TOWN OF GRAVELBOURG
LA PALESTRE RENTAL AGREEMENT

Thank you for choosing La Palestre for your event.

This Rental Agreement outlines the terms and conditions governing the use of La Palestre and related Town of Gravelbourg facilities. Please read this Agreement carefully, complete all required information, and return the signed Agreement to the Recreation Manager.

Please Note: Your booking is not confirmed until the required security damage deposit has been received.

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1. LESSEE INFORMATION

Lessee/Organization: _____
Primary Contact: _____
Mailing Address: _____
Phone: _____
Email: _____
Emergency Contact: _____
Emergency Phone: _____

2. EVENT INFORMATION

Type of Event: _____
Rental Date(s): _____
Expected Number of Attendees: _____
Access Time: _____
Event Start Time: _____
Event End Time: _____
Cleanup to be Completed By: _____
Alcohol Served: ☐ Yes ☐ No
Event Supervisor / Responsible Individual: _____
Supervisor Phone: _____

The Lessee shall designate a responsible individual who must remain on site and be available throughout the rental period.

Facility Requested (check all that apply)

☐ Skating Rink
☐ Curling Rink
☐ Curling Lounge
☐ Kitchen
☐ Stage
☐ Equipment Rental

3. RENTAL FEES, DEPOSITS & PAYMENT

Rental fees and security damage deposits are established by Town Council and are outlined in Schedule A, which forms part of this Agreement.

The Lessee agrees that:

- A security damage deposit is required at the time of booking.
- The remaining rental balance is due no later than thirty (30) days prior to the rental date.
- Bookings made within thirty (30) days of the rental date require payment in full at the time of booking.
- Bookings are not confirmed until the required security damage deposit has been received.
- Any cheque or payment returned for insufficient funds shall be subject to a $50.00 administrative fee in addition to any bank charges incurred.

4. CANCELLATION POLICY

- Cancellations received more than thirty (30) days before the rental date will receive a refund of all rental fees and security deposits paid, less a $25.00 administrative fee.
- Rental fees are non-refundable for cancellations made within thirty (30) days of the scheduled rental date unless otherwise approved by the Town.
- The Town of Gravelbourg reserves the right to cancel a booking due to circumstances beyond its control, including but not limited to equipment failure, power outages, severe weather, fire, or emergency situations. Where the Town cancels a booking, all rental fees and security damage deposits paid will be refunded in full.

5. FACILITY USE

The Lessee agrees to:

- Use only the facilities identified in this Agreement.
- Use the facility in a safe and respectful manner.
- Ensure maximum occupancy limits are not exceeded.
- Supervise all guests attending the event.
- Comply with all Town policies, bylaws, and applicable legislation.
- Leave the facility in the same condition in which it was received, reasonable wear and tear excepted.

The Lessee is responsible for ensuring that all contractors, caterers, entertainers, decorators, vendors, and attendees comply with this Agreement and all Town policies.
The Lessee shall not permit use of the facility by any other person or organization without prior approval from the Town.
Animals are prohibited within the facility except service animals as required by law or where approved by the Town.
The Town reserves the right to access and inspect the facility during the rental period.
Any damages, deficiencies, or policy violations may result in additional charges, forfeiture of the security damage deposit, or termination of the rental.

Maximum Occupancy

Skating Rink: 700 persons
Curling Rink: 400 persons
Curling Lounge: 125 persons

6. DECORATIONS

Only painter's tape, masking tape, or approved reusable adhesive products may be used within the facility.

The following items are prohibited unless prior approval is obtained from the Town:

- Nails
- Screws
- Staples
- Duct tape
- Glue or adhesives that may damage surfaces

Decorations shall not obstruct:

- Emergency exits
- Fire extinguishers
- Emergency lighting
- Sprinkler systems

Open flames, candles, fireworks, sparklers, smoke machines, and fog machines are prohibited unless expressly approved by the Town.

