

## LARGE HALL RENTAL AGREEMENT

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 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. \_\_\_\_

### **LARGE Hall Rental Information**

**Large Hall** – \$900.00/day + \$500.00 damage deposit. Total payment due on day of booking **\$1400.00.**

- Includes kitchen, both halls, coat room, and washroom facilities.
- Includes set-up and take down of tables and chairs.
- Janitorial cost included in rental.
- Keys may be picked up the morning before your rental and returned to the office on the next business day. You may prepare the hall at your convenience during that time.
- Liquor is only to be brought in the actual day of your event, and removed prior to vacating the hall that evening.
- All personal items must be removed from the hall prior to vacating the night of the event. Tables and chairs will be taken down and put away by our staff.

**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.

**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.

**Hall must be vacated by 2:00 A.M. with ALL liquor and personal items removed.**



### **Damage Deposit**

- A \$500.00 damage deposit is collected along with the hall rental fee when date is booked.
- This is applied to your final bill as long as no damage has occurred.
- All alcohol has to be removed before vacating the hall.
- If you are unable to remove all items from the hall, what remains **MUST** be boxed up and placed in the northwest corner of the hall. Absolutely **NO** items should be left on tables.

### **Change of Date**

There will be a \$50.00 administrative fee charged for any change of date after booking.

### **Cancellation Terms**

\$450.00 of the hall rental will **NOT** be returned if the event is cancelled.

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

Renter(s) signature:

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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.

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.
- 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: \_\_\_\_\_

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".

