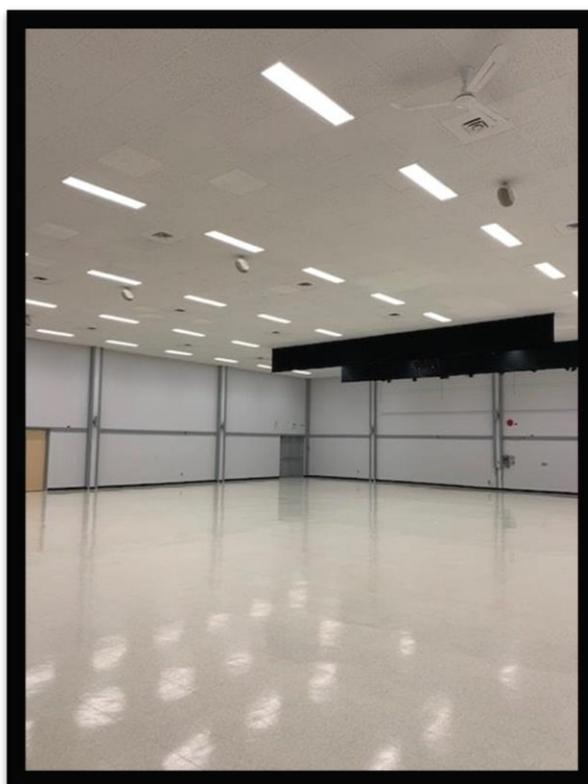
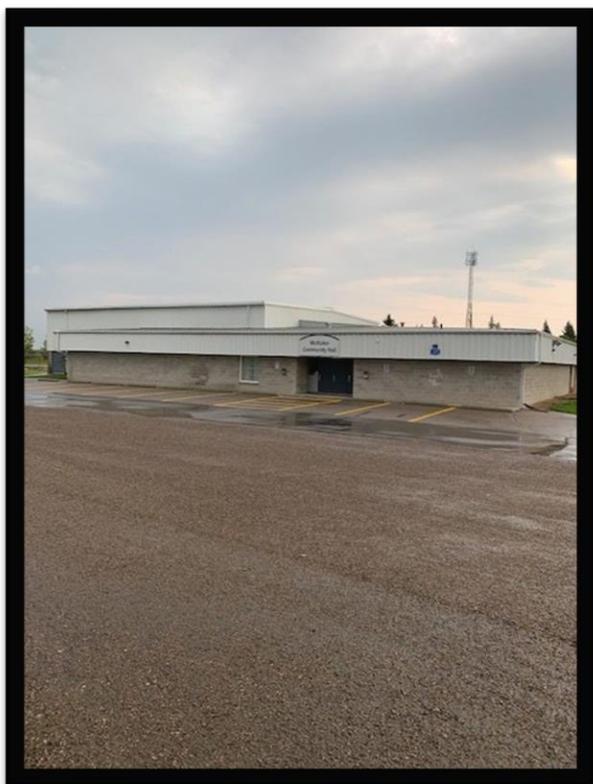
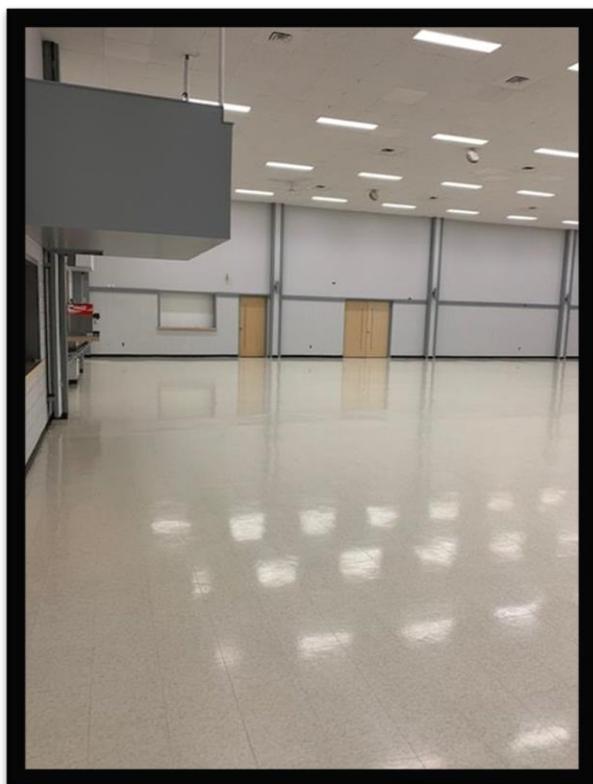


