

Town of Naicam – Hall Facility Use and Rental Agreement  
P.O. Box 238 Naicam, SK S0K 2Z0  
Phone: (306) 874-2280  
naicam@sasktel.net

Renting Organization or Person(s): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

**Fee Schedule** – (As per Town of Naicam Policy, Res #077/18)

	Single Day Rate	Damage Deposit
Basic & Non-Profit Rate	\$75.00	No Deposit Required
Recreation & Cultural Activities (min. 4 consec. wks)	\$25.00	No Deposit Required
Day/Night Meetings, Funerals, Teas, Breakfast, Bingos	\$100.00	No Deposit required
Suppers, Dances, Banquets	\$250.00	\$200.00 Deposit with NO liquor permit \$500.00 Deposit with liquor permit
Hourly Charge	\$25.00/hr	
If Additional Cleaning Required	\$30.00/hr	

Program Start Date and Time: \_\_\_\_\_

Program End Date and Time: \_\_\_\_\_

Deposits will be returned upon completion of inspection of cleanliness.

**Renter's Checklist:** Please complete return to the Administration office.

- \_\_\_ 1. Chairs stacked neatly and no more than 5 high against the wall, tables washed, dried and placed under stage.
- \_\_\_ 2. Floors swept and damp mopping of any sticky spills.
- \_\_\_ 3. Kitchen cleaned, dishes washed, put away and floor mopped. Remove all food from fridge.
- \_\_\_ 4. Front entrance – stairs swept and all garbage bagged and left in entrance.
- \_\_\_ 5. All paper removed from washroom floors, urinals and toilets flushed, lights turned off.
- \_\_\_ 6. Turn off all interior lights, kitchen appliances and lock doors.

**\*\*Please NO confetti inside Hall or outside doors\*\***

## Rental Agreement

### The Renter agrees to:

1. Affix objects to the walls only in the designated places.
2. Assume full responsibility for the facility and for the conduct and well being of participants and spectators.
3. Accept financial responsibility for damage and/or loss of equipment and/or of repair of damage to the facility.
4. Provide adequate supervision and to insure that no unauthorized person enter the building and that the premises are vacated by the agreed upon time.
5. Insure that the facility is totally secure at the conclusion of the activity.
6. Reimburse the Town of Naicam for cost incurred as a result of activities going beyond the time specified above.
7. Insure that the "Renter's Checklist" above is complete at the conclusion of the activity.
8. Necessary keys will be provided at the municipal office.
9. The renter is responsible for all keys issued for the facility and loss of these keys must be reported immediately to the Town Office.
10. Keys must be returned to the Town Office within 24 hours of the conclusion of the activity.
11. The renter shall indemnify and save harmless the Town of Naicam from all liabilities, damages, costs, claims, suits, or actions arising out of:
  - a. Any damage to the property howsoever occasioned by the use and occupation of the premises; or
  - b. Any injury to any person(s) including death resulting at any time there from, occurring in or about the premises or any part thereof or resulting from the use and occupation of the premises during the term of this Agreement from any cause whatsoever.
12. Damage Deposits will be returned within 7-14 days of the conclusion of the activity, less any costs associated with extra clean-up, which are charged at a rate of \$30.00 per hour.
13. Report any fixture or appliance that does not work to Administration.

I understand and agree to the above information.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Town of Naicam Designate