7. ALCOHOL, SMOKING & VAPING

Alcohol

The Lessee is responsible for obtaining all permits required by the Saskatchewan Liquor and Gaming Authority (SLGA) where alcohol will be served.
Copies of all required permits must be provided to the Town before the event.
The Town reserves the right to require licensed security personnel where appropriate.

Smoking & Vaping

La Palestre is a smoke-free and vape-free facility.
Smoking and vaping are prohibited inside all Town facilities.

Evidence of smoking or vaping inside the facility may result in deductions from the security damage deposit.

8. EQUIPMENT RENTAL & SET-UP

Where tables, chairs, staging, risers, or other Town of Gravelbourg owned equipment are rented, the Lessee is responsible for:

- Retrieving equipment from the designated storage area;
- Transporting equipment to and from the event area;
- Setting up and taking down equipment; and
- Returning equipment clean and in good condition.

All equipment shall be returned clean, properly stacked, and stored in an orderly manner.

The Lessee is responsible for any damage to or loss of Town-owned equipment during the rental period. Repair or replacement costs may be deducted from the security damage deposit and/or invoiced where costs exceed the deposit.

9. CLEANING RESPONSIBILITIES

The Lessee is responsible for leaving the facility in a clean and orderly condition.

Prior to leaving, the Lessee shall ensure:

☐ Garbage and recycling are removed from the facility and placed in designated bins.
☐ Cardboard is broken down before disposal.
☐ Washrooms are cleaned, including toilets, sinks, counters, and floors.
☐ Kitchen facilities are cleaned, including dishes, utensils, counters, appliances, and floors, if used.
☐ Tables are wiped clean.
☐ Floors are swept and washed where required.
☐ Decorations are removed.
☐ Personal belongings are removed.
☐ Parking areas and surrounding grounds are free of garbage and pet waste.
☐ Tables and chairs are cleaned, properly stacked, and returned to storage.
☐ All lights are turned off.
☐ All exterior doors are locked and secured.
☐ Facility key is returned as directed.

Failure to complete the required cleanup may result in additional cleaning charges and/or deductions from the security damage deposit.

Cleaning required beyond the standard expectations will be charged at $50.00 per hour plus applicable disposal costs.

10. DAMAGE & SECURITY DEPOSIT

The Lessee accepts responsibility for any damage occurring during the rental period.

The Town may deduct costs from the security damage deposit for:

- Damage to the facility or equipment;
- Excessive cleaning;
- Missing equipment;
- Policy violations;
- Additional charges outlined in Schedule A;
- Unpaid fees; or
- Other expenses arising from the rental.

An itemized statement of deductions will be provided upon request.

Any refundable portion of the security damage deposit will generally be processed within fourteen (14) calendar days following the rental, subject to inspection of the facility and determination of any outstanding damages, fees, or charges.

11. KEYS

One facility key will be issued to the Lessee unless otherwise arranged.

The Lessee accepts responsibility for the key from the time it is issued until it is returned.

Lost or unreturned keys may result in replacement and/or re-keying charges.

12. INSURANCE, LIABILITY & INDEMNIFICATION

The Town of Gravelbourg reserves the right to require proof of liability insurance depending on the nature of the event.
Where required, the Lessee shall provide proof of general liability insurance with coverage of not less than **$2,000,000 per occurrence** and naming the Town of Gravelbourg as an additional insured.
The Lessee assumes responsibility for all activities occurring during the rental period and agrees to indemnify and hold harmless the Town of Gravelbourg, its Council, employees, volunteers, contractors, and agents from any claims, damages, losses, liabilities, costs, or expenses arising from the Lessee's use of the facility.
The Town shall not be responsible for injury, loss, theft, or damage to persons or property arising from the use of the facility.

13. EVENT TERMINATION

The Town reserves the right to terminate the rental and require immediate removal of attendees where:

- Occupancy limits are exceeded;
- Illegal activities occur;
- Alcohol regulations are violated;
- Public safety is endangered; or
- Facility policies are not followed.

No refund shall be provided in such circumstances.