Welcome to the Balgonie Multiplex

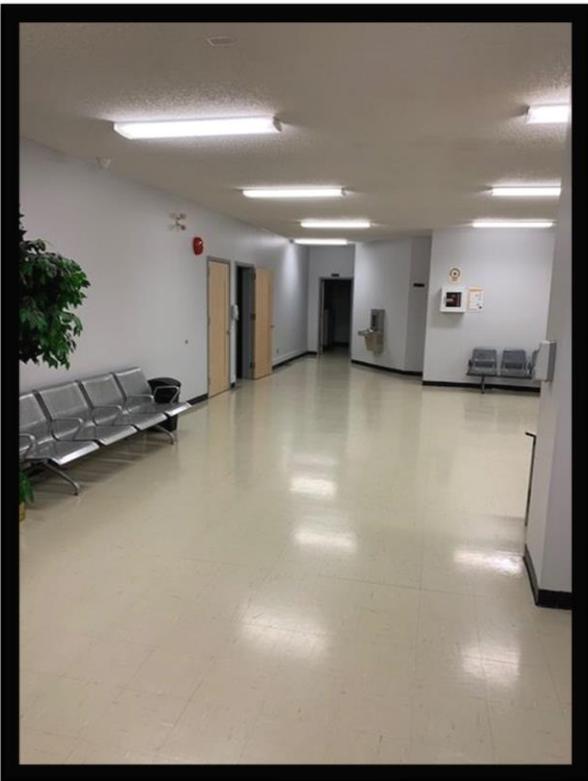


Large
Hall





**Small
Hall**

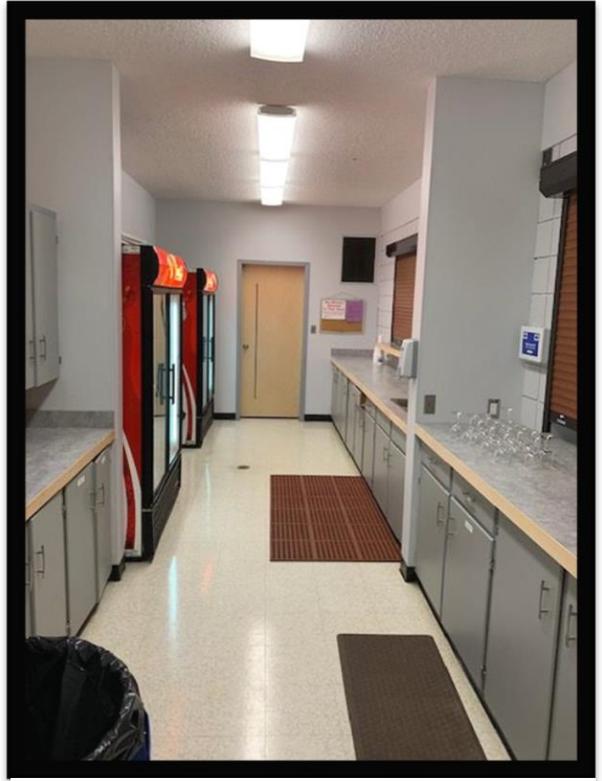


Lobby





Bar



Bar

Walk-in Fridge & Freezer & South Door



Kitchen





Kitchen



Kitchen

- Large hall: 80' x 60' – can accommodate approximately 275-300 people.
- Small hall: 30' x 40' – can accommodate approximately 75 people.
- Tables: 30" x 72". 2 tables may be placed together to fit 8-10 people. If renting table linens, you will require a size of 81" x 81".
- Cake table: 3' x 3'.
- 430 Royal Blue plastic chairs.
- Stage pieces: 4' x 8'.

