



**TOWN OF KINISTINO**  
506 MAIN ST, BOX 10, KINISTINO SK S0J 1H0

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## KINISTINO COMMUNITY CENTRE FACILITY RENTAL AGREEMENT

Name of Organization or individual(s): \_\_\_\_\_

(this is who the damage deposit will be returned to)

Mailing Address: \_\_\_\_\_

Phone numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Alcohol served:  Yes  No

Expected Attendance: \_\_\_\_\_

Rental Dates: \_\_\_\_\_ Rental Times: \_\_\_\_\_

### EVENT REQUIREMENTS

Included in the price of the Main Hall rental is access to the Legion Room & Kitchen ONLY IF SPECIFIED BELOW. If No is selected for these areas, they will not be accessible.

#### ROOMS:

Main Hall  Yes  No

Bar  Yes  No

Legion Room  Yes  No Must be specified or will not be available during the rental

Kitchen  Yes  No Fridge  Yes Freezer  Yes Stove  Yes

Stage Chair Lift  Yes  No

#### AUDIO/VISUAL SERVICES

Sound system  Yes  No

Podium  Yes  No

Microphones  Yes  No

TV (Legion Room)  Yes  No

Ceiling Projector & Screen (Main Hall)  Yes  No

Stage lighting (spotlights)  Yes  No



## Kinistino Community Centre Rental Rates 2026

506 Main Street, Kinistino, SK

**Banquet Seating:** 242 Main Hall

32 additional banquet seating in the Legion Room

**Theater Style Seating:** 410

32 60" round tables; 11 30x96 folding tables (linens not provided but strongly recommended)

- Prices are subject to a 5% GST charge (excluding damage deposit).
- A non-refundable fee of half the rental rate is required upon booking.
- The balance is due 30 days prior to the event, along with the damage deposit.
- The Town of Kinistino maintains the right to adjust the rental cost on an annual basis, as approved by Council, and collect the new amount owing for upcoming events scheduled prior to the increase.
- **The price of the Main Hall rental will include use of the kitchen and Legion room if it has been specified on the rental application.**
- Day rental: 9:00 am to 2:00 am
- Weekend rental: Friday noon to Sunday noon

**Damage Deposit:** Equivalent to Total Cost of Rental

### **Main Hall (including the Legion room, Kitchen, Bar, Stage & A/V equipment)**

Day Rental- \$850.00	Non-Profit- \$350.00
Weekend Rental- \$1500.00	Non-Profit- \$650.00
Funerals - \$500.00	
Hourly- \$100.00	

\*\* For a Day Rental, a flat rate of \$250 to enter night before to set up. Keys must be picked up at 3:45 pm (before Town Office closes) \*\*

### **Legion Room**

Hourly- \$50.00	Non-Profit- \$37.50
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### **Kitchen (No dinnerware or cutlery is supplied)**

Daily (Stand-alone)- \$200.00	Non-Profit- \$112.50
Addendum to Legion-\$100.00	Non-Profit- \$75.00

To book please e-mail [townofkinistino@sasktel.net](mailto:townofkinistino@sasktel.net)

## **CONDITIONS OF RENTAL**

### **RENTAL PROCEDURE**

1. The facility shall not be considered rented until the booking deposit of half the total cost of the rental has been received by the Town Office. This deposit is **NON-REFUNDABLE** in instances of cancellation. The rates are attached to this Agreement. The Town of Kinistino maintains the right to adjust the rental cost on an annual basis and collect the new amount owing for upcoming events scheduled prior to the increase.
2. The remaining amount owing, plus the damage deposit shall be paid in full 30 days in advance of the rental date. If no damage is found, the damage deposit will be refunded no later than 10 calendar days after the event. The Administrator may waive the damage deposit, but it is agreed that the Renter is fully responsible for any and all damages.
3. If the rental commences during regular office hours, keys may be picked up from the office staff at the time specified on the rental agreement. If the rental commences outside of business hours, an agent of the Town will meet the renter at the Centre at the time specified on the rental agreement.
4. Use of the bar and stage are included with rental of the Main Hall.
5. If alcohol is being served, a Liquor Permit is required and is the responsibility of the renter to obtain the permit from Saskatchewan Liquor and Gaming Authority. Use this link to apply for a Cost Recovery Permit: <https://www.sлга.com/permits-and-licences/liquor-permits/special-occasion-permits>. A copy of the permit must be provided to the Town Office before keys will be released.
6. We recommend that the renter obtain event insurance, with the Town named as an additional insured. Evidence of such insurance should be provided to the Town Office 3 days prior to the commencement of the event. The renter may obtain their own insurance or use the SUMAssure program: <https://www.SUMAssure.instantriskcoverage.com>
7. The Community Centre is a tobaccoless facility: no smoking or vaping indoors. The Renter is responsible to monitor and ensure compliance.
8. The Renter is responsible for policing and supervision of guests and shall accept full responsibility for damages to the property and/or building during the rental period. Our facility is equipped with video surveillance if further measures need to be taken.
9. Town Administration and Council reserve the right to withhold any rental bookings irrespective of whether the facility is rented.

