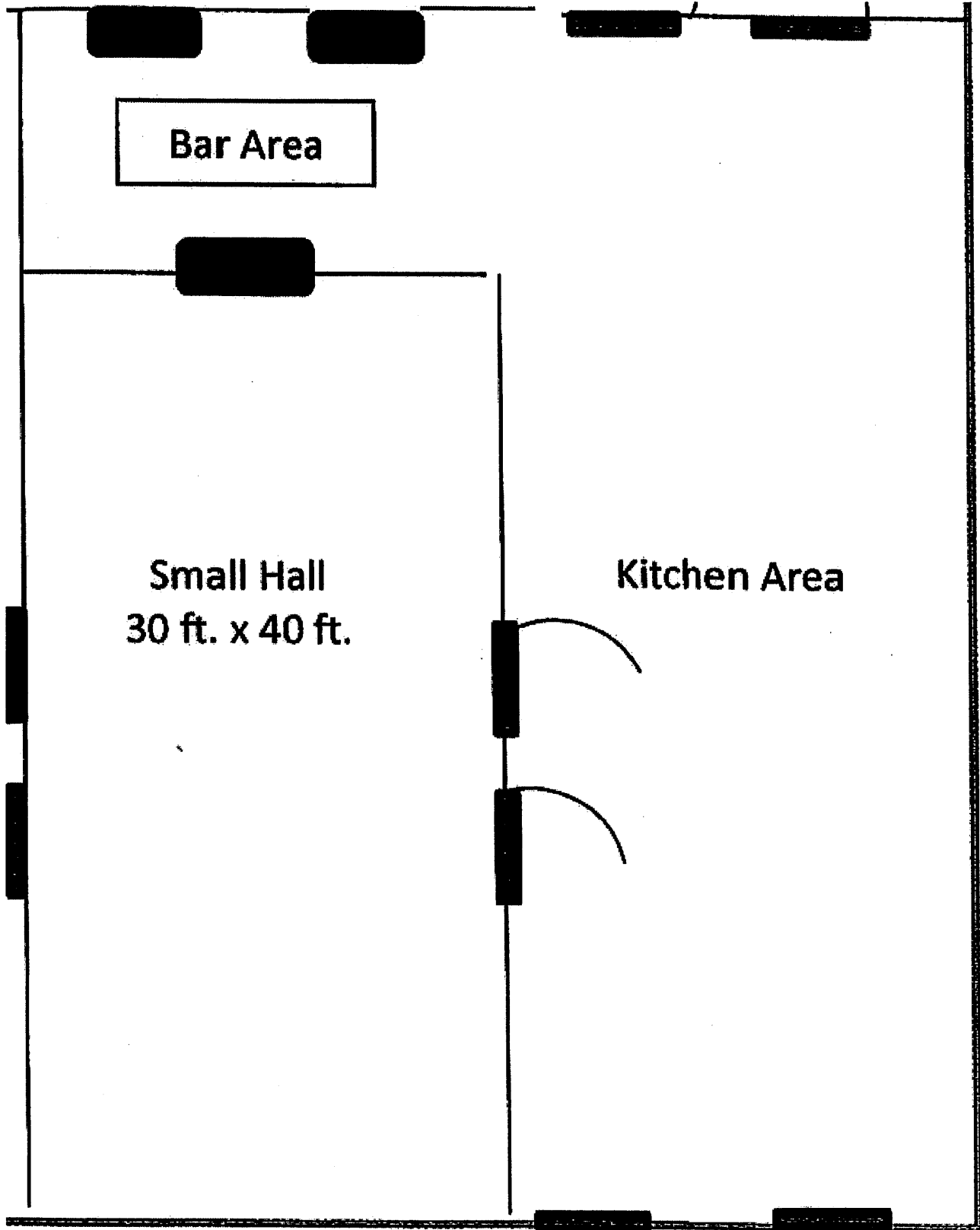
**Community Recreation Activity - \$35.00/night + \$30.00** janitorial.

**Community Fundraiser - \$425.00 + \$3.25/person corkage fees** (includes set-up of the tables/chairs, and janitorial – cleaning of the floors and washrooms). Full payment of \$425.00 must be received in full to guarantee your booking.

\*\*\*To have your event considered a community fundraiser, proceeds must stay in the community of Balgonie and benefit a local non-profit organization and/or a local project\*\*\* .

Contracts are available at the Town Office and on the Town Website.

**BOOKINGS ARE NOT GAURANTEED UNTIL HALF THE HALL RENTAL + DAMAGE DEPOSIT IS PAID AND THE CONTRACT IS COMPLETED AND SIGNED BY BOTH PARTIES**



**Bar Area**

**Small Hall**  
30 ft. x 40 ft.

**Kitchen Area**

## Balgonie Multiplex Checklist

Please return a copy of your signed contract with your deposit, as well as required information regarding the rental. Payment may be made by cash, cheque or debit.

Floor plans are required a minimum of one week prior to your event to ensure proper set up.

No open flame candles are permitted. Battery operated candles are acceptable.

**ABOSLUTELY NO** tape or pins on the walls. There are hooks placed throughout the entire hall for your decorations.

**NO** ceiling decorations.

- Large hall size 80' X 68' – can fit 275-300 people MAX.
- Small hall size 30' X 40' – can fit 75 people MAX.
- Cake table 36" X 36"
- Stage pieces 4' X 8'
- 430 chairs – Chairs are a dark blue. You may rent chair covers.
- Table size 30" X 72" – they may be placed together to fit 8-10 people at a sitting. White plastic covering is provided by request. If renting table linens you would require 81" X 81".



For your use when corkage charges are applicable:

- Plastic beer cups.
- Coffee, sugar and powder creamer.
- Orange and lime juice.
- Fountain drinks, Ginger-ale, Coke-Cola and diet, Sprite and diet, water.
- You would be responsible for plastic shot glasses, as they are not provided by the hall.

### **Local Caterers:**

George Selimos 306-502-9315

The Diner 306-771-4525