TOWN OF BALGONIE Multiplex Rental Agreement

The Town of Balgonie Multiplex Rental Agreement (the “Agreement”) between:

TOWN OF BALGONIE
PO Box 310
Balgonie, SK S0G 0E0
(the “Municipality”)

-AND-

Name/Organization: _____
Address: _____
City/Town: _____
Postal Code: _____

(the “Renter”)

E-mail: _____
Primary Phone Number: _____
Secondary Phone Number: _____
Type of Event: _____
Small Hall, Large Hall or Kitchen Rental: _____
Number of Attendees: _____
Start & End Date & Time: _____

Are you charging admission? YES / NO

Are you serving alcohol? YES / NO

*Permits from SLGA may be required for serving alcohol at a private function.

Do you require the podium to be set up? YES / NO

Do you require the stage to be set up (large hall only)? YES / NO

Do you require the projector (small hall only)? YES / NO

In the case of an after-hours emergency, please contact the Emergency Contact number at 306-535-4235.

Additional Rental Requests/Notes:

Rental Fees:

Large Hall

Hourly Rate	\$125.00	Per hour, up to 4 hours
Community Groups	\$125.00	Per day/evening, Mon-Thurs
Funerals	\$500.00	Per day
Events (Weddings, Reunions, Commercial, etc.).	\$900.00	Friday 1:00 p.m. to Sunday 10:00 a.m.
Community Fundraiser	\$500.00	Friday 1:00 p.m. to Sunday 10:00 a.m.
Non-Community Fundraiser	\$725.00	Friday 1:00 p.m. to Sunday 10:00 a.m.

Includes access to the large hall, small hall, kitchen, coat room and washrooms.

Small Hall

Hourly Rate	\$65.00	Up to 4 hours
Day Rate	\$300.00	More than 4 hours

Includes access to the small hall, kitchen, coat room and washrooms.

Kitchen

Rental Rate	\$150.00	Per Day
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The kitchen must be left in the same condition it was upon arrival.

All fees indicated are subject to applicable taxes.

Daily Rental Deposit:

- When renting the large hall for the day, a deposit of \$500.00 is required to be deposited in trust with the Town of Balgonie.
- When renting the small hall for the day, a deposit of \$100 is required to be deposited in trust with the Town of Balgonie.
- The deposit will be returned in full by cheque within 10 days after your event if:
 - The conditions set out in the “Deposit Checklist” (attached) have been complied to;
 - The “Responsibilities of the Renter” (below) have been completed in full;
 - The Renter does not call for assistance outside of Regular Office Hours (below); and
 - The event has not been cancelled.

Additional Fees:

- If the renter requires assistance with any matter in relation to their rental outside of regular Municipal Operating Hours, a charge of \$100.00 will be deducted from the Deposit.
- If the event is cancelled 30 days or less before the scheduled event, the Town of Balgonie reserves the right to collect a \$450 cancellation fee from the total deposit paid.
- Booking dates may be rescheduled for a \$50 Admin Fee.

Corkage:

The corkage fee will be calculated based on the number of guests you intend on having and it will be due when the key is picked up for your event.

- \$4.00 + applicable taxes per person.
- Includes: Ice, glasses, plastic cups, coffee, powdered creamer, sugar, mix (Coca-Cola products), orange juice, and lime juice.
- Does not include: Clamato juice, milk and shot glasses.

Payment of Fees and Obtaining a Key:

The renter is required to pay all Rental Fees (deposit, hall rental) at the time of booking.

Renters may pay by cash, cheque or debit at the Town Office. If the Renter is unable to pay in person, a cheque may be mailed to:

Town of Balgonie
PO Box 310
Balgonie, SK S0G 0E0

The key is located at the Town Office (129 S. Railway Street, Balgonie) and the Renter shall obtain the key the day before the event, during regular business hours (Monday – Friday from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.).

