



Bell Barn Society of Indian Head Facility Rental Agreement

Submit to:

email: bellbarnsociety@gmail.com

mail: PO Box 1882 Indian Head, SK S0G2K0

questions? call: 306-695-3891 or 306-536-6881

A. RENTAL INFORMATION

Renter:
Home Phone:
Cell:
Emergency phone number (for date of function):
Email address:
Address:
Town/City:
Province:
Postal Code:
Date of Event:
Event time from: _____ to _____
Description of Event:
Setup Date:
Setup time from: _____ to _____
Clean up Date:
Clean up Time: _____ to _____
Estimated number of people attending:
Will you be serving alcohol? Yes No
Will you be renting the sound system? (\$100 fee) Yes No

B. EVENT PRICING

Event is a (please check one):	Rental Fee
Wedding, Anniversary, Birthday or Similar Event	\$450.00/day
Funeral	\$250.00/day
Meetings up to 4 hours	\$40.00/hour Number of hours: _____
Meetings over 4 hours	\$450.00/day
+ Cost of security, sound system (if selected above) and any ice used	

OFFICE USE ONLY

Rent Paid:

C. LEGAL

The Renter must purchase insurance to protect against any risks that are associated with the Renter’s activity. In the event of damage being caused to any Bell Barn Society property or assets, the Bell Barn Society will seek to recover those damages from the Renter. Selling goods or services in the barn or on the property shall be prohibited without prior agreement stipulated on the contract.

The Renter shall indemnify and save harmless the Bell Barn Society of Indian Head and the Town of Indian Head against all claims and demands made by any members of the organization or the invitees for injury or damage to such member of the organization or the invitees resulting from the neglect default or misconduct of the organization, its agents servants or assistants during the term of this agreement.

The Bell Barn Society may cancel this Agreement at any time with or without cause or due to circumstances beyond the Society’s control. In such cases, an effort will be made to notify the Renters within a reasonable time. If the Agreement is canceled, the Renter will have no claim or right to damages, or reimbursement on account of any loss, damage or expense.

Signed:	Dated:
---------	--------

OFFICE USE ONLY

Date Liquor License obtained by renter:	
Security Person:	
Person in charge of sound system:	
Liability Insurance:	
Date Rent Received:	
Date Damage Deposit Received:	

D. RENTAL CONTRACT TERMS

1. This agreement is granted for the exclusive benefit of the renter and may not be transferred to any other party. The renter is entitled to the use of the facility only during the hours stated unless there is a written variance on the contract. Events must be completed by 1:30 AM CST and the premises vacated by 2:00 AM CST.
2. The Bell Barn Society reserves the right to refuse use/rent of the barn for events/activities deemed unsuitable for the preservation or purpose or security of the barn.
3. The Bell Barn Society reserves the right to evict any persons deemed not taking care and safety towards people, the facility, furnishings and museum displays.
4. RENT shall refer to the use of the barn facility and outdoor washrooms and entitle guests to the perusal and viewing of exhibits on the main rotunda during hours defined in the agreement
5. SECURITY personnel, hired by the Bell Barn and paid for by the renter, shall be present during after hour rentals. This includes the set up, and clean up periods whenever staff are not present. Security personnel will be responsible for opening and locking up the facility after hours.
6. FEES: Rental fees based on visitation numbers shall be payable at the time of signing this agreement.
7. CAPACITY: Capacity restrictions are:
 - 100 persons on the main floor
 - 230 persons on the upper floor
8. DEPOSIT: A damage deposit of \$500.00 shall be required no later than 30 days prior to this function. A postdated cheque for the damage deposit will be required upon signing the agreement, from which security personnel (\$25.00/hour), ice used (\$3.00 per bag) and sound system fee (\$100) will be deducted. The security will safeguard all displays, equipment, washrooms and sound system. Any refund shall be issued within 30 days of the event.
9. ALCOHOL: Alcohol shall be regulated in accordance to the permit obtained from Saskatchewan Liquor and Gaming Authority. The renter must provide the Bell Barn with a copy of the permit 5 days prior to the event. Permit must be posted at the bar. Beer shall be available in CANS only.
10. COPYRIGHT: Performing of copyright work or music without the consent of SOCAN is not permitted.
11. GLASS: Glass drink containers are not permitted in the barn or washrooms.
12. FIRE: Emergency escape lighting will remain on at all times. OPEN FLAMES are not permitted indoors in the barn or washrooms.
13. SMOKING: Smoking (including marijuana) is not permitted in the barn or washrooms.

Renter's Initials:

D. RENTAL CONTRACT TERMS CONTINUED.

- 14. DECOR: Neither posters, advertising nor decorations may be adhered to the building or out without prior approval.
- 15. COMMERCE: Selling goods or services in the barn or on the property shall be prohibited without prior agreement stipulated on the contract.
- 16. PHONE: Telephone service may not be available at the facility.
- 17. CANCELLATION: This rental agreement may be canceled 6 months in advance of the reserved date for a full refund. After 6 months no refunds will be provided.
- 18. EVENT PROCESS: The renter is responsible for set up before and cleanup after the event. Clean up must be no later than 11:00 AM CST the next morning. (Deposit may be charged for late clean up).
 - Leave tables and chairs set up.
 - All surfaces must be wiped clean and floors swept.
 - Garbage is to be gathered, and moved to containers beside washroom cottage.
 - Recycled cans taken away or put in plastic bags and left outside the back door of the barn.
 - Bathrooms cleaned and tidied with surfaces wiped down.
- 19. SOUND SYSTEM: There is a \$100.00 charge to use the in-house sounds system. The barn personnel may assist with sound system setup/operation and storage.
- 20. INSURANCE: The renter shall indemnify and save harmless the Bell Barn Society of Indian Head and the Town of Indian Head against all claims and demands made by any members of the organization or the invitees for injury or damage to such member of the organization or the invitees resulting from the neglect, default or misconduct of the organization, its agents, servants or assistants during the term of this agreement.
- 21. The Renter must have liability insurance on an occurrence basis, against claims for bodily injury, personal injury and property damage in or about the premises, contractual liability, and host liquor liability in amounts not less than \$1,000,000. The Bell Barn Society of Indian Head must be added as an additional insured. Proof of liability coverage must be provided to the Bell Barn Society 5 days prior to the event.

I have read and agree to the terms and conditions set out for rental of the Bell Barn facilities:

Renter Name:	Date:
--------------	-------

Signed:
