



APPLICANT INFORMATION

Name (individual/organization): _____

Contact Name: _____

Shield's Resident: Yes _____ No _____

Mailing Address: _____

Phone Number: _____ Email: _____

EVENT INFORMATION

Date of Rental: _____ Number of Attendees: _____

Time of Rental (includes set-up & clean-up) Start: End:

Purpose of Rental: _____

RENTAL COSTS

Rental Fees – Community Centre	Resident <input type="checkbox"/>	Non-Resident <input type="checkbox"/>	Applicable Event Charges
• Full Day*	\$ 150 **	\$ 300	\$
• Event (less than 3 hours)	\$50	\$135	
• Physical Activity Class (No kitchen)	\$25/hour	\$25/hour	
• Daytime Event greater than 3 hours (before 4:00 pm)	\$100	Not available	
• Reduced Rental fee (as per council resolution)	To be determined	Not available	
Refundable Damage/Cleaning Deposit – Community Centre	\$300	\$300	
Total Cost of Rental <i>Payment required with Application</i>			\$ _____

** Daily rental charges will apply if you require set up before the day of event and/or clean up after the day of your event occurs after 10:00 am.*

**** Residents:** *If the centre is not rented, residents will have access to centre the night before event without charge.*

GENERAL TERMS:

All rental and deposits must be paid at time of booking. Please return this form, along with your rental and damage/cleaning deposit cheque to: Resort Village of Shields, 8 Procter Drive, Shields SK S7C 0A1.

The Damage/Cleaning Deposit will be refunded if the premises (and/or barbeque) and surrounding grounds are left clean and undamaged. Refunds are processed after building key is returned and review of facility and grounds is complete.

Booking Cancellation: If notice of booking cancellation is 60 days or less prior to event date.

Residents: \$75.00 is non-refundable

Non-Residents: \$150.00 is non refundable

Release & Indemnity Agreement

The organization or persons shall indemnify and save harmless the Resort Village of Shields against all claims and demands made by any members of the organization or the invitees for injury or damage to such member of the organization or the invitees resulting from the neglect, default or misconduct of the organization, its agents, servants or assistants during the term of this agreement.

The organization and each member thereof and their invitees hereby agree to assume all risk of loss, damage or injury to person and property except to the extent of such loss, damage or injury as caused or contributed to by negligence of the Resort Village of Shields, its servants, employees or agents.

It is strongly recommended that the organization obtain liability insurance for the event.

Dated at Shields this _____ day of _____, 20____.

Renter

Witness



Resort Village of Shields
Community Centre

Rental Agreement Information

Name of Renter: _____

I/We, having applied for rental of the Shields Community Centre (and/or barbeque) on _____ we agree to the following:

Terms and Conditions:

- To obtain your own liquor permit – Maximum capacity of 200 persons.
- To be responsible for any damage incurred to the furnishings and/or building during the rental period.
- To use only sticky tack to affix decorations to walls.
- To take down all decorations.
- To complete the check list (below).
- Fireworks are not permitted on any municipal property.
- To ensure area surrounding the Community Centre is left as found - free of garbage, cigarette butts and any other debris
- Damage to the facility that exceeds the booking and cleaning/damage deposit fee will be billed.
- Renter will meet with village representative to obtain key and review checklist.
- Renter will meet with village representative to return the key and review condition of community centre and surrounding grounds.
- **Renter is expected to leave the facility in the same condition they found it at the time of rental.**
- Village representative will be at the Centre for review and return of key no later than 10:00 am the following day and if clean-up is not completed, daily rental fee will be charged. No show for meeting may result in charge of \$25.

***** THE SOUND SYSTEM IS NOT AVAILABLE FOR PRIVATE FUNCTIONS *****

CHECK LIST (a copy of this list is posted in the kitchen).

All Items Must Be completed prior to Inspection

- Wash any dishes used and clean counters, cupboards, stove, oven, fridge as required.
- Dirty linens can be left on the counter.
- Unplug coffee pot - be sure to unplug the correct cord.
- Sweep floors, wipe spills with COLD water - NO detergent. Staff will wash floors.
- Leave the bathrooms tidy and taps turned off.
- Wipe tables and remove any spills on chairs.
- Stack tables and chairs neatly. Please do not drag tables or chairs across the floor.
- Clean barbeque if rented and return key to staff with building key.
- Turn down heat (17 C) or turn off air conditioner.
- Take out garbage and place it in Loraas bin at the north end of the building.
- Turn off all lights - including exterior lights.
- Take all food and beverages that you have brought in.
- Clean grounds area surrounding the Community Centre.
- Take recyclables with you.
- Check all exterior doors to ensure doors cannot be opened from outside.

CLEANING SUPPLIES and garbage bags are under the kitchen sink.

If you have questions? Please contact Village Administrator: Jessica Arguin at 306-492-2259

Failure to complete the above checklist may result in a portion of the damage/cleaning deposit being retained to address outstanding issues at a cost of \$25 per hour.

Applicants Initials: _____