Please note, the Renter is not permitted to access the Multiplex with the key prior to the date and time specified on the contract. Alternate arrangements must be approved in writing by the Town Office.

Details & Restrictions:

Details:

- The maximum capacity of the Balgonie Multiplex is 300 people.
- It is the Renter's responsibility to follow the Saskatchewan Health Authority guidelines and regulations regarding food service, public gatherings, etc.
- It is the Renter's responsibility to obtain (if applicable) licenses from Saskatchewan Liquor and Gaming Authority (SLGA) and to follow any applicable regulations.
- **It is the Renter's responsibility to provide bartenders, servers and ticket sellers, if applicable.**
- The Town of Balgonie completes the take-down of all tables and chairs the morning following the event; therefore, it is pertinent that all personal items are placed in the North West corner of the hall, or removed all together.

Restrictions:

- No animals, except on-duty service dogs.
- No confetti.
- No wax candles.
- No tape on floors, walls, etc. (except painter's tape).
- No tac's/pushpins/staples in the walls, tables or chairs. There are hooks throughout the facility on the molding boards for Renters to use.
- No smoking/vaping in the facility.

Floor Plans & Details:

As part of the rental, the Town of Balgonie sets up and takes down the tables and chairs for each event. Floor plans are required a minimum of **two weeks** prior to the event to ensure proper set up. The attached floor plan can be used to indicate how the tables and chairs should be set up for the event.

- Large hall: 80' x 60' – can accommodate approximately 275-300 people.
- Small hall: 30' x 40' – can accommodate approximately 75 people.
- Tables: 30" x 72". 2 tables may be placed together to fit 8-10 people. If renting table linens, you will require a size of 81" x 81".
- Cake table: 3' x 3'.
- Stage pieces: 4' x 8'.
- 430 Royal Blue plastic chairs.

Responsibilities of the Renter:

- Remove all decorations.
- Tidy washrooms.
- Clean the kitchen, including contents.
- Drain the dishwasher.
- Clean the bar, including contents.
- Clean out the fridge and freezer.
- Remove all food from the premises.
- Bag and remove the recyclables from the premises.
- Bag and dispose of the garbage in the bin outside the facility.
- Clean up the garbage around the exterior of the building, including cigarette butts.
- Turn the sound system off.
- Turn the lights off.
- Ensure all doors are locked.
- Ensure all personal items, including decorations, have been placed in the North West corner of the hall the night of the event.
- Remove all personal items from the facility by 10:00 a.m. the following day.
- Return the key to the Town Office.
- Pay the remaining balance of the bill, if applicable.

Cancellations & Rescheduling:

- Cancellation/rescheduling requests shall be made in writing 30 days prior to the scheduled rental date.
- Booking dates may be rescheduled for a \$50 Admin Fee, as stated above.

Agreement:

I, _____, accept and agree to the terms and conditions set out in this agreement.
Renter/Organization

