

Leask Community Hall
Rental Application Agreement

Please read and complete the enclosed agreement and return to the Village Office with the applicable payment

Rental Fees

Payment of the Rental Fees must be paid in full to secure your booking date

Damage Deposits

Payment of the Damage Deposit must be received in full before the keys will be provided.

Payment must be in cash or certified cheque. All payments are made at the Village of Leask Office, 15 Main Street, Leask during office hours (Mon-Fri. 8:30 am – 5:00pm) and made payable to the Village of Leask.

Return of your damage deposit will be mailed by cheque to you in full or in part following an inspection of the hall and depending on:

- Prompt key return
- Cleanliness of the hall
- Damage to the hall or any hall equipment

** Please note that all damage deposit cheques are cashed. All refund cheques will be processed at the next Council meeting (Council approves and signs cheques at their monthly council meeting held 3rd Wednesday of each month)

Cancellation Policy

A Full refund will be given when booking is cancelled more than 6 months before event
A refund less a \$100.00 Hold-Back will be given when booking is cancelled less than 3 months before event.

Renter Responsibilities

Renter is responsible for the cleaning of the hall as per the information in the attached agreement and for any damage to the facility and equipment occurring during the event or as a result of the event.

Please note that the community hall can be booked and your date secured only by completing this agreement form and by paying the required rental fees.

For rental information and hall bookings, contact Brenda Lockhart, Village Administrator, at 306 466 2229 or by email at village.leask@sasktel.net

Name of Applicant: _____

Address: _____

Event Description: _____

Event Date(s): _____

Event Times: _____

I have read the attached agreement and information and agree to abide by the rules of this agreement.

Signature: _____ Date: _____

List of Services and Applicable Fees

Please indicate the services required

SERVICES	RENTAL FEE	SERVICES REQUIRED
Banquet or Supper – Kitchen required	\$300.00	
Dine & Dance – Kitchen & Bar	\$350.00	
Auction	\$1000.00	
Use of P.A. System	\$50.00	
Keys Night Before	\$50.00	
Damage Deposits	\$500.00	
Gift Opening after Wedding or Anniversary	\$150.00	
Rental Fee Total		

- **Total Rental Fee - Must be paid to secure booking date**
- **Damage Deposit – Must be paid before keys will be provided**

Hall Rental Policy and Hall Information

Hall Capacity

Maximum 400

Inventory

Plates, Bowls and Cutlery for approximately 400 people.

25 Round Tables

27 Rectangular Tables

400 Chairs

PA System – Hardwired and Back-Up portable system

Cordless Headset

Cordless Microphone

Jiggers and Ounce Measures in the Bar

Kitchen Use: Coffee pots are available and must be washed, rinsed and left with lids off or ajar to ensure they dry properly. The kitchen has adequate plug-ins and no problems should be encountered, however, there is a panel box in the furnace room. Please ensure that all plates, bowls and cutlery items are washed as per the posted regulations and put away. Stove and counter areas must be left clean. Dirty tea towels are to be left piled in the basket located in the kitchen. Garbage is to be tied and put in the garbage stand at the south side of the hall.

Bar Area

Renters are responsible for their own bar equipment and supplies other than what is provided. Permits must be obtained and posted by renter as per Provincial Regulations. Coolers must be left clean and un-plugged at the end of the event.

Hall & Equipment Use

All tables and chairs must be stored the evening of the event. Tables must be taken down and any paper or tape removed.

Chairs are to be stacked 10-12 high and stored in back right side of the storage room (first in – last out) for ease of storage and use. Tables are stored on the left. Please ensure there is a clear path to the emergency exit in the back of the storage room. (Please refer to the picture on storage room door as to how tables and chairs should be stored)

Decorations

No confetti or rice is to be used in the hall. Tape and string can be used to secure decorations and all decorations are to be removed immediately following the event.

Cleaning

Please ensure the hall is swept and the above items are addressed following the event.

PLEASE CHECK THE FACILITY UPON ARRIVAL AND IF ANY CONCERNS, IMMEDIATELY REPORT THEM TO THE ADMINISTRATOR AT 306 466-2229 OR IF URGENT 306 466-7408.