

## VILLAGE OF CRAVEN

### A POLICY TO PROVIDE FOR THE RENTAL OF THE COMMUNITY HALL

#### INTERPRETATION/LEGISLATION:

- a) "Council" means the council to the Village of Craven.
- b) "Booking Deposit" means portion of rental to hold booking.
- c) Capacity means capacity of hall which is 200 people.
- d) "Damage deposit" means money held in trust by the Village, until inspection by the village following the event, at which time a decision will be made to return or keep all or a portion of said funds pending on condition of the hall.
- e) "Hall" means Craven Community Hall
- f) "Rental Agreement" means Completed form as found in Schedule "B"
- g) "Village" means administrator and or any appointed representative.

#### HALL RENTAL POLICY AND AGREEMENT

##### 1. Rental fees – Schedule A attached

- a. The Renter will be provided with a code for the lock box, located outside the hall to obtain keys to the hall.
- b. All fees must be paid in advance of the event.

##### 2. Deposit fee

- a. Booking/damage deposit fee per Schedule A is required for all functions of four hours or more. If the event is cancelled and the Village of Craven is not notified 48 hours prior to the event the booking/damage deposit fee will not be refunded.
- b. Following an event, the booking/damage deposit fee will be refunded if there is no damage to the Hall. Decorations, etc. are to be affixed to the walls or ceiling only by non-penetrating fasteners. Hall must be left in same condition as prior to the rental. Failure to do so will result in a fee of \$30 per hour for clean up/repair. The money will be deducted from the damage deposit to cover the costs. If the condition of the hall is unsatisfactory before the function begins, please notify the custodian.

##### 3. Renter Responsibilities include

- a. Set up and take down
- b. If kitchen is used, all kitchen items must be thoroughly cleaned. Counters, sinks, stove and fridges must be wiped clean. Ensure ovens and stoves are turned off and dishwasher is empty. Ensure no food is left and garbage is removed.
- c. Bag all garbage and place in the roll out Loraas bins on the North side of the building. Remove all recycling bottles and cans from the premises the same day or night. There is a Loraas bin on the North side of the building.
- d. Tables and chairs are to be cleaned and stacked.
- e. All washrooms are to be checked prior to leaving to ensure they are flushed, clear, not plugged and no water is running.
- f. When leaving the hall, please ensure all lights and overhead fans are turned off, thermostats are adjusted appropriately and all doors are locked.
- g. Ensure all belongings are removed from the hall at time of lockup. Arrangements can be made to pick up belongings the next morning after the event.

##### 4. Heating and Cooling system:

- a. The hall is equipped with a heating system and a central air conditioner. In the winter when the heating system is on, do not open windows or prop the doors open.
- b. In the summer, the air conditioner is turned on by the renter and should be shut-off by the renter at the end of the rental. Please keep windows and doors shut while using the air conditioner

**5. Covid-19 Requirements**

- a. It is the responsibility of the Lessee and their guest to comply with the current Government of Saskatchewan's Rules and Regulations. They can be found at [www.saskatchewan.ca/COVID19](http://www.saskatchewan.ca/COVID19)

Your signature below indicates you agree with everything in this rental agreement.

---

Renter

---

Date

Received by:

---

Administrator

---

Date

**VILLAGE OF CRAVEN**  
**A POLICY TO PROVIDE FOR RENTAL OF THE COMMUNITY HALL**  
**Schedule "A"**

Fees and Charges

Hourly Rate (up to 4 hrs) (upper or lower level)	\$30.00/hr
Daily (more than 4 hours) Both levels (Monday – Thursday)	\$400.00
Wedding Events (Friday 1:00 pm to Sunday Noon) Both Levels	\$750.00
Daily rate Friday – Sunday Both levels	\$500.00
Damage Deposit 75% of rental	
Non refundable booking deposit for weekend bookings	\$300.00
Non refundable booking deposit for daily booking (Mon-Thurs)	\$200.00