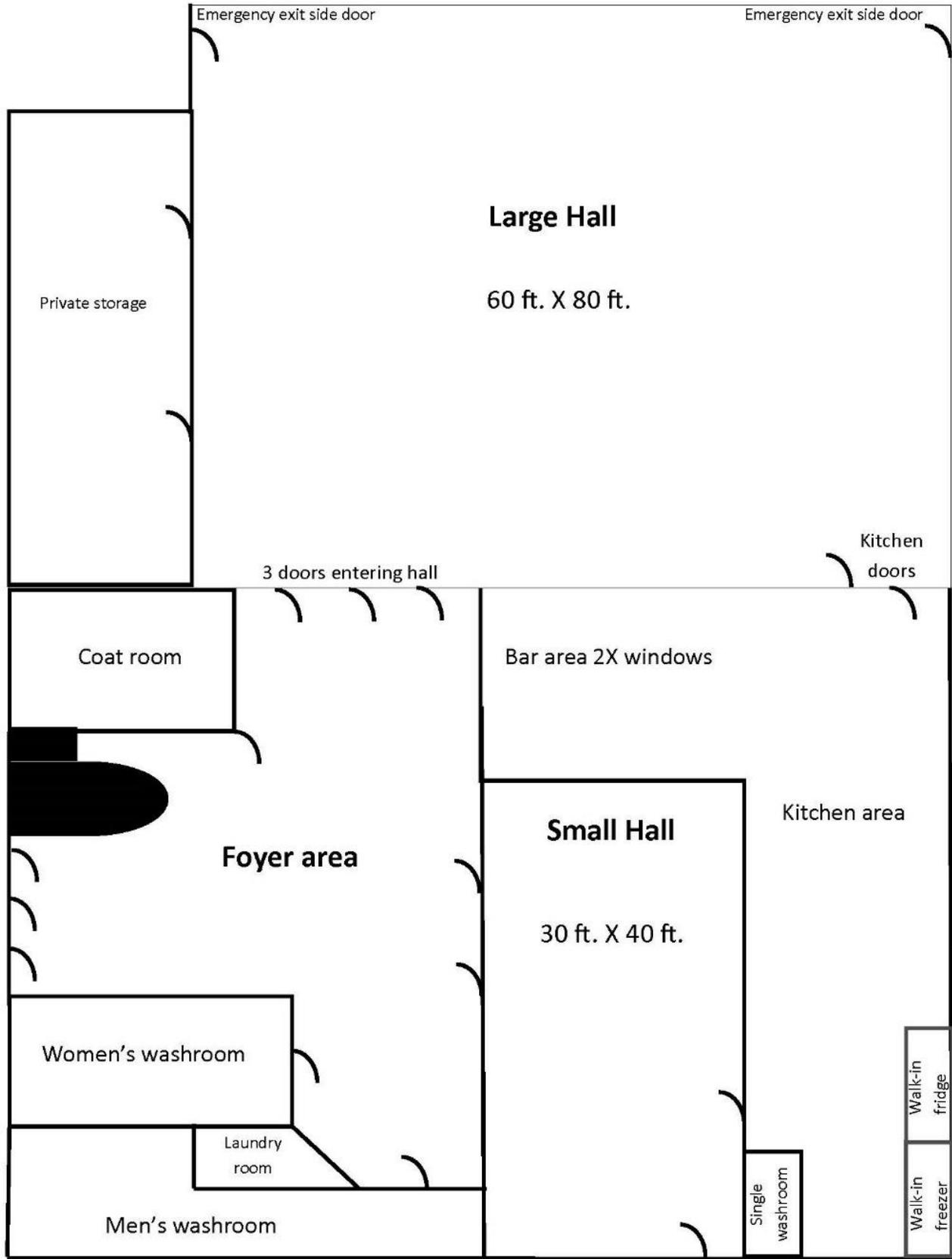
Dated this _____ day of _____, 20____.

 Renter's Signature

 Town Office Staff Signature

 Renter's Signature

FOR OFFICE USE ONLY	
ITEM	AMOUNT
Deposit:	\$
Rental Fee:	\$
SUBTOTAL:	\$
Corkage:	\$
Other Fees:	\$
TOTAL:	\$



Balgonie Multiplex Damage Deposit Checklist

A damage deposit must be paid when the keys are picked up. This deposit will be refunded, provided all of the following conditions have been met:

- There has been no damage to the hall and its contents.
- There is no excessive or unusual clean up required by the Town.
 - Excessive or unusual clean up includes but is not limited to drug residue in the facility and cigarette butts outside the facility.
- There has been no damage in any of the washrooms.
- There is no evidence of smoking or vaping any substance in the facility.
- The kitchen has been cleaned, including its contents.
- The P.A. System, if applicable, has been turned off.
- All food has been removed from the premises.
- All recycling has been removed from the premises.
- All garbage has been removed from the premises and placed in the garbage bin located outside.
- All decorations and personal items have been removed from the facility.
- All exit doors and main doors have been locked and secured.
- The keys were returned to the Town Office the following business day.