14. EVENTS BEYOND REASONABLE CONTROL

Neither party shall be liable for any failure to perform its obligations under this Agreement where such failure results from causes beyond its reasonable control, including but not limited to natural disasters, fire, utility failures, government orders, public health emergencies, labour disruptions, or other unforeseen events.

15. AGREEMENT

By signing below, the Lessee acknowledges that they have read, understood, and agree to comply with the terms and conditions of this Rental Agreement and any attached schedules.

LESSEE

Name (Print): _____
Signature: _____
Date: _____

TOWN OF GRAVELBOURG

Authorized Representative: _____
Signature: _____
Date: _____

Renter Requirements Checklist

The Recreation Manager will identify which items apply to your rental.

☐ **Event Supervisor / Responsible Person** identified
Name: _____ Cell: _____

☐ **Proof of Liability Insurance** provided, if required

☐ **Town of Gravelbourg named as Additional Insured**, if required

☐ **SLGA Permit** provided, if alcohol is being served

☐ **Licensed Security** arranged, if required

☐ **Special approvals** received for anything outside normal facility use

☐ **Facility key pickup/return** arranged

☐ **Additional setup day/time** booked, if required

☐ **Equipment rental requirements** confirmed (tables, chairs, stage, power box)

☐ **Final payment received**

OFFICE USE ONLY

Security Damage Deposit Received: ☐ Yes ☐ No

Rental Fees Paid in Full: ☐ Yes ☐ No

Keys Issued To: _____

Key Issued Date: _____

Key Returned Date: _____

Comments: _____

SCHEDULE A

TOWN OF GRAVELBOURG
LA PALESTRE RENTAL FEES

This Schedule forms part of the La Palestre Rental Agreement. All rental fees, security damage deposits and additional charges are established by Town Council and may be amended from time to time by resolution of Council.
For payment requirements, cancellation provisions, facility rules, rental conditions and security damage deposit administration, refer to the La Palestre Rental Agreement.

1. OFF-SEASON FACILITY RENTALS

Seasonal availability varies by facility.

Facility	Rental Rate
Skating Rink - Per Day	$375.00
Skating Rink - Weekend*	$850.00
Curling Rink - Per Day	$300.00
Curling Rink - Weekend*	$750.00
Curling Lounge - Per Day	$150.00
Community Non-Profit Lounge Meeting**	$20.00/meeting

Weekend rental is from 9:00 a.m. Friday to 9:00 a.m. Monday.

Additional Set-Up Day: $100.00 per day (subject to facility availability).
Please Note: Off-season rentals include use of the kitchen, tables, and chairs. Kitchen access is not included with Curling Rink rentals after September 30.
Community Non-Profit Lounge Meeting: Available to eligible local volunteer and non-profit organizations for non-revenue-generating meetings during the off-season.
Use of the facility under this rate is subject to the **La Palestre Arena Off-Season Lounge Use Agreement**.

2. EQUIPMENT RENTALS

Equipment	Rental Rate
Chairs	$2.00 each/day
Tables	$10.00 each/day
Stage & Risers	$120.00 per event
Power Box	$115.00 per event

Equipment Rental Information

- Tables and chairs are available on a self serve basis.
- Town staff do not provide setup or takedown services.
- Equipment rentals are subject to the Equipment Rental & Set-Up provisions of the La Palestre Rental Agreement.

3. SECURITY DAMAGE DEPOSITS

Rental Area	Deposit
Skating Rink	$300.00
Curling Rink	$225.00
Curling Lounge	$75.00
Stage	$300.00
Power Box	$100.00

4. ADDITIONAL CHARGES

Item	Charge
Additional Set-Up Day	$100.00/day
Damaged Table	$100.00 each
Damaged Chair	$25.00 each
Excessive Cleaning	$50.00/hour plus applicable disposal costs
Missing or Damaged Equipment	Cost Recovery
Lost or Unreturned Key	Cost Recovery

CONTACT INFORMATION

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Approved by Town Council
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