

Town of Gravelbourg Palestre Rental Agreement

Thank you very much for your interest in the Palestre. Our unique venue provides a perfect location as you are planning your next special event. Please find enclosed our Palestre Rental Agreement, we hope it will assist you in planning any future events. Please read and complete all the appropriate sections of this form and return it to the Sports, Culture & Recreation Office. Reminder that your rental is not reserved until your deposit has been received.

This agreement is between the Town of Gravelbourg
And
_____ “lessee”

for the use of the Palestre: skating rink, curling rink, curling lounge, or facility equipment.

- All areas are non-smoking.
- A security damage deposit is required at time of booking.
- The Palestre rental fee is to be paid no less than 30 days prior to the rental date.
- The security damage deposit will be returned to lessee by regular mail within 14 calendar days of the event. If any evidence of smoking or damage inside the Palestre is found, the security damage deposit will be withheld in full and payment for any damages will be the lessee’s responsibility.
- Damaged tables: \$100/each. Damaged chairs: \$25/each. Repairs or replacement costs for damaged property will be billed to the lessee.
- If the event is cancelled more than 30 days prior to rental date, all monies shall be refunded in full. Rental fees are non-refundable if the event is cancelled within 30 days of the rental date.
- No person under the age of 25 may rent the Palestre.
- A weekend rental rate is from 9am Friday morning until 5pm Sunday afternoon. If additional days are needed for preparations, there will be a surplus charge of \$100.00 per day, taking into consideration that not all the lights are turned on.
- Lessee is responsible to leave the Palestre in a tidy condition:
 - Only sticky tack is allowed to hang decorations. NO TAPE.
 - Confetti, rice, rose petals and bubbles are not permitted.
 - Remove garbage from all containers and deposit in the dumpster. Cardboard taken it IPI.
 - Clean bathrooms (toilets, sinks, countertops and floors).
 - Clean the kitchen (dishes, cutlery, counters, fridge, floors, stove, grill and microwave)
 - Wipe off tables. Collapse and stack tables & chairs and place on trolleys.
 - Sweep and wash floors.
 - Remove all personal belongings.
 - Pick up and dispose of any garbage (including pet waste) from parking lot and grounds.
 - Check and secure doors, turn off lights and return key as directed.
- A permit is required for any alcohol brought into La Palestre.
Maximum capacity for the skating rink is 700, the curling rink is 400 and the curling lounge is 125.

Contact information :
Town of Gravelbourg
c/o Sport, Culture & Recreation Office
Box 1073 Gravelbourg, Sask. S0H 1X0
E-mail : crc@gravelbourg.ca
(306) 648-3301, ext. 6
Cell: (306) 650-7377

Gravelbourg Palestre Rental Price List

Security Damage Deposits (returned within 14 days following event):

- Skating Rink Area \$300.00
- Curling Rink Area \$225.00
- Curling Lounge Area \$75.00
- Power Box \$100.00

Facility Rental April 1, 2018 to October 15, 2018

- Skating Rink Arena Rental \$650.00/weekend
- Skating Rink Arena Rental \$350 – Single week day rental
- Curling Rink Area Rental \$500.00/weekend
- Curling Rink Area Rental \$250.00 – Single week day rental
- Curling Lounge Rental \$125.00/day
- Kitchen/ Lobby Rental \$150.00/day or \$250/ Weekend

The Palestre rental fee is to be paid no less than 30 days prior to the rental date. Rental fees are non-refundable if the event is cancelled within 30 days of the rental date.

Equipment Rental January 1, 2018 to December 31, 2018

- Power Box \$115.00/day
- Tables \$5.00 each/day x _____
- Chairs \$1.00 each/day x _____

Equipment rentals are to be paid prior to or upon pick up.

Rented by: _____

Address: _____

Phone Number(s): _____

Palestre Rental (\$): _____

Security Damage Deposit (\$): _____

Extra Day - \$100/day _____

Type of event: _____

Date of event: _____

Total Rent Paid (\$): _____

Please circle: _____

cash _____

cheque #: _____

Reminder that your rental is not reserved until your deposit has been received.

By signing this contract, I agree to abide by the conditions above and to be held fully responsible for any damage to the premises incurred by myself or any person attending the stated event. I am aware that a portion or all of the security damage deposit will not be returned if there is any damage to La Palestre, grounds, or anything contained therein. The Town of Gravelbourg, volunteers or community members shall not be held liable or responsible in any ways for any loss, damage, or injury to: lessee or attendees (including pets or animals) of stated event, any equipment used or vehicles in parking lots.

Name of Lessee (print): _____

Date: _____

Signature: _____

CRC Signature: _____

Date key given: _____

Date key returned: _____