



Hall Rental Agreement
Small Hall
Kitchen
Funeral
Community Event

Name of Renter(s): _____

Phone Numbers with Name(s): _____

Mailing Address: _____

Email Address: _____

Emergency contact number if renter is unavailable: _____

The Balgonie Multiplex agrees to rent the large OR small hall to the above mentioned renter(s) on:

Please read through and initial the following:

- 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/NON VAPING facility. ____
- CONFETTI/RICE are not 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, and coffee urns that are used by the renter. All garbage must be cleaned out. ____
- Licenced caterers may bring and store their items in the hall. If you are preparing your own meal for the event, we ask that you utilize the kitchen facility. ____
- The Town of Balgonie is not responsible for lost or stolen items. ____
- **HALL MUST BE VACATED BY 2:00 A.M. ALL decorations removed from hall and tables.** ____
- Rental deposit, instructions and cancellation notice have been read and signed. ____



RENTAL DEPOSIT, INSTRUCTIONS & CANCELLATION NOTICE

The Multiplex provides, as required, a public address system. Included with your rental are the set up and take down of tables and chairs. **ABSOLUTELY NO** decorations on the walls or from the ceiling. There are hooks throughout the building on the molding boards to hang your decorations from. Only battery operated candles will be permitted in the hall – **NO OPEN FLAMES!**

Full payment is required for your rental when booking your event. The renter is responsible for all damage costs caused by act or neglect of all guests, which includes but is not limited to: independent caterers, music bands, disc jockeys, food servers, cooks, etc. Corkage fees, if applicable will be invoiced and due the day after event when the Multiplex keys are returned to the office.

Loss of damage deposit may occur if:

- Any evidence of smoking/vaping of any substance is found in the building.
- Confetti/rice is found in the building.
- The key to the facility is lost.
- Improper cleaning of the kitchen and its contents.
- Decorations were hung improperly causing damage to walls.
- Decorations NOT removed prior to vacating hall.

Cancellation Terms

There will be a \$50.00 administrative fee kept for any cancellations or a change of date 1 month prior to your rental. This information **MUST** be received in writing a minimum of 1 month prior to the event.

Renter # 1: _____

Renter # 2: _____

Authorized Rental Representative: _____

Payment received: _____ Receipt #: _____

- Total payment due when booking your event.
- Payment may be made by cash, cheque or debit.
- The remaining charges will be the bartending and corkage charge after your event and will be due immediately when keys are returned the first day office is open after your event.



Special instructions: _____

- What time will your bar be opening? _____
NOTE: The Balgonie Multiplex provides the necessary bartenders for your booking at a cost of \$400.00. You are not permitted to use your own bartenders. You will be responsible for providing a legal age ticket seller for your beverages. Our staff will not accept any monies on your behalf.
- Number of guests? _____
- How many wine glasses do you require? _____
- Do you require the podium and P.A. system? _____
NOTE: There is a pull down screen in both the large and small hall for video/photo presentations. There is **NOT** a projector available for the large hall.
- Would you like plastic coverings on the tables? _____
- Have you included your table set up plans? _____

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

BOOKINGS ARE NOT GUARANTEED UNTIL THE RENTAL PAYMENT IS PAID IN FULL AND THE CONTRACT HAS BEEN SIGNED AND RETURNED TO THE TOWN OFFICE.

I (we) have read the cancellation policy and agree to these terms:

Renter(s) signature: _____

Date: _____

Fees will be subject to change annually as per Council motion.
These include rent, janitorial, corkage and bartending fees.
All applicable taxes will be paid in addition to the charges.



Liquor Permit – The Renter is responsible for purchasing the liquor permit and the liquor. All types of liquor to be served at your function must be itemized on the permit. The Saskatchewan Liquor & Gaming Commission does not permit homemade alcohol products of any type to be served. Only items on your liquor permit may be served. Please inquire with the Saskatchewan Liquor & Gaming Commission for any liquor permit information. The length of time the bar can remain open depends on the liquor permit. The Renter determines what time the bar opens/closes within the confines of the liquor permit. **NO** liquor will be served unless the permit is posted. **Hall must be vacated by 2:00 A.M.**

Funeral – Large Hall – \$500.00 – Includes kitchen, both halls, coat room, and washroom facilities. Includes set-up and take down of tables and chairs. Janitorial cost included in rental.

Large Hall Hourly – \$100.00 – No kitchen access + \$75.00 janitorial fee.

Bartending – \$400.00 – Includes a minimum of two bartenders that will be provided by the Multiplex. Renter is responsible to arrange for ticket sellers of legal age for beverages. Multiplex staff will not handle any monies on behalf of the renter.

Corkage – \$4.00/person – Includes ice, glasses, coffee, powdered creamer, sugar, mix (Coca-Cola products), orange juice, lime juice. Clamato juice and milk are **NOT** supplied. This corkage fee will be included in your final bill and due the next open day when keys are returned. Only plastic cups are provided. If you require shot glasses, you will have to purchase/provide plastic/disposable types.

Kitchen rental – \$150.00/day.

Small Hall – \$300.00/day with kitchen access. Set up and janitorial fees included.
\$225.00/day without kitchen access. Set up and janitorial fees included.
\$50.00/hour + \$75.00 janitorial fee.

Community Fundraiser – \$425.00. Full payment is required to book your date – Includes kitchen, both halls, coat room, and washroom facilities. Includes set-up and take down of tables and chairs. Janitorial cost included in rental.

There will be a \$50.00 administrative fee charged for any cancellations or date changes 1 month prior to your event.



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

- Large hall size 80' X 60' – can accommodate 275-300 people MAX.
- Small hall size 30' X 40' – can accommodate 75 people MAX.
- Cake table 3' X 3'.
- Stage pieces 4' X 8'.
- 430 royal blue plastic chairs.
- Table size 30" X 72" – they may be placed together to fit 8-10 people at a sitting. White plastic covering can be provided by request. If renting table linens, you will require 81" X 81".

