

NORDALE COMMUNITY CLUB

R.R. 5 Site 14 Comp 1
Prince Albert, Saskatchewan
S6V-5R3
1-306-764-5900

RENTAL AGREEMENT

This agreement is made this ___ day of _____, _____ between Nordale Community Club
_____ and _____

Date of Function: _____

Address: _____

Reserved by: _____

Function type: _____

Contact Person 1: _____ Phone _____

Contact Person 2 _____ Phone _____

Damage Deposit of \$250.00 is required at time of booking. It will be deposited in trust for the renter. It, or portion owing, will be returned to the renter after the hall has been cleaned and assessed by the caretakers

Information and Rates:

Rental: 1 day - \$300.00 plus GST. This includes use of the kitchen.

Hall use Friday and/ or Sunday (if using Saturday) for 4-6 hours/day is \$75 per day plus GST. Use over 6 hours @ \$15 per hour.

Corkage: (Pepsi prod., orange and lime mix, Clamato, glasses and ice): \$2.50 per person

Bartenders: (NCC people hired by Hall, paid by renters - cash): 2 x \$100.00 = \$200.00

**Larger groups (over 200) will require 3 bartenders.

Ticket seller to be provided by renter or hired through NCC for \$100.00.

No Smoking Hall: Announcement to be made prior to the function starting. All or part of damage deposit may be retained by Nordale Community Club if smoking takes place.

Linens not provided by hall. Renters must provide their own.

Drink cooler, two fridges, two stoves and two 100 cup coffee pots are provided.

Kitchen and appliances are to be left very clean. \$20.00 per hour will be charged for clean up if not left clean.

Tables and chairs will be set up and put away by Hall staff. Do not put away, please.

Hall is closed by 2:00 am. All people & belongings must be out of the door by 2am.

Late fee of \$150 charged to renters who remain in hall after 2am.

Payment of the entire bill is to be made at the time of the event.

Homemade wine may not be served in Nordale Hall.

All kitchen garbage must be removed from the hall by the caterer or renter.

Nordale Community Club is not responsible for renters' possessions.

Tape, staples & nails may not be used in decorating. Green painters' tape and blue sticky material may be used. Fish line may be used from the hooks provided around the perimeter of the hall.

Damage Deposit: \$250.00- Date Received: _____ Amount: _____

Received from: _____ Cash/cheque

_ NCC Rep. Signature _____ Renter's signature _____

Hall Openings

**Hall will be opened once on the day before and after event. Twice, if needed, on the day of the event. Additional openings will be \$20 each.

Decorating _____ Liquor delivery _____

Caterers Name _____ Arriving _____

Phone _____

Music by _____ Arriving _____ Phone _____ There is no access to 220V for the music providers.

Table arrangement: _____ guests _____ head table _____ round or rectangular
_____ cake table _____ gift table _____ guest book table _____ ticket table _____ food tables
_____ high chairs _____ PA system for voice _____ DJ table

Function Times

Guests arrive: _____ Meal at _____

Bar open at _____ Bar closed during banquet and speeches.

Last call at _____ Close _____

Bartenders: _____ and _____ Ticket seller ?

Comments: _____

***Capacity for hall is 300 for a meeting or banquet, 250 for function that includes a dance.

Final Payment

___ Hall Rent- Function Day - \$300.00

Additional days X \$75.00= _____

Corkage @ \$2.50/person _____

(_____ People attending)

Kitchen clean up @ \$20/hr \$ _____

Sub total \$ _____

GST (5%) on Sub total \$ _____

Total payable to NCC _____ \$ _____

Bartenders at \$100.00 each, payable in cash to bartenders on date of function.

Damage Deposit returned _____, _____, _____

Amount

Date

Cheque #

Signature of Nordale rep. _____