



### **Responsibilities of the Renter:**

A \$500.00 damage and key deposit must be paid when the keys are picked up. This deposit will be refunded, provided all of the following conditions have been met:

- There has been no damage to the hall or its contents.
- There is no excessive or unusual clean up required by the caretaker.
- All decorations have been removed.
- All decorations are removed (no putty, nails or screws have been used on the walls), no tape left behind.
- All Floors are swept, spot washed to remove any spills and kept free of scuff marks.
- Ensure washrooms are tidy and there are no damages.
- The upstairs kitchen/bar and downstairs serving kitchen are clean. All dishes washed, put away and sink drains cleaned.
- Upstairs/downstairs fridge and freezer have been cleaned out, unplugged, and doors left open.
- Dishwasher has been drained & strainer has been cleaned out.
- Food has been removed from premises.
- Upstairs banquet chairs are stacked in groups of 4 high and 2 deep, against the west wall, with the seat of the chair facing the wall as originally found.
- Basement plastic chairs are stacked against the wall.
- Tables have been washed and stacked and put away as originally found.
- All recyclables are bagged and placed in the recycle bin located outside (downstairs) of the basement doors
- All garbage is bagged and placed in garbage bins located outside (downstairs) of the basement doors.
- The Audio/Video system is turned off and equipment secured in the cupboard.
- Garbage on the grounds around the hall has been cleaned up, including cigarette butts (\$50 fee if clean up is required).
- Lights are turned off.
- All entry/exit doors have been closed and locked (please pull on the doors to check).
- The key is returned to the Municipal Office Sunday at noon in the drop slot.

#### **Emergency Contacts:**

Community Coordinator, Chris Exner – (306) 533-6147  
Town After Hours Emergency Number – (306) 731-8024

**IN CASE OF EMERGENCY, PLEASE CALL 9-1-1**