

ITALIAN CANADIAN ASSOCIATION OF SASKATOON

Saskatoon Italian Cultural Centre (SICC) - Rental Agreement

Booking Name	
Type of Event & Number of People	
Date & Start/End Times of Event	
Contact Name	
Contact Phone & Email address	
Other (i.e. special requests)	

Terms & Conditions

- 1. The interior capacity of this facility is 100 persons. No animals allowed inside the facility.
- 2. Service of liquor is unavailable for non-members, unless they come as guests of a member, as visitors ("persons who have members' privileges based on reciprocal privileges granted to members of affiliated clubs") or are with a group holding their own SLGA Special Use Permit. Renter to provide proof of "Special Occasion Permit"
- 3. Only the holder of an SLGA Special Use Permit is allowed to serve any alcoholic beverage(s) (purchased only at a SLGA outlet) to this facility.
- 4. Persons under the age of 19 are not allowed by SLGA regulations to serve, to handle, to be served, nor to consume any alcoholic beverage(s).
- 5. Alcohol served in the hall must be consumed within the hall and cannot be taken outside.
- 6. Because of the administration required to allow for the renter to get an SLGA Special Use Permit, a premium is charged to non-members who serve alcohol at the facility.
- 7. Each and every person attending this facility is required by SLGA to sign in.
- 8. Renters are responsible to leave the facility in the condition in which it was rented (unless otherwise agreed upon). This includes hall floor to be swept and any liquid spills to be mopped, bathrooms washed, and disposal of all garbage inside building and placed in red Loraas bin.
- 9. All decorations are to be attached with special tape, no tacks or staples or nails to be used on walls.
- 10. Basic hall rental includes use of tables and chairs. Please ask about our fee for setup schedule.
- 11. ABSOLUTELY NO CONFETTI OR RICE INSIDE OR OUTSIDE the facility Deposit will be forfeited if found.
- 12. If overnight parking is required, please do so in the spots available outside the facility property gate.
- 13. SICC does not necessarily share or endorse the views represented by any group booking its facility.
- 14. The SICC will not knowingly permit any individual or groups to use its facility in contravention of the Criminal Code of Canada.
- 15. Individuals or groups using the facility must adhere to legislated fire and safety codes. No open flames.
- 16. Smoking is not permitted in the facility and only in the one designated area. All butts extinguished in designated glass container.
- 17. A \$300.00 security deposit must be paid at time of booking. FULL PAYMENT is required 30 days before booking.
- 18. CANCELLATIONS: Full refund of security deposit will be given in case of cancellation 30 days prior to your event. Half of security deposit will be refunded in case of cancellation 15 days prior to your event. If cancellation is 6 days or less before booking then the damage deposit and half of the full payment will be forfeited.
- 19. SECURITY DEPOSITS are intended to cover damage repair, loss due to theft, and any cleaning of the hall or grounds. A condition report before and after will be signed by the renter. If the SICC is required to clean up following the rental period, a cleaning fee will be deducted from the damage deposit. We reserve the right to withhold security deposit and further bill any additional amount to cover cost of repairs.
- 20. An ICAS custodian reserves the right to be on site.

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 SICC Rep Initia



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(Please circle those that apply)	MEMBER	NON-MEMBER				
HALL RENTAL						
Date	\$ 190	\$ 240				
Date						
Date						
BAR SERVICE	1	- 1				
No Bar Service (See Terms & Conditions 2 above)						
Renter to obtain and provide proof of "Special Occasion Permit"						
(See Terms & Conditions 3-6 above): Non-Sale	\$ 150	\$ 200				
Cost Recovery	\$ 150	\$ 200				
Or if the Permit is for Sale	variable	variable				
BBQ/PROPANE	1					
	\$ 15	\$ 25				
SOUND SYSTEM		•				
Portable PA System available for rent (good for outdoor music & mic)	\$ 35	\$ 70				
SETUP & TAKEDOWN	1					
Renter to provide						
SICC to provide: Classroom Style / Lecture Style						
Boardroom Style / Banquet Style / U-Shape Style	\$ 100	\$ 100				
CLEANING		1				
Cleaning Provided by Renter (* See Checklist *)						
SICC Cleaning Service (Interior)	\$ 200	\$ 200				
SICC Cleaning Service (Exterior)	\$ 200	\$ 200				
SERVICE & SUPPLY		•				
Usage Fee	\$ 185	\$235				
OTHER						
Balance payable 30 days before booking	5					
(or at time of booking if within 30 days)						
Plus Security Deposit: \$300.00 To be paid by E-Transfer or	Visa*(*charg	e applies)				
Date Deposit Received Amount Paid By (E Transfer/Visa)		ver's License)				
Date Deposit Received Annount Faid by (E Transier/Visa)	ווע) עו	ver s Licensej				
Signature of Renter Print Name		Date				
Signature of SICC Representative Print Name		Date				

Renter Clean-up Checklist * All items must be completed for full refund of deposit. *

Please follow the instructions below and check-off each item when completed.

Office Use	Renter	Item	Instructions		
		12 Tables 53 Chairs	Clean before put away. Wash with soap & water. Properly stack near windows in front corner.		
		Countertops Walls & Doors Windows	Wash with soap & water. Wash any marks or stains with soap & water. Wash all fingerprints off window panes.		
		Garbage Cans: 3 bathroom 2 hall 1 bar 1 outdoor	Empty ALL garbage cans & re-use existing bag or replace bag only when necessary.		
		Bathrooms x 3: Toilets Sinks	Toilets & sinks must be cleaned with products found under the sink. Floors must be swept & mopped (see next item).		
		Floors: hall area bathrooms x 3 behind bar	Sweep & mop floors (scrub any stains or spills). Please use <i>Pinesol</i> provided.		
		BBQ	Follow instructions on BBQ TOOL CONTAINER.		
		2 Bocce Sets	9 Bocce Balls per set (8 coloured + 1 white) x 2 sets = 18 Bocce Balls. Return into building in yellow crate.		
		Turn off lights	Turn off ALL lights, including 3 bathrooms.		
		Lock all doors & windows Other	Ensure all windows & exterior doors are locked before you leave at end of day. Please do NOT use markers on floors, walls, doors, counters, furniture, etc. Thank you.		
Signature of Renter			Office Use		
Signature of ICAS Representative				\$300 Full deposit refunded Partial deposit refunded:	
Date			_	hrs x \$25/hr = \$ deducted	