The Wellness and Leisure Committee
Box 1047
Shaunavon, Sask.
S0N 2M0

Shawnee Hall Use Rental Agreement

1. The agreement set forth is between Shaunavon Wellness & Leisure and the renting party.
2. The renting party agrees to assume full financial and legal responsibility for any damages that result to the premises, property and persons of the Shawnee Hall. A damage deposit of $100.00 will be required and paid to The Wellness and Leisure Committee prior to the event(s) starting. Such deposit will be refunded to the renting parties within seven days of completion of the event(s), providing that there is no damage caused by the renter or his/her guests. This will be determined by an inspection of the premises by Director of Operations.
3. Set-up of the facility for the rental event will be the responsibility of the renter.
4. Post event clean-up of equipment and of the facility is the responsibility of the renter. Should clean – up or garbage removal be required after the event the renting party will be charged and the fee deducted from their damage deposit. Clean-up includes:
    - ❖ Sweeping of the Shawnee Hall floor
    - ❖ Mopping of all spills in this area if necessary
    - ❖ Cleaning up of equipment used in the rental
5. It is recommended by the Town of Shaunavon and the Wellness and Leisure Committee that the renting party carry their own liability insurance.
6. Signs and posters may only be hung in designated, approved areas. Tacks must be used on the bulletin board and sticky TAC may be used for any other area only.
7. The renter will not be permitted to enter the rental area until the rental time stated on the Permit. The Renter must vacate the rental area at the time stated on the Permit.
8. The Renter will ensure that all persons in attendance conduct activities in an orderly manner and abide by the Shawnee Hall policies. A copy of the Shawnee Hall policies will be provided to the Renter.
9. This agreement is non-transferable.
10. Cancellations must be made no less than 24 hours prior to the rented time to the Director of Wellness & Leisure. If at least 24 hours of notice of cancellation is not given, the Renter assumes full financial responsibility for the scheduled rental.
11. The Renter will assume all responsibility for lost or broken items, action claims, and demands.

Rental Rates:

Hall	(includes existing tables & chairs)	$25.00/hour

Shawnee Hall Rental Agreement

I / we _____
agree to rent the day of _____ during the hours of _____
from The Wellness and Leisure Committee the facilities as noted herein:

Please check off & indicate amounts (if applicable):

- ☐ Shawnee Hall
- ☐ Tables Total Number_____
- ☐ Chairs Total Number_____

Summary of Charges

Shawnee Hall	$
Tables	$
Chairs	$
Damage Deposit	$ 100.000
Sub-total	$
GST 5%	$
TOTAL	**$**

I / we agree to the terms and conditions of this agreement as specified in The Wellness and Leisure Shawnee Hall Rental Agreement.

For the renting party:
Name of person(s) renting the facility:
_____
Address: _____
Contact #'s, Home/ Cell: _____, Work_____,
Credit Card Number: _____Expiry date: _____

I hereby have read, understood and agree to the terms and conditions of The Wellness and Leisure Shawnee Hall for Recreation Use Rental Agreement.

Signature_____, Date_____.

_____
Signature of Wellness and Leisure Committee Member

Please make cheques payable to the Town of Shaunavon