### **DECORATING/CLEANING**

10. Decorations are permitted providing that they are hung along the corkboard area of the walls and must be removed immediately following the function. Any decorations that need to be removed and disposed of by Town staff may result in loss of partial damage deposit. The hall & lobby are not a part of the rental and are not to be decorated. Ladders are not available. No combustible candles, confetti or glitter allowed.
11. It is strongly recommended that tables be covered with plastic or linen tablecloths. These are **NOT** supplied by the Town. After the event, all tables must be wiped clean and put in the storage room on carts. Chairs are to be stacked in a pile of 8 and put in storage room with the supplied chair cart. **DRAGGING CHAIRS OR TABLES ACROSS THE FLOOR WILL RESULT IN LOSS OF ENTIRE DAMAGE DEPOSIT.**
12. Spills must be mopped up as the night goes on, and after the function.
13. All floors must be swept, including, if used, the bar, stage, Legion room & kitchen.
14. All bathrooms must be checked for damage. Urinals and toilets must be flushed. **ANY VOMIT/URINE/FECES PRESENT IN THE BUILDING, INCLUDING BATHROOMS, WILL RESULT IN LOSS OF ENTIRE DAMAGE DEPOSIT.**
15. All garbage cans and recycle bins are to be emptied and bags taken out to the dumpsters located at the back of the building.

16. The Renter is responsible for cleaning the patio/park area on the northeast side of building and the parking lot on the southwest side of building of any bottles, cans, garbage, cigarette butts, etc. as a result of the rental.
17. If there are excessive damages, the Renter agrees to pay any additional cost over and above the damage deposit.
18. Make sure all doors are closed and locked when you leave and the keys left in the after hours drop box on the outside of the building. Should any keys not be returned, \$10/missing key will be deducted from the damage deposit.
19. Any items left at the Community Centre will become subject to the Town's Lost and Found Policy.

**If we determine that any of the aforementioned conditions have not been met, we reserve the right to retain all or a portion of your damage deposit.**

### **SAFETY**

20. There is an AED unit and first aid kit in the lobby, near the coatroom door. The Kinistino Community Centre Emergency Action Plan (EAP) is posted above the AED unit. Should you like to have a printed copy of the Plan, please request one from the Town Office.

### **RELEASE & INDEMNITY**

21. The Renter hereby releases the Town of Kinistino from all liability (including costs) for loss of, damage, or injury to the Renter, other people or entities, the Renter's property, or the property of other people or entities connected to or resulting from: (a) the Renter's occupation, use, and operations at the facility; (b) the granting or exercise of the Renter's rights or performance of its obligations under the Agreement; or (c) a breach of this Agreement by the Renter.
22. The Renter hereby indemnifies and holds harmless the Town of Kinistino from and against any and all claims, costs, and other liabilities whatsoever that any or all of them may incur in connection with damage to or loss of any property or bodily or personal injury to or the death of any person or entity or any other type of claim, loss, or damage arising from, in connection with, or resulting from the Town granting this Agreement. The preceding indemnity agreement shall apply to the Renter or anyone that the Renter is responsible for in law, and such injury, damage, costs, or other liabilities which are caused by the Town of Kinistino's gross negligence or the gross negligence of the Town's representatives, employees, contractors, or those for whom it is responsible for in law.
23. The Town of Kinistino shall not be liable or obliged to compensate the Renter for any loss whatsoever, sustained as a result of the building not being available or suitable for the purpose of the Renter by reasons of mechanical or other failure of equipment, fire, labor strikes, any acts of God or any other occurrences which could not have been reasonably foreseen or prevented.

### **LEGAL**

24. This Agreement is governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable in that Province.
25. This Agreement is non-transferrable.

By signing this Agreement, I acknowledge that I have read the Facility Rental Agreement & Conditions of Rental and agree and understand that meeting these conditions is my responsibility. I also understand that the Town of Kinistino will only deal with the person(s) named on the Facility Rental Agreement.

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Date

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Renter Signature

For Office Use:

Renter: \_\_\_\_\_

Dates: \_\_\_\_\_

Total Cost of Rental: \_\_\_\_\_

Booking Deposit: \_\_\_\_\_ Date received: \_\_\_\_\_

Balance of Rental: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_

Total owing: \_\_\_\_\_ (due 30 days prior to event)

Payment: \_\_\_\_\_ Date received: \_\_\_\_\_

Payment: \_\_\_\_\_ Date received: \_\_\_\_\_

Payment: \_\_\_\_\_ Date received: \_\_\_\_\_

Payment: \_\_\_\_\_ Date received: \_\_\_\_\_

Damage deposit returned: \_\_\_\_\_ Date returned: \_\_\_\_\_