

DISTRICT OF KATEPWA

*P.O. BOX 250
LEBRET, SK S0G 2Y0
(306) 332-6645*

RENTAL AGREEMENT

KATEPWA CULTURAL CENTRE

AVAILABILITY OF KEY:

The key will be available from the District Office prior to the rental date.

RENTAL FEES

The rental fee is to be received by the administrator 30 days prior to the rental date. Time will be waved for short notice rental upon availability of the building. Fifty percent of rental fee will be withheld upon cancellation.

DAMAGE DEPOSIT:

The damage deposit is to be paid by cheque upon receipt of key. The administrator will hold the damage deposit until a member of the committee authorizes return of the cheque or payment is received for damages and/or lost items.

DECORATION:

The tables may be decorated. Please do not place decorations on the walls or book shelves. Confetti, rice or any such products should not be used inside or outside the facility.

MISCELLANEOUS:

This is a non smoking facility.

If you wish to barbecue, grills may be set up in the parking lot at the front of the building.

INSPECTION:

The individual renting the facility and a member of the committee will inspect the facility prior to the rental date and after the function. Date and time to be arranged when key is picked up.

The facility is to be left in the same condition as it was prior to the function.

Tables and chairs should be stacked. Tables should be clean. Kitchen area should be clean. All items for disposal must be placed in garbage bags. Bottles and cans are not to be left inside or outside of the premises.

I _____ agree I am responsible for any damages and/or missing items identified upon final inspection and should the damages and/or missing items exceed the amount of the damage deposit, I will make any additional payments to the District of Katepwa upon notification.

INSPECTION PRIOR TO RENTAL:

Please check the following for damages, stains and cleanliness:

- _____ Kitchen area, no food left in refrigerator
- _____ Chairs
- _____ Tables
- _____ Bathroom
- _____ Rug
- _____ Bookshelves
- _____ Windows, doors and lights

Identification of any damages, stains and/or missing items - Please list below.

Signature of renter and member of the committee in agreement with inspection

Print name:

Signature:

Date: _____

INSPECTION AFTER FUNCTION:

Please check the following for damages, stains and cleanliness.

- _____ Kitchen area, no food left in refrigerator.
- _____ Chairs
- _____ Tables
- _____ Bathroom
- _____ Rug stains
- _____ Bookshelves and books
- _____ Windows, doors and lights

Identification of any damages, stains and/or missing items - Please list below.

Signature of renter and member of the committee in agreement with inspection

Print name:

Signature:

DATE: _____

Rental Schedule for the Katepwa Centre

- A. Meeting Rental (4 hour period)
Ratepayer – \$75.00
Non Ratepayer - \$150.00

- B. Social Function
Ratepayer - \$150.00
Non Ratepayer - \$300.00

- C. Cultural Events
There is a \$2.00 fee per person for cultural events hosted by a Ratepayer.

- D. Public Service Programs
No charge for the Katepwa Centre if the meeting or function is a public service program put on by the District and has been approved by the District Council prior to the function.

RENTAL FEE'S

The rental fee is to be received by the administrator 30 days prior to the rental date. Time will be waved for short notice rental upon availability of the building. Fifty percent of rental fee will be with held upon cancellation.

DAMAGE DEPOSIT: \$250.00

The damage deposit is to be paid by cheque upon receipt of key. The administrator will hold the damage deposit until a member of the committee authorizes return of the cheque or payment is received for damages